

Investment Application Investment Process

Full Application

Applicants are required to complete a detailed application form on the WNSET online portal using the template application form, providing the following information.

1) Demonstration of the Evidence of Need and Demand

- a. The applicant should provide evidence outlining the need for this project
 - i. Demonstrate the need is not being met by other agencies
 - ii. Is an appropriate way to meet the need
 - iii. Demonstrate the need for investment funding to support.

2) Demonstration of the Reach and Impact of the proposal

- a. Please demonstrate how the project will engage target communities
- b. Outline how effective outreach will be achieved, or marketing plan.
- c. How the proposal addresses barriers to access to the service or product
- d. How the project will build upon skills and assets of the target community
- e. Provide a theory of change to demonstrate social impact, outputs, and outcomes.

3) Demonstrate the Sustainability beyond the Investment Period

- a. Present the proposal for the sustainable business model beyond the initial investment
- b. Demonstrate value for money
- c. Outline prospective and secured additional funding, including traded income stream.

4) Outline Partnership Arrangements

- a. Shown collaboration arrangements in place with other organisations to support delivery, this can include referral agencies, partnerships with other social enterprise, and statutory agencies where appropriate.
- b. Demonstrate the role of co-production and design in the development and delivery of the product or service, where appropriate.

5) Demonstrate Commitment to Inclusion & Diversity

- a. Demonstrate how the project is fully inclusive and considers the needs of the diverse community of Northampton
- b. Demonstrates impact in addressing inequalities faced by individuals from within any of the Equalities Act 2010 9 protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation).
- c. Provide an Equality Impact Assessment related to the design and delivery of the project.

6) Outline any Organisational Governance Arrangements

- a. For existing social enterprises, provide last two years trading accounts.
 - b. Provide three-year financial projections for all new start or growing ventures to demonstrate the impact of the funding on the venture development
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- c. Outline the project management arrangements
- d. Provide a Risk assessment
- e. Provided quotes and other documents to support application

1. Scoring Matrix

All applications will be independently scored by at least two panel members using the scoring matrix identified below. Some criteria are weighted, as indicated, and it is the responsibility of the applicant to ensure all criterion are covered and appropriate supporting evidence provided.

The individual scores will be moderated by at least one other member of the Investment Panel with a recommendation made to the whole panel on whether to approve, decline, or request further information.

2. Investment Panel

Each investment will be assessed by an investment panel. Upon creation of the Board, the WNSET representative shall be appointed as Chair who will then be responsible for creating and managing a programme of periodic Governance meetings during which any submitted investment applications will be considered for approval. The frequency of these meetings will be informed by the volume of applications received and are expected to take place at intervals of 1 to 3 months.

At each meeting submitted applications will be considered and where considered necessary applying organisations will be invited to discuss and respond to specific questions by the panel. Decisions by the panel will be communicated by email/letter, including any reasons for non-approval of an investment application. The proposed investment panel will include:

- 2 representatives from West Northamptonshire Social Enterprise Towns (one acting as Chair)
- 2 representatives from West Northamptonshire Council
- Local Social Entrepreneur
- Community representative appropriate to the application theme/sector