

## INTRODUCING



## TO THE PARENTS AND CARERS OF YOUNG AWARD WINNERS

This guide has been put together to provide you with some introductory information.  
We hope it will be useful as a first point of reference.



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## 1. AN AWARD: WHAT DO YOU MEAN?

A medal?

A certificate?

Have you won a competition?

How much?

In cash?

Why you?

You could pay for us all to go on holiday!

But you're only... you need... you've got...!

Who is going to give you this?

Is it a loan? I mean, do you have to pay it back?

Do you have to make a profit? What if it all goes wrong?

Are you sure this is legal?

Is this your idea of a joke? There has to be a catch!

Is there something you're not telling me?

What do they want in return?

Who can I talk to about this?

Answers on page 11...

## 2. AN INTRODUCTION TO UNLTD

UnLtd's mission is to reach out and unleash the energies of people who want to change the world for the better. We call these people **social entrepreneurs**.

UnLtd is the leading provider of support to young social entrepreneurs in the UK and offers the largest such network in the world.

UnLtd is the trading name for **The Foundation for Social Entrepreneurs**.

We are a company limited by guarantee and registered in England. Ours is a not for profit organisation.

Young people are central to UnLtd's work. Over our first 10 years we supported more than 4,000 young social entrepreneurs. *More information can be found on page 8.*

We aim to give individual young people a first taste of leading a **social venture**. Some will start **sustainable** ventures which will survive into the longer term. Some will become active citizens, developing interests in social action which will continue into adulthood.

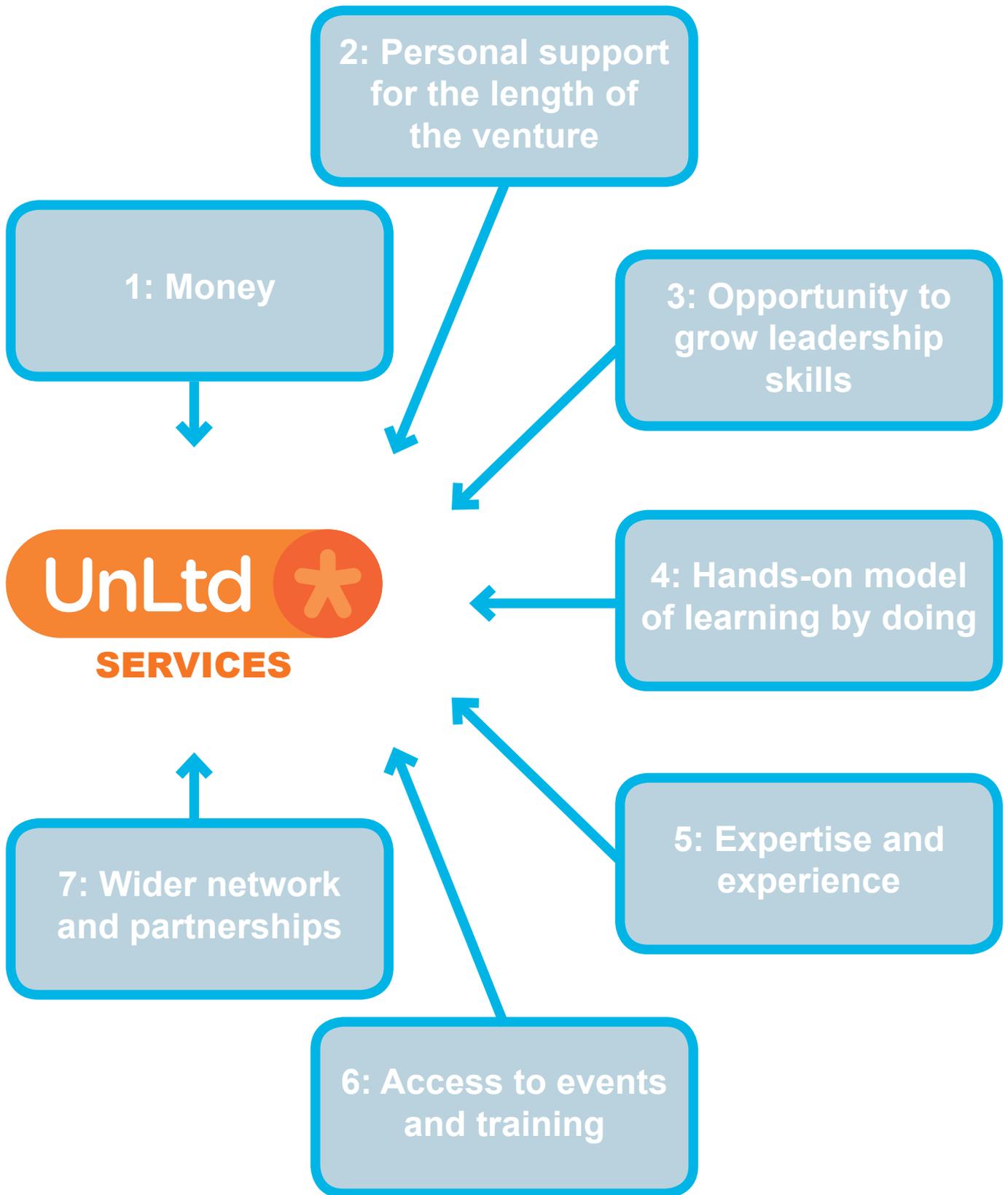
To date, we have done this mainly by giving **Awards** directly to young people. **Award Winners** are given project funding and the one-to-one support of our **Award Managers** to help them start up and lead their own social ventures.

