

SOCIAL ENTERPRISE BUSINESS PLANNING GRANT

Overview

This category has two purposes:

1. Assist existing local social enterprises to engage professional services that can assist with the ongoing operation and sustainability of the business (such as marketing, web design, and book-keeping)
2. Provide funding for existing organisations or groups of individuals who are at the concept development stage of a social enterprise project and need assistance in the research, development and writing of a social enterprise business plan.

Project funds for business plans can be used to engage the services of a business planning consultant, or to fund the research activities and staff time associated in writing a business plan.

Suggested Outcomes

- Increased community benefit and social impact;
- Increased economic prosperity and business sustainability;
- Improved business development and management ability;
- Increased awareness and presence in Parramatta.

Available Funding

Total funding available is shared with the Small Grants Fund (\$40,000 per financial year). There is a funding cap for each application of \$2,000. City of Parramatta Council will only fund one application over a financial year, regardless of the number of applications received from an organisation.

Program Timelines

This program is open all year round but assessed four times a year. Please ensure you're your project start date is at least 3 months after the upcoming deadline to ensure funding for your project. For example, if the upcoming deadline is in August, then make sure your project start date is in November.

Successful recipients in this category are required to:

- Complete their projects within 12 months of receipt of funding;
- Provide a progress report;
- Acquit within 4 weeks of project completion. Failure to acquit the grant will affect any future funding requests.

Type of Activity Supported

Engaging professional services to assist with:

- The ongoing operation and sustainability of an existing social enterprise
- The research, development and writing of a social enterprise business plan

For business plan ideas, there must be clear evidence that there is a need and how the social enterprise activity will meet that need.

Funding Cannot Be Used For

The engagement of professional services must go to an external organisation/individual (not existing internal staff).

Conditions for Program Eligibility

Applications must be from an incorporated body or have an incorporated body providing auspice until the new entity can be set up independently or from an eligible social enterprise structure.

Social Enterprises as defined in City of Parramatta's Grants and Donations Policy are defined as having the following characteristics:

- Social, environmental, cultural mission / objectives core to purpose and focus;
- Limited distributions of profits – the majority of profits are reinvested in the enterprise and/or an associated social entity;
- Generation of a social return in addition to a financial return, and commitment to demonstrating this;
- Can have a mixture of capital inputs – the enterprise is supported through a mixture of grant income/subsidised income and trading income, but must trade;
- Favour democratic decision-making structures and seek high levels of accountability to their stakeholders, rather than just to shareholders.

Commercial business applications, including for small or micro-businesses, are not eligible for funding under this category.

Further Conditions

- Provide a copy of the latest financial statements (most recent audited statements are required for revenues over \$250,000);
- Provide evidence of appropriate insurance coverage;
- If applying under the auspice of an organisation, a letter of support from the organisation providing auspice that demonstrates their willingness to support your project and to take on responsibility for grant funds must be provided;
- If you are an existing not-for-profit organisation exploring a new social enterprise concept, we ask that you provide evidence that the Board

of your organisation supports the development of the concept and the inclusion of social enterprise activities within the service.

Supporting Documentation

- Provide evidence of the existence of a high quality constitution or rules which ensure that the majority of profits are reinvested into the enterprise for continuation of its social mission (i.e. are not allocated to shareholders, owners or members) – or a plan for how this will be achieved during the funding period;
- Include one or more quotes for the professional service you are looking to engage.

Contact Details

If you need assistance in understanding these Guidelines, or have any questions, please contact the Community Capacity Building Team on **9806 5110** or email grants@cityofparramatta.nsw.gov.au.



Assessment Criteria

For a local social enterprise:

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the Social Enterprise's social, environmental or cultural mission is clearly described	15%
Criterion B	Degree to which the mission of the Social Enterprise benefits the residents of the Parramatta LGA	20%
Criterion C	Degree to which the need for this proposal is clearly explained	25%
Criterion D	Degree that the professional service will assist with the sustainability of the social enterprise or assist with business planning into the future	25%
Criterion E	The extent that the cost of services provided in the quote(s)/budget is realistic in achieving intended outcomes	15%

For an existing organisation new to social enterprise:

	CRITERIA DESCRIPTION	WEIGHTING
Criterion A	Degree to which the proposed Social Enterprise's social, environmental or cultural mission is clearly described	20%
Criterion B	Degree to which the activities of the proposed Social Enterprise could benefit the residents of the Parramatta LGA	25%
Criterion C	Degree to which it has demonstrated that a social enterprise model is the best model for the proposed organisation/activities	20%
Criterion D	Degree that evidence of business planning experience and relevant skills to undertake the project has been provided (this includes skills of internal staff if doing the plan in-house, or external specialists being engaged to undertake the work)	20%
Criterion E	The extent that the cost of services provided in the quote(s)/budget is realistic in achieving intended outcomes	15%