



GRANT GUIDELINES

Business and Investment Readiness (Social Enterprise Intermediary)

Implementing Partners



Associate Partner





1. About CSO-SEED

1.1 Background

CSO-SEED, a three-year project jointly funded by the European Union and the British Council, aims to contribute to stronger civil society capacity networks in the areas of decent work, job creation and SME development. Specifically, the project aims to strengthen and improve civil society participation in policy reforms to develop an environment conducive to decent work, job creation and SME development via social enterprise.

CSO-SEED project covers the Autonomous Region in Muslim Mindanao (ARMM), along with other Bangsamoro areas in Mindanao. These are areas affected by conflict and underdevelopment for over four decades.

The project seeks to build a stronger SME sector through the promotion of social enterprise, considered a sub-category of SME. The focus on social enterprise development will in turn deliver an innovative approach to the areas of decent work and job creation. It is designed to create a strong civil society network capable of promoting social enterprise as a viable alternative, complementing traditional livelihood models. The approach offers a sustainable and empowering way to support inclusive economic development, reducing barriers to economic security, particularly for vulnerable groups. As a sub-category of the broader SME sector, social enterprises are well placed as an organisational model which both addresses the challenge of creating decent work and of creating jobs whilst growing a more inclusive SME sector overall.

The project is implemented and led by the British Council in partnership with Balay Mindanaw Foundation, Inc. (BMFI), Foundation for a Sustainable Society, Inc. (FSSI) and the Philippine Social Enterprise Network (PhilSEN) and the Department of Trade and Industry-ARMM.

The project is focused on three interlinked components:

- 1) Coalition building and policy engagement
- 2) Capacity building for social enterprise support services
- 3) Small-scale support services (SEED Fund)



The results from all the project components will contribute to an enhanced understanding of the social enterprise landscape in Mindanao, especially in the ARMM area, and contribute to the agenda on decent work, job creation and SME development in the Philippines. Lessons learnt and best practices will be shared in support of building viable social enterprises that resolve current challenges such as unemployment and income inequalities. CSO–SEED is pioneering in its approach; milestones will also provide building blocks for future undertakings in similar contexts.

1.2 Results Framework

CSO-SEED seeks to achieve the following objectives and results:

Overall Objective	To contribute to stronger Civil Society capacity networks in the areas of decent work, job creation and small and medium enterprises (SME) development.
Specific Objectives	To strengthen and improve Civil Society participation in policy reforms to develop an environment conducive to decent work, job creation and SME development via social enterprise.
Result Areas	<p>Component 1: Coalition Building and Policy Engagement</p> <p>Result 1.1: Enhanced capacity of “advocacy oriented” regional & local business, trade and labour based CSOs to effectively advocate social enterprise policy reforms that enhance decent work and job creation via entrepreneurs and SMEs (cooperatives, cottage industries, etc.), to engage in business and livelihood for job creation.</p> <p>Result 1.2: Civil Society social enterprise interest groups (including private sector) form coalitions, capable of advocating and assisting government in developing policies to support a high quality, sustainable social enterprise system which promotes inclusive economic development, which benefits vulnerable and marginalised communities</p> <p>Component 2: Capacity Building for social enterprise support services</p> <p>Result 2.1: Enhanced understanding of the state of the social enterprise sector in the Bangsamoro and the skills required to grow the sector.</p>



Result 2.2: Social enterprises support services made available through small-scale initiatives—business support services, credit & markets advice to marginalised groups through grants provided to participating CSOs and social enterprise groups.

Component 3: Small scale support services (SEED Fund)

Result 3.1: Enhanced capacity of CSOs to create jobs and provide livelihoods in a way that delivers tangible social impact

2. Business and Investment Readiness Grant (Social Enterprise Intermediary)

2.1 Purpose of grant

The Business and Investment Readiness (BiR) Grants aim to strengthen social enterprise services in ARMM by providing social enterprises and intermediaries with the support they need to enhance and scale the impact of their work.

Specifically, the Social Enterprise Intermediaries (SEIs) will build capacities of social enterprises, SMEs with a social mission or CSOs setting up or transitioning to social enterprises to make them viable, stable and sustainable.

Prior to providing business support to social enterprises, the SEIs themselves will be provided with social enterprise training/consulting package through volunteer consultants.

Volunteer consultants will be embedded based on their skillsets within Social Enterprise Intermediaries (SEIs are organisations that provide business support to Social Enterprises). SEIs each have a portfolio of social enterprises, which the volunteer consultants will work directly with to support their growth and development.

Under this grant, SEIs must have identified a reach of at least six (6) social enterprises

2.2 Scope of grant

The SEI grants provide:

- Business readiness support to social enterprises at start-up or early stages in their development or organisations making a transition from a donor dependent model, to allow



them to strengthen their organisational capacity and put in place plans for future growth and increase impact

- Investment readiness support to social enterprises which are in need of finance in order to grow and scale their impact.
- Support for organisations to more effectively account for, measure and communicate the impact they are making.

The grants will cover the operational costs of the SEI's capacity building/mentoring process and activities to social enterprises.

The duration of the grant will be a maximum of eight (8) months.

The maximum amount of the grant is EURO 15,000.00.

2.3 Geographic coverage

CSO-SEED will prioritise support to applicants delivering projects and programmes in the ARMM and those that have experience in implementing capacity building support in areas such as but not limited to entrepreneurship, livelihood and cooperative development and economic empowerment.