Award Winners who complete their social ventures are our **Alumni**. They stay in touch, sharing their experiences with new Award Winners and helping us to encourage potential future young social entrepreneurs.

Find out more at **[www.unltd.org.uk](http://www.unltd.org.uk)**

*Words and phrases in bold type are explained in the section "What we mean is..." on page 8.*

### 3. UNLTD'S SERVICES



We help young social entrepreneurs with great ideas to achieve their aims. Before we make awards, we help young people to turn their ideas into plans. If this leads to good, strong business plans and if they convince us that they have the vision, drive, commitment and passion, we support them.

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## **1: MONEY**

An Award Winner receives an agreed sum of money at the start and, with amounts over £500, these will always be in instalments agreed in advance.

The sum is based on the needs of the social venture and the type of award. A spending plan will have been approved by UnLtd and the spending will be monitored. UnLtd needs to see evidence such as bank statements, invoices and receipts. If plans change, the Award Manager should be consulted to make any spending changes.

***Top Tip:** To receive payment, an Award Winner needs a bank account. Many Award Winners open new accounts for their ventures. This keeps their business finances separate from their own and their families' personal finances. Managing money is an important part of the learning experience.*

*If it is not possible for the Award Winner to have their own bank account and if everyone agrees, the money can be paid into an adult's bank account but UnLtd will need to see that person's bank statements.*

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## **2. PERSONAL SUPPORT FOR THE LENGTH OF THE VENTURE**

UnLtd provides a framework of support through Award Managers and at networking events for Award Winners. Online support is available via UnLtd's website and social networks.

Award Winners are responsible for keeping in regular contact with Award Managers to report that things are going well or to seek help if things are in danger of going wrong.

No Award Winner is left to "sink or swim" but we stress that we rely on Award Winners to keep us informed of progress.

***Top Tip:** Advise the Award Winner to keep in regular contact with the Award Manager themselves; don't do it for them. If adults take over, young people lose the sense of being leaders of their own ventures.*

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## **3. OPPORTUNITY TO GROW LEADERSHIP SKILLS**

The social venture is a learning experience. Previous Award Winners reported that they developed in terms of leadership, time management, communication, planning, money management and more.

***Top Tip:** Leadership can be difficult. It might involve difficult decisions or even conflict. Help the Award Winners to reach their own solutions and resist the temptation to take over.*

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#### 4. HANDS-ON MODEL OF LEARNING BY DOING

One of the best ways of learning. Award Winners will experiment with new ideas and approaches, finding out for themselves what works and why.

