# ANNEX A

APPLICATION FORM FOR SOCIAL INVESTMENT

TAX RELIEF (SITR) (RE) ACCREDITATION

*The questions below must be answered by the SPV seeking accreditation as an accredited Social Impact Contractor for the purposes of the SITR. A self-contained reply will speed our handling of applications, though organisations may wish to evidence their responses by cross-referring to the relevant part of their business plan and/or accounts.*

*Should you have any questions regarding this application form please contact* [*centreforsocialimpactbonds@cabinetoffice.gov.uk*](mailto:centreforsocialimpactbonds@cabinetoffice.gov.uk)

PART ONE – SUMMARY INFORMATION

Information on the SPV

|  |  |
| --- | --- |
| 1. Name of the SPV: |  |
| 2. Date of incorporation: |  |
| 3. Dates during which accreditation is requested: |  |
| 4. Named contact for this application: |  |
| 5. Position in organisation: |  |
| 6. Telephone: |  |
| 7. Fax: |  |
| 8. E-mail: |  |
| 9. Registered organisation address: |  |
| 10. Companies House number: |  |
| 11. Was the SPV established for the purpose of entering into and carrying out a “social impact contract” and for no other purpose?  Has this been the case at all times since its incorporation? If “No”, please provide further details. | YES/NO  YES/NO |
| 12. Do the activities of the SPV include “excluded activities” (see section 257MQ of the Income Tax Act 2007)?  If yes, what proportion of the SPV’s activities are accounted for by “excluded activities”? | YES/NO |

Information on the Social Impact Contract (Service Agreement)

|  |  |
| --- | --- |
| 1. Date social impact contract signed |  |
| 2. Start date and finish date of social impact contract: |  |
| 3. Expected start and finish dates of outcomes payments: |  |
| 4. Is a Contracting Authority party to this contract?  What is the name of the Contracting Authority? | YES/NO |
| 5. What are the defined outcomes under the contract (or where are they detailed in the contract)? |  |
| 6. What are the social or environmental purposes behind the defined outcomes? |  |
| 7. What services are delivered under the contract (or where are services to be delivered described in the contract)? |  |
| 8. Where is the method of measuring achievement of the defined outcomes set out in the contract? |  |
| 9. Is this a spot purchase SIB, *i.e.* do you expect to enter into subsequent contracts with other Contracting Authorities in materially identical terms? | YES/NO  If yes, please answer questions 9a-c  If no, please go to question 10 |
| 9a. How many contracts do you anticipate entering into as part of the spot purchase SIB? |  |
| 9b. When do you expect the last contract to end? |  |
| 9c. When do you expect the last outcome payment to be made? |  |
| 10. Have you included a signed copy of the social impact contract? This must be signed by all parties.  If you are applying for accreditation for a spot purchase SIB, have you included a copy of the framework agreement?  Have you included the memorandum and articles of association?  **We will not be able to process your application without this.** | YES/NO  YES/NO  YES/NO |

PART TWO – DETAILED DISCUSSION

1. Please list all of the defined outcomes which are intended to be achieved under this contract.

2. Please provide a brief description of the social impact bond intervention, including the location, cohort, and referral pathway that aims to deliver these outcomes. (Max 300 words)

3. Please describe the outcomes measurement process. This should detail the process and frequency of measuring to what extent defined outcomes have been achieved. Please explain why that frequency of measurement is appropriate. (Max 300 words)

4. Please explain how (with reference to supporting evidence, where possible):

(a) by undertaking to deliver the defined outcomes you are tackling a complex issue; and

(b) achieving the defined outcomes would:

1. deliver significant improvements in the social or environmental well-being of one or more disadvantaged or high needs groups (the “target group”); and
2. result in long term positive social and/or environmental impacts (these impacts may be on the target group specifically, or they may be more wide-reaching). (Max 700 words)

5. Please describe the payment mechanism. This must include a list of all the fees and expected payments from the Contracting Authority, and must identify which of these are payments for achievement of defined outcomes and which are fees for service delivery. (Max 700 words)

What percentage of the total maximum payments that may fall due to be paid by the Contracting Authority pursuant to the contract are conditional on achieving the defined outcomes?

