

Social Enterprise World Forum 2019 Bursary for UK-Based Social Enterprises



Guidance to Applicants 2019

Guidance to applicants

Please read all parts of this Guidance to Applicants carefully before completing your application with Social Enterprise United Kingdom (SEUK). The Guidance contains essential information to enable you to decide if you are eligible to apply for the Social Enterprise World Forum (SEWF) 2019 bursary.

This sheet provides information about:

- 1. Your application**
- 2. Bursary overview**
- 3. Eligibility and criteria**
- 4. Award categories**
- 5. Application process**
- 6. How we use your information**

1. Your Application

Bursaries will be awarded to those shortlisted in the categories outlined in Section 4. Applications must be completed and submitted on the Social Enterprise UK website [here](#) by **23:59 on 7 July 2019**.

2. Bursary Overview

2.1 SEWF 2019 bursary for UK-based social enterprises

This bursary is being provided as a contribution towards travel and expenses for shortlisted applicants to attend the Social Enterprise World Forum 2019 in Addis Ababa, Ethiopia. This bursary is not intended to cover the entirety of the costs.

Successful applicants are required to account for how the funding has been spent by providing all receipts as proof of expenditure.

The purpose of the bursary is to enable individuals working in the UK sector to have access to this flagship global event that will support their personal learning and development and to access to new and international networks.

2.2 Bursary breakdown

The maximum bursary available is £1000.

70% of this will be issued up front on receipt of the signed bursary agreement.

The balance of the bursary will be paid on receipt of satisfactory submission of all expenditure and receipts. Any personal expenditure that is accrued above the bursary

limit must be covered by the individual or their organisation. If actual expenditure is below the 70% already paid, you will be required to return the unspent portion of the bursary.

3. Eligibility criteria

Applications are only open to organisations who have applied to the Social Enterprise Awards UK 2019 and are shortlisted as part of this process. To be eligible to apply for the British Council UK Bursary for the SEWF 2019 you must fulfil all of the following criteria:

- Meet the required awards criteria as set out by SEUK;
- Be based in the UK;
- Have a UK based bank account;
- Have no conflict of interest relating to their involvement as a grantee;
- Accept the requirements in relation to intellectual property rights;
- Be prepared to produce a short blog or alternative communication, in agreement with the British Council, regarding your experience at SEWF 2019.

4. Award Categories

The British Council are offering bursaries to those shortlisted in the following categories:

Category 1:	UK Social Enterprise
Category 8:	Education, Training & Jobs Social Enterprise
Category 11:	Women in Social Enterprise
Category 12:	International Impact (Sponsored by the British Council)

Please refer to the [SEUK guidance sheet](#) for the complete list.

5. Application Process

5.1 Social Enterprise UK Application Process

The application for bursaries to SEWF is incorporated in your overall application to SEUK. If you wish to be considered for a bursary you need to complete this section in your application.

The application opens on 13 May 2019 and closes on 7 July 2019.

A section of this application will refer to your interest in going to SEWF and your consent in sharing details with the British Council. You will also be asked to confirm that, if

successful, you are willing produce a short blog or alternative communication about your experience, in agreement with the British Council, that will be published as part of our media partnership with Pioneers Post.

5.2: If you're shortlisted by SEUK

If your application is successful you will receive an email in early September.

You will be sent:

- a bursary Agreement
- a bank details form

You **must**:

- Return two signed original copies of the bursary Agreement, signed by the person authorised to enter into legally binding commitments on behalf of your organisation;
- Return the completed signed bank details form on headed paper giving details of your organisation's bank account into which the bursary should be paid.

The British Council will pay 70% of the bursary within three weeks of receipt of the bursary agreement and completed bank details. Any delays in returning either of these documents will result in a delay to the payment of your bursary.

Please note: If shortlisted in more than one category, you will only be eligible for one British Council UK Bursary for SEWF 2019. This is a total of £1000.

6. How we use your information

The British Council will use the information that you provide through Social Enterprise UK. Information relating to any special needs will only be used to ensure the equality of services provided for you and your safety. By giving us sensitive information about yourself, you consent to us using that information where necessary for the purpose of this event.

Under UK Data Protection law you have the right to ask for a copy of the information we hold on you, for which we may charge a fee, and ask the right to ask us to correct any inaccuracies within that information.

If you want more information about this please contact the Data Protection Team at dataprotection@britishcouncil.org or see our website <https://www.britishcouncil.org/privacy-cookies/data-protection>