**Top Tip:** *Rather than asking, “How’s It Going?” and risking the answer, “It’s OK”, try to find out more by asking “What’s going well?” and “Is anything going not so well?”*

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#### 5. EXPERTISE AND EXPERIENCE

UnLtd has specialist staff and contacts to help with every aspect of new social ventures. For example, Award Winners must arrange appropriate insurance, licences, permissions, health and safety checks etc. We will advise on what might be needed and can call upon experts to help.

Previous Award Winners help new starters by offering advice based on their personal experiences.

**Top Tip:** *Award Winners can give themselves unnecessary stress if they try to cope alone. We want them to be involved in our supportive network so encourage them to keep in touch, sharing their successes and their problems with people who can help. Speaking of which...*

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#### 6. ACCESS TO EVENTS AND TRAINING

It isn’t a life of formal meetings and written reports! At UnLtd events, Award Winners can get together for big-name gigs, outdoor activities, residentials and other fun activities.

**Top Tip:** *Encourage Award Winners to join in! We advertise our events on our website, on social media and by contacting individuals.*

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#### 7. WIDER NETWORK AND PARTNERSHIPS

Our own network of Award Winners exists to give mutual support and to encourage others. We want Award Winners to be active members of our nationwide community of young social entrepreneurs.

UnLtd works with national business organisations and on government-funded projects. Locally, we partner universities, colleges and schools. Award Winners can access our trusted partners to unlock the potential of their ventures.

**The potential is unlimited.**

## 4. WHAT WE MEAN IS...

**Adviser** – A responsible adult, such as a parent, chosen by a young person who agrees to be named on the application for an Award, who will be involved in discussions and will be a person to contact if needed.

**Alumni** – Young people who complete their ventures. Like graduates of a university or past pupils of a school. UnLtd alumni help to build a network of support for each other and for future Award Winners.

**Award** – A sum of money to set up and run a social venture. This is a grant, not a loan. A spending plan will be planned and agreed in advance. UnLtd will monitor the spending.

**Award Manager** – UnLtd staff to support the Award Winner. The AM might attend planning, finance and evaluation meetings but can be contacted at any time to act as guide and adviser. It is the responsibility of the Award Winner to keep in touch with the AM.

**Award Winner** – A person who has convinced UnLtd that he or she has a good idea, a good, business-like plan and the determination to succeed. The Award Winner must lead the social venture as we give our Awards to individuals, not groups.

**Foundation for Social Entrepreneurs** – A company limited by guarantee. Registered in England No. 4180639. Registered Charity No. 1090393

**Reciprocity** – “The practice of exchanging things with others for mutual benefit, especially privileges granted by one country or organisation to another”. Giving back what you receive. Not the money! Giving support and encouragement to new Award Winners just as others supported you. This is a vital part of our way of thinking. We ask all Award Winners to join in.

**Social Entrepreneur** – A person who sets up and runs a venture which aims to make a positive difference to society. For social entrepreneurs, profit is not the only measure of success.

**Social Venture** – This might be an on-going business, an activity or a series of events. It might involve selling things, making things, organising things or doing things for other people. There are many possibilities but social ventures must aim to have a positive impact on people's lives, improving communities or societies.

**Sustainable** – A sustainable venture is one which can keep going by paying for itself.

**UnLtd** – The trading name for The Foundation for Social Entrepreneurs.

**Venture** – Business project.

**Young Social Entrepreneur** – A social entrepreneur under the age of 21. UnLtd's youngest Award Winners were aged 11.

## 5. WAYS TO HELP YOUNG AWARD WINNERS

If an Award Winner is under 18 years of age, a parent, carer or other responsible adult is consulted before an Award is agreed. At the start, there will be topics to discuss with an Award Manager.

For example:

- What the Award Winner hopes to achieve, learn, develop, practise.
- UnLtd's expectations of the Award Winner.
- The money.
- The administration of the Award.
- The model of support given by UnLtd to Award Winners.
- Special needs, circumstances or requirements.