Please set out your calculation in full.

**PART THREE – DECLARATION**

*An authorised representative of the SPV should complete the following declaration:*

I confirm that the information contained within this application is accurate and that in preparing this application I have read the SITR Regulations and the Cabinet Office’s *Social Investment Tax Relief - Guidance Concerning the Accreditation of Social Impact Contractors*.

(Signed) …………………………………………………………………………………………

(Date) …………………………………………………………………………………………

(Name) …………………………………………………………………………………………

(Position within organisation) …………………………………………………………………………………………

*The Cabinet Office will use the data within this application for the purposes of processing your application for accreditation and the details of the above-named contact may be used for the purposes of him/her being contacted to discuss this application. The Cabinet Office may also use the data provided for analysis. The Cabinet Office and HMRC may share information on applicants. All sensitive data received will remain confidential and all officials handling this data will be governed by the Civil Service Code.*

*Cabinet Office may publish from time to time the following information in relation to any Social Impact Contractor:*

* *the name of the SPV*
* *the business address of the SPV*
* *the date the SPV was granted accreditation*
* *an outline of the defined outcomes and the activities of the SPV in carrying out the contract*

***Have you answered all the questions and included all the information required?***

* *Memorandum and articles of association*
* *Signed social impact contract*
* *Completed application form*

**We will not be able to process your application without these.**

Applications should be e-mailed to [sibs@cabinet-office.gsi.gov.uk](mailto:sibs@cabinet-office.gsi.gov.uk).

##### ANNEX Bi

ANNUAL REPORTING REQUIREMENTS FOR ACCREDITED

SOCIAL IMPACT CONTRACTORS AND DECLARATION

*An authorised representative of the Social Impact Contractor should complete the following declaration:*

I confirm that the SPV still meets all the requirements of accreditation, namely.

* The SPV still exists to deliver a social impact contract and for no other purpose, and is not carrying out excluded activities (or is not carrying out excluded activities to any greater extent than it was at the time that accreditation was granted).
* The SPV and Contract Authority are still party to the social impact contract as set out in its initial application.
* There have been no material changes to the social impact contract (including to the defined outcomes) or to the activities of the accredited social impact contractor in carrying out the social impact contract.

If there have been material changes, confirm that you have notified us and provide a new version of the contract.

(Signed) …………………………………………………………………………………………

(Date) …………………………………………………………………………………………

(Name) …………………………………………………………………………………………

(Position within organisation) …………………………………………………………………………………………

##### ANNEX Bii

ANNUAL REPORTING REQUIREMENTS FOR ACCREDITED

SOCIAL IMPACT CONTRACTORS (SPOT PURCHASE SIBS) AND DECLARATION

*An authorised representative of the Social Impact Contractor should complete the following declaration:*

I confirm that the SPV still meets all the requirements of accreditation, namely.

* The SPV still exists to deliver a social impact contract(s) and for no other purpose, and is not carrying out excluded activities (or is not carrying out excluded activities to any greater extent than it was at the time that accreditation was granted).
* The SPV is still party to one or more contracts with Contract Authorities in materially identical terms (so far as relevant to the criteria for accreditation) to the terms of the first call off contract, as set out in its initial application.
* There have been no material changes to the social impact contract (including to the defined outcomes) or to the activities of the accredited social impact contractor in carrying out the social impact contract.

If there have been material changes, confirm that you have notified us and provide a new version of the contract.

(Signed) …………………………………………………………………………………………

(Date) …………………………………………………………………………………………

(Name) …………………………………………………………………………………………

(Position within organisation) …………………………………………………………………………………………

**PUBLICATION HISTORY**

Version 1 Published Autumn 2014

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