**MYPLACE BUSINESS BROKERING TRIAL PROGRAMME**

**APPLICATION FORM**

**Please complete this application form in conjunction with reading the accompanying guidance information.**

1. The deadline for applications is 10 am on **7 November 2014.**
2. Applications should be sent electronically to [youthpolicy@cabinet-office.gsi.gov.uk](mailto:youthpolicy@cabinet-office.gsi.gov.uk)
3. In the subject line of the application please mark it **BUSINESS BROKERING APPLICATION**. Bids will not be opened until the deadline has passed.
4. If you have a question relating to this application process please email [youthpolicy@cabinet-office.gsi.gov.uk](mailto:youthpolicy@cabinet-office.gsi.gov.uk) with the subject heading **BUSINESS BROKERING QUESTION**.
5. We will undertake a light touch financial evaluation on the successful organisation before entering into a grant agreement. Therefore your application should consist of answers to all the questions in the application form along with:

* 2 year’s worth of the most recent financial accounts (please provide electronic copies of the documents or links to where they can be accessed) or equivalent documents. If an organisation is new, one year’s annual accounts should be provided. If you are unable to provide these because the organisation has only recently set up, a bank statement (not more than three months old) should be provided.
* A completed charity commission internal financial controls checklist (this is for charities only to complete) please mark sections ‘Not applicable’ if they do not apply to you.

<http://www.charitycommission.gov.uk/detailed-guidance/money-and-accounts/internal-financial-controls-for-charities-cc8/internal-financial-controls-for-charities-checklist-cc8/>

* The names, contact details (including email address) of 3 references (preferably previous funders). We will only contact the successful organisations referees.

**QUESTIONS FOR INFORMATION ONLY**

1. Full name of the organisation:

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1. Address of the organisation:

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1. Contact name, email address and telephone number for the application:

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| Please provide a brief description of your organisation:  (MAX 100 WORDS) |

1. Charity number:

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| --- |
|  |

1. Company registration number if applicable:

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|  |

1. When was your organisation set up?:

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**SCORED QUESTIONS**

APPROACH

1. Please outline what approach you would take to deliver the trial brokering programme as set out in the Guidance Information for Applicants:

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| --- |
| MAX 250 WORDS: |

1. Please outline how you would ensure your approach is flexible enough to meet the individual requirements of the six centres:

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| --- |
| MAX 250 WORDS: |

EXPERIENCE

1. Please provide details of your experience of working with local businesses, across more than one geographical region, to secure pro bono support for local organisations:

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| --- |
| MAX 250 WORDS: |

1. Please outline how your organisation is best placed to deliver this work to meet the requirements of the six Myplace centres:

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| --- |
| MAX 250 WORDS: |

LEARNING

1. Set out how you would capture the processes and outcomes of the trial, so that the learning could be shared with the Cabinet Office and wider Myplace network:

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| --- |
| MAX 250 WORDS: |

EVALUATION

1. Explain what process you would use in order to measure the impact of this work:

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| --- |
| MAX 250 WORDS: |

BUDGET

1. Set out your costs for managing the business broker project. Costs (up to March 2015) will be provided in the form of a grant from the Cabinet Office:

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| --- | --- |
| Area of expenditure | costs (up to March 2015) |
| e.g. travel |  |
|  |  |
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[ADD FURTHER LINES AS REQUIRED]

1. Set out your proposed programme of work to set up the trial and the offer of support including an outline of key activities and milestones:

|  |
| --- |
| MAX 500 WORDS |

1. Final checklist - please confirm:

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| --- | --- |
| You are a voluntary, community or social enterprise organisation |  |
| Your governing body or management committee know about this application and have agreed to you sending it to the Cabinet Office |  |
| You are able to comply with the Cabinet Office’s terms and conditions of grant which are provided |  |
| You understand and accept our obligations under the Freedom of Information Act |  |
| You have completed the internal financial controls checklist |  |
| You have provided the most recent 2 years of financial accounts, or equivalent documents |  |
| You have provided the names and contact details of 3 referees |  |