The Award Winner will need an adult to countersign the Terms And Conditions form which is the contract or agreement with UnLtd. That adult becomes the Award Winner's named "adviser" and promises to give support throughout the venture.

Usually, UnLtd communicates directly with Award Winners. In some circumstances, UnLtd will contact parents or carers.

For example:

- To seek permission to use film or photographs of a young person.
- To comply with other safeguarding or child protection issues.
- If an Award Winner proves difficult to contact.
- If an Award Winner has special needs, circumstances or requirements which make it preferable to make contact via a named adult adviser.

## 6. SOME EVERYDAY WAYS TO HELP

Check that they don't neglect the everyday things. A social venture can become an obsession. Remind them to eat, sleep, wash, dress, exercise as necessary. Remind them of their other obligations such as helping at home or going to school or college.

On the other hand, give them a bit of space. They might need some quiet time or a bit of room for their business gear.

Remember who is boss.

The Award Winner is boss of the venture, making decisions and taking risks. Please, advise and help but don't take over. Liaise with other adults if necessary. Most adults and organisations love working with young social entrepreneurs. Others need adults to confirm the facts.

Please help to keep the paperwork in order. Bank statements, invoices and receipts (originals – not copies).

## 7. THE PAPERWORK: A CHECKLIST

Before young Award Winners receive their first payments, they receive items which must be seen and countersigned by adults:

- UnLtd Terms and Conditions** – The contract agreement.
- Payment Schedule** – The agreed sums to be paid to the Award Winner and the dates when those sums will be paid.
- BACs Form** – This comes with the Payment Schedule to enable UnLtd to make those payments electronically.
- DBS (formerly CRB)** – It may be necessary for UnLtd Award Winners to obtain enhanced checks for themselves and others involved in the venture.

During the period covered by the Award, there will be records of meetings:

- Project Shaping Meeting** – Before the venture begins, a discussion of ideas, expectations, aims and objectives.
- Finance Review Meetings** – To ensure that spending has been done as planned.
- Transitioning Meeting** – Towards the end of the agreed period of support, an evaluation or review meeting and a discussion about the possibilities for the future.
  
- Financial Claim Form** – A very important document. To be kept up to date and presented to UnLtd from time to time along with evidence of spending such as invoices and receipts – originals, not photocopies or summaries.

## 8. ANSWERS (FROM PAGE 3)

### **An Award: what do you mean?**

A sum of money to finance a well-planned social venture which has the potential to make a positive difference to society. We give grants to young social entrepreneurs: young people with good business-like ideas which will benefit others. We support ideas for social ventures NOT charity fund-raising activities. We support individuals NOT organisations so we do not pay into school or youth club accounts.

### **A medal?**

No.

### **A certificate?**

Yes. To show at interviews, to mention in applications and to add to portfolios (or to hang on the wall).

### **Have you won a competition?**

To receive Awards, young people need to convince UnLtd Award Managers. Sometimes, we organise competitions to generate ideas but many young people simply contact us with their ideas.

### **How much?**

The amount given to an individual Award Winner depends on the needs of the venture. It is agreed in advance and must be spent on the venture. We offer several different Awards. Each has its own criteria and its own top limits.

### **In cash?**

Not exactly. An Award Winner must have a bank account. Many set up separate accounts for their ventures so they can keep their business's money and their own money separate. Awards for Under-18s can be paid into adults' accounts if necessary and if all parties agree.

### **You could pay for us all to go on holiday!**

No. Not with an Award. UnLtd will monitor how the Award is spent. We will need to see bank statements and all original receipts (not photocopies). But, once their ventures are complete, Award Winners who keep their businesses going can decide for themselves – within the rules relating to different kinds of businesses – what to do with the profits.

### **Why you?**

Each Award Winner must have a good idea and must prepare, with UnLtd's help, a good project plan. If an UnLtd Award Manager is convinced that everything is in place, the young person has done well and deserves our support.

