

Refugee Entrepreneurship Pilot Scheme: Guidance notes

These guidance notes aim to help you complete your application form and provide guidance on what information you need to support your application.

The deadline: You must complete and submit your expression of interest form by 1200 hrs on Friday 9th August 2019.

Context

As set out in the Centre for Entrepreneurs' 2018 report, 'Starting afresh: How entrepreneurship is transforming resettled refugees' (<http://centreforentrepreneurs.org/refugees>):

Entrepreneurship empowers refugees. It gives refugees the opportunity to take direct control over their lives and enables them to overcome barriers they face in the labour market.

- There is good evidence to suggest that refugees can make successful entrepreneurs. Refugees demonstrate high levels of motivation, confidence and desire for achievement, as well as a keen sense of risk and recognition of opportunities.
- Many refugees already believe that entrepreneurship is a good career path. Across many Western countries, refugees demonstrate higher levels of self-employment than their host society averages. CFE's own survey of refugees found that 82% of respondents agreed that entrepreneurship is a good career path and 56% believed that self-employment / entrepreneurship is better than employment.
- Migrant and refugee entrepreneurs have a proven record for breaking down barriers between communities and facilitating the integration of newly arrived groups into wider society. They are more likely to employ other refugees, because they understand the barriers to employment and retain a strong affinity to others who have suffered similarly.
- Refugees face unique challenges starting a business and require tailored support that helps them with the cultural, financial and legal barriers they face. CFE believes the best way to provide this is through 'refugee entrepreneurship programmes'.
- Refugee entrepreneurship programmes across the world have, in a short time frame, successfully demonstrated how to attract applicants and deliver high-quality business support. There are circa 130 such programmes operating across the world. You can find more information on them here: <https://centreforentrepreneurs.org/networks/refugee-entrepreneurship-network/>
- CFE estimates that if refugee entrepreneurship programmes were made available to all interested refugees who have arrived through the Syrian Vulnerable Person Resettlement Programme, savings of £170m could be made over five years, at a cost of £4.8m.

- CFE has been campaigning since launching the report to realise its vision in rolling out refugee entrepreneurship programmes nationwide.

About the project

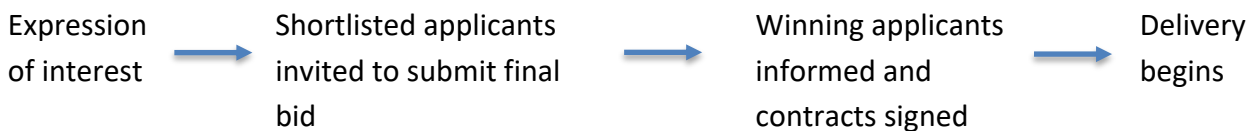
The refugee entrepreneurship pilot scheme will identify three established local business support organisations and provide up to £60,000 grants to deliver refugee entrepreneurship programmes that will take refugees from idea stage to business launch.

The purpose of this pilot is to build the evidence base, toolkit of resources and community of business support organisations to help increase the scale and impact of refugee entrepreneurship programmes nationwide.

Therefore, the Centre for Entrepreneurs is looking to attract the most creative and innovative projects from across the country that support refugees in exploring entrepreneurship, developing enterprise skills and/or developing a new business.

The application process

The application process comprises of several stages: submission of expression; shortlisting; full bid submission; notification of application outcome; signing of contract(s); and official start of delivery. The expression of interest deadline is Friday 9th September, so applicants are encouraged to submit their EOI as soon as practicable.



The application timeline

Stage of process	Date/deadline
Closing date for expressions of interest	9 th August 2019
Invitation to tender issued	19 th August 2019
Closing date for tenders	6 th September 2019
Notification of outcome	25 th September 2019
Contract signed	4 th October 2019
Start of the delivery	8 th October 2019

Eligibility

Organisations, social and commercial, registered in the UK are eligible to apply, however, as half the funding is from The National Lottery Community Fund (England), only one organisation based outside England can be funded.

This should not be seen as discouragement for organisations in Wales, Scotland or Northern Ireland; a key aim of the project is to experiment with models of delivery for refugee entrepreneurship programmes across the UK.

Given the extensive work of The Entrepreneurial Refugee Network (TERN) in London, any applications for project delivery in Greater London must show an innovative, new approach that delivers something different to TERN.

Award allocation

The programme will support three (3) providers across the UK (only one provider outside England) to deliver the Refugee Entrepreneurship Pilot Scheme. Each successful organisation will receive a maximum grant of £60,000, which will be awarded and will have to be spent within 12 months from the date when the contract is signed.

The grant amount and any eligible expenditure claimed are deemed to be inclusive of all VAT chargeable, and the parties agree that CFE's obligation does not extend to paying any additional amounts in respect of VAT or other expenses.

Eligible expenditure

The grant will only cover expenditure incurred by the recipient organisation to manage, administrate and deliver the project purpose.

The Grant recipient will be expected to have a sound administration and audit process, including financial safeguards against fraud, theft, money laundering, counter-terrorist financing or any other impropriety or mismanagement in connection with the administration of the Grant.