3. Applying for the SEI Grant

3.1 Eligibility criteria

To be eligible for the grant, applicants must fulfil the following criteria:

- Legal registration (SEC, CDA, DTI) with a bank account in the name of the organisation
- Sound business model / financial standing.
- One year experience of providing (emerging) social enterprise leaders, civil society leaders and social entrepreneurs with training, or providing social enterprises with support, or in certain circumstances has a demonstrated commitment to do so.
- Experience of working in diverse contexts
- Experience of working with marginalised and vulnerable communities
- Demonstrated experience to meet the project and financial planning, management and reporting requirements.
- Ability to leverage some resources and other value adding partnerships for the planned project



Specific criteria will be:

- For CSOs - A demonstrated commitment to developing or supporting social enterprises through their community-based activities. CSOs with service type social enterprises will be preferred.
- Other Organisations - A demonstrated commitment to integrating social enterprise approaches into their programmes. There must be previous work done on social enterprise or for the sector.

3.2 Budget

Applicants must provide a summary budget for their proposed project. The budget headings that applicants must present against are:

- Staff and advisory / consultancy costs (costs of your staff, and any specialist consultancy staff that you need to contract)
- Operational costs (e.g., office running costs, local transport, accommodation and expenses)
- Core project activities (e.g., workshops, performances, services, printed project materials, capacity building activities, etc.)
- Monitoring, evaluation and learning

3.3 Grant Application Form

The application form consists of the following main parts:

Section 1: Introduction and proposal summary

Section 2: Programme Interest

Section 3: Your organisation

Section 4: Context and rationale

Section 5: Detailed project description

Section 6: Budget

Section 7: Project Management

Section 8: Sustainability

Section 9: Declaration



3.4 Submission of Proposal

Please submit your proposal electronically to marilen.soliman@britishcouncil.org.ph by **17.00 on 24 April 2018**.

Proposals must adhere to these instructions and to the instructions included in the application form (including page limits). Proposals must not exceed 8MB in size.

Proposals must be completed using the following templates available from the CSO-SEED microsite www.britishcouncil.ph/programmes/society/cso-seed.

1. Grant application form
2. Due diligence checklist
3. Conflict of interest disclosure form

Along with the templates above, the applicant must submit the following:

1. Cover letter/expression of interest
2. SEC Registration
3. Latest Financial Statement

3.5 Assessment of Proposal

Proposals will be assessed by a selection panel consisting of representatives from the British Council, Foundation for a Sustainable Society Inc, (FSSI), Balay Mindanaw Foundation Inc (BMFI), Philippine Social Enterprise Network (PhilSEN) and Department of Trade and Industry (DTI) – ARMM.

This selection panel will meet within one week of the submission deadline, and will make the final recommendation for shortlisted organisations.



Evaluation will be based on the following criteria:

Understanding of the social enterprises/CSOs to be assisted, particularly their needs (25 points)

The proposal should demonstrate familiarity with the social enterprises/CSOs to be supported. The applicant demonstrates a very clear understanding of the specific support that they will extend to the social enterprises. This includes being clear on what the needed support/problem(s) is / are, why it is a problem, for whom it is a problem, and how the project will make a difference to the people it supports.

(Section 4 Context and Rationale of the Grant Application Form)

Quality of the proposal (25 points)

The applicant must have identified reach of at least six (6) social enterprises. The proposal should be able to show clearly its capacity to identify solutions to challenges faced by social enterprises/CSOs. It should present realisable outcomes that are in line with the potential support identified to address issues/challenges, and in line with CSO-SEED results areas, particularly in creating jobs and providing livelihoods in a way that deliver tangible social impact. Likewise, the approach proposed should be clear, logical, and coherent. There should be a clear demonstration of how the approach and proposed activities, if delivered, will lead to the results specified by the applicant. The proposal demonstrates a commitment to serving and empowering diverse communities, particularly those more disadvantaged and marginalised in the ARMM proposed Bangsamoro region.

(Section 5 Quality of Proposal, Section 7 Project Management of the Grant Application Form)

Capacity of the organisation (25 points)

The applicant has a track record of working collaboratively with social enterprise stakeholders, including social entrepreneurs, civil society leaders, and state actors, to deliver change in the targeted areas. It has a shown commitment to developing social enterprise support services especially to vulnerable groups. The applicant can demonstrate core capacity (including financial management, and technical capacity) needed to deliver the project described and for the responsible, effective use of the requested funding.

(Section 2 Programme Interest, Section 3 Your Organisation of the Grant Application Form and Supporting Documents)

Value for money (25 points)

The proposal considers priorities and cost and benefits of achieving these. It demonstrates the optimal use of resources to achieve the target deliverables and intended outcomes.

(Section 6 Budget, Section 8 Sustainability of the Grant Application Form)



3.6 Questions and communication

If you have any questions regarding the submission of the proposal, please contact marilen.soliman@britishcouncil.org.ph. Questions will only be answered electronically.

3.7 Next Steps following submission

You will receive an email acknowledging receipt of your proposal within three business days. If you do not receive confirmation of your submission, please contact marilen.soliman@britishcouncil.org.ph or call +63 917 7063615.

Interview and presentation

Short-listed applicants will be notified that they have been selected to participate in an interview with and presentation of the proposal.

Unsuccessful applicants

Unsuccessful applicants will be notified of the decision by email in the week following the selection panel meeting.