### **Who is going to give you this?**

UnLtd accesses and distributes to young social entrepreneurs public funding, support from other organisations and charitable donations which are intended for this purpose.

### **But you're only...you need...you've got...!**

**...young?** On our Award application form, we ask for the name of a responsible adult who will act as an “adviser” to the young person. This adviser might be a parent, carer, youth worker, teacher or other person in a position of responsibility.

**...permission?** We talk to adults from the very start to be certain that young people have their understanding and support. For legal reasons, we need adults to countersign contracts. To ensure child protection, we ask for adult consent before we use photographs or videos of young people. These are not used if permission is not given.

**...special needs?** UnLtd Awards are open to all. Please alert us to any special needs, circumstances or requirements. We do not see these as barriers. We work with agencies and organisations, health professionals, care workers, foster carers and others. We know that adults with responsibility for looked after children need to be closely involved. Our staff are DBS (ex CRB) checked and, if appropriate, we request checks on other adults working with Award Winners.

### **Do you have to pay it back?**

Not unless it has been misspent. The money must be spent on the venture as agreed at the start. An UnLtd Award Manger needs to approve spending on major items and needs to approve changes to the original spending plan. If an Award Winner misleads us and abuses the Award, we will reclaim the money or the items it has been used to purchase. This is not a situation we expect to arise so there should be no cause for concern.

### **Is it a loan? I mean, do you have to pay it back?**

No. We do not want the money back and we certainly do not charge interest.

### **Are you sure this is legal?**

A legal contract is used. It is adapted with the details of the particular ventures. With under-18s, it is explained to the young people and their parents or carers. If it is acceptable to all parties, the document must be signed by adults who will be responsible for ensuring that the contract is not broken.

### **Do you have to make a profit?**

The venture is a business and should aim to, at least, cover costs. Better still, it should leave money in the bank to keep the business going. UnLtd will not ask for any part of any profits to be returned.

### **What if it all goes wrong?**

If a venture ends with a loss rather than a profit, spending which was agreed by an UnLtd Award Manager will be covered by the money in the Award and the Award Winner will not be expected to cover such losses. On the other hand, unauthorised spending from the Award would break the terms of the contract and would not be supported. Award Winners or their supporters who contribute their own money towards a venture do so at their own risk.

Award Winners must arrange appropriate insurance, licences, permissions, health and safety checks etc. UnLtd will advise on what might be needed and can call upon experts to help. Naturally, young people want their ventures to be big successes first time around. In reality, things don't always work out that way. UnLtd will advise at every stage and will try to flag up potential problems before they happen. Even so, unexpected difficulties or disappointments might arise. We'll sit down afterwards and talk things through with Award Winners.

We'll ask them to remember the things they did well, not just the things that went wrong. This learning from experience will help them – and other Award Winners – in future.

### **Is this your idea of a joke?**

No. We are committed to helping young people to make positive impacts on society and other people's lives.

### **There has to be a catch!**

No catch. We do not ask for payment for our services. We do not invite young people to borrow money from us or pay interest. We are not affiliated with any political or religious group and we do not have any secret corporate sponsors.

### **What do they want in return?**

In a word: reciprocity. This means we want Award Winners to share their experiences and help us to advise future Award Winners. It is important to us that our Award Winners know that they are important parts of a supportive and growing community of young social entrepreneurs.

### **Is there something you're not telling me?**

No, but we have tried to be brief. In this introduction, we have tried to cover the main topics and answer typical questions. There are more details in our other documents and there is always plenty to discuss once ventures are under way but there is no hidden agenda.

The only thing we haven't mentioned so far is that this could be the experience of a lifetime or the start of something life-changing.