The Grant may not be used to pay for lobbying that intends or attempts to influence Parliament, Crown agencies or political parties; or support or promote activities of an exclusively religious nature.

The recipient is not permitted to charge, apply fees to or require payment for any activity provided or otherwise use the Grant to undertake or engage in activities that result in commercial gain or profit.

The recipient shall not make a profit in its use of the Grant. For the avoidance of doubt, no profit, dividends, bonuses and/or any similar or equivalent benefit will be paid to Staff.

The recipient may not use the Grant to cover any direct costs required to establish a fundraising capability.

Clarification questions

To help you complete the expression of interest form, we are accepting clarification questions until 5pm Wednesday 31st August. These should be submitted via email to refugeepilot@centreforentrepreneurs.org. The Centre for Entrepreneurs will publish responses to all questions on Friday 2nd August.

How to submit

You can complete the expression of interest form using Adobe Acrobat Reader. The complete form should be submitted with supporting documents by email via refugeepilot@centreforentrepreneurs.org.

Completing the expression of interest**Part 1: Organisational information**

In this section please tell us about your organisation and key contacts for the project.

We need to know the name of the organisation that is applying for funding. This must match information on your bank statements and governing documents i.e. constitution, Articles of Association etc.

If a partnership is delivering your project, then this should be the lead organisation in your partnership.

Part 2: Grounds for mandatory exclusion

This section should be completed by the collaboration lead organisation only. Please ensure you answer all questions in these sections.

Part 3: Financial information

This section should be completed by the lead organisation.

Please submit a copy of the audited accounts for the last three years. If your organisation is less than 3 years old, please submit a copy of the latest accounts and a copy of the financial statement to support your organisation's current financial position.

Part 4: Organisational requirements

This section covers professional capacity, insurance requirements, responsibilities, key policies requirements and past experience. Please make sure you complete every section.

Part 5: Project proposal**5.1: Project title**

Please give your proposal a short name, which describes the proposed service.

5.2: Please describe your project including details of the service / activities you plan to deliver. In this section we're looking for:

- A clear and persuasive description of a well-researched project
- The criteria you will use to judge success of your project
- What legacy/longer-term impact your project will have on potential beneficiaries
- Description of the specific events or activities that will take place while delivering your project. You may wish to present this as a list.
- Where an activity happens more than once you should indicate how many times.
- Summary explanation of why you think your proposal is innovative and the basis on which you feel it will be successful.

5.3: What evidence is there that your proposed service / activity is needed and in what locality?

In this section please explain the reasons that you believe the project is needed and the issues that it will address. We also want to hear about the impact of the project, and how it will fill the gap in services that currently exists.

5.4: Have you engaged potential beneficiaries with the development of your proposal, and if so, how? How will you get beneficiaries to take part in your project?

Please explain the activities and work you have done with refugees in developing your project, such as consultations, focus groups, interviews, surveys, etc. and how you plan to recruit targeted beneficiaries. Please also specify if and how you plan to work in partnership with other refugee organisations and charities.

5.5: How do you plan to recruit beneficiaries for your project?

Please explain how you plan to recruit beneficiaries for the project. Also, please specify any key partnerships and tools you may use to reach the target audience.

5.6: What outcomes will your service deliver and how will you measure success?

Please explain potential outcomes your project seeks to achieve, how would you measure the success of your project and to what extent will this project become sustainable after the funding expires.

The Assessment Criteria

Section	Score
5.2 Description of your project including details of the service activities you plan to deliver	30%
5.3 Evidence that your proposed service/activity is needed and in what locality?	20%
5.4 Evidence of engagement of potential beneficiaries with the development of your proposal? How you will entice beneficiaries to take part in your project?	10%
5.5 How you plan to recruit beneficiaries for your project?	20%
5.6 What outcomes will your service deliver and how will you measure success?	20%
Total	100%

Part 6: Geographic location

Please provide full address and postcode. If there is no postcode for the site, please provide the postcode of the nearest building. If your project will take place across multiple sites, please provide postcode information for all sites.

Part 7: Risks and mitigations

In this section you need to list up to five potential risks which could affect your project and the actions, or mitigations, you are going to take to reduce that risk. You will also give a rating of the probability of such event occurring, from 1 (Low) to 5 (High).

Part 8: Relevant experience and contract examples

Please provide details of up to two contracts or grant funded work, which have been performed during the past three years.

Collaboration bids should provide relevant examples of where the collaboration has delivered similar requirements.

Part 9: Responsibilities

- a) If you are applying as a collaboration please clarify the key partners (direct and indirect) and their roles, describing how working together directly influences outcomes to be achieved. Detail how you have or would organise this collaboration including financial arrangements.

- b) If you are applying as a prime applicant please outline the roles and responsibilities within your organisation for delivering this service. Explain how you will manage financial accountability.

N.B. The Centre for Entrepreneurs' team may get in touch to clarify any of the information your organisation provided in this application form.

Part 10: Declaration

Please ensure this declaration is signed and dated by the appropriate person in the organisation who is authorised to do so within your Organisation's Structure.

Good luck with your application!