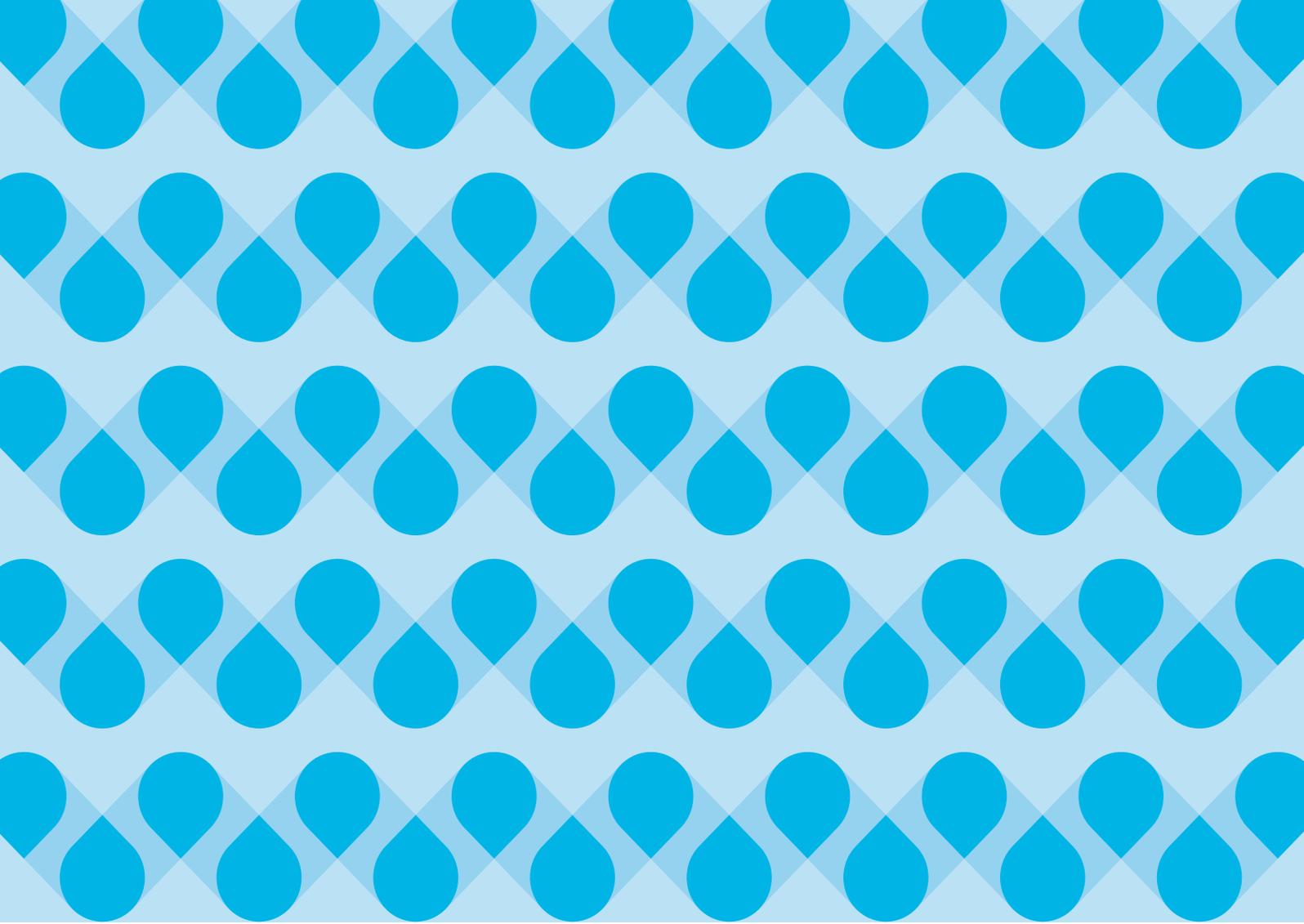
### **Who can I talk to about this?**

The UnLtd Award Manager will provide personal contact details. If the Award has been offered via a school or college, there will be a designated member of staff there who should be your first point of contact.

## 9. CONTACT DETAILS

Venture	
Award Winner	
Adviser	
Award Manager	

## 10. NOTES



[www.unltd.org.uk](http://www.unltd.org.uk)



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PUBLISHED MAY 2014



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