

Social Value Certificate: terms & conditions of application

1. Definitions

- 1.1. In the following terms and conditions, the word 'certification' will refer to the process of applying for Social Value Certification.
- 1.2. The certification process is a principles-based assessment of the systems and processes that an organisation has in place. The certification process certifies that these systems and processes are consistent with the Social Value Principles, which enable an organisation to measure and maximise the social value that they create.
- 1.3. The certification can be achieved at a programme/project level or at the organisational level if the systems and processes apply to all activities undertaken by the organisation.

2. The Social Value Certificate

- 2.1. The Social Value Certificate looks at the systems and processes that you have in place for maximising your social value. It is not about reporting social value and it does not provide proof or a statement that the organisation or programme is creating an amount of social value. The Social Value Certificate is about how you are working towards maximising your value.
- 2.2. The Social Value Certificate can be awarded to an organisation or a specific programme or project being run by an organisation. The Social Value Certificate has three tiers, as described below:

The Three Levels of the Social Value Certificate		
Level 1	Commit	Is achieved with a commitment to implement systems and processes that are consistent with the Social Value Principles, evidenced through policy documentation.
Level 2	Implement	Is achieved with the implementation of systems and processes, evidenced through appropriate data collection.
Level 3	Maximise	Is achieved with the use of data to drive decisions, evidenced through operational changes designed in response to data collected and with the specific intention to maximise the social value they can create with the resources they have available.

- 2.3. To progress through each level applicants need to provide evidence to Social Value UK that they are meeting the specific criteria for each stage. Download the Social Value Certification Guidance Document to see what evidence is required.

3. Making an application

- 3.1. To be eligible for the certification the applicant must be a member of Social Value UK or Social Value International.
- 3.2. Social Value UK will process applications in order of the dates on which they were received. If there is a significant volume of applications, priority will be given to applicants who were current members of Social Value International and Social Value UK prior to making their application.
- 3.3. Applications must use the correct Social Value International application form. This can be found online at <https://form.jotformeu.com/73473509394364>.
- 3.4. The application form will set out the supporting documents required to complete the application. It is the responsibility of the applicant to make sure that all the requirements for application are met.
- 3.5. Applications that do not meet all requirements, or are not complete will be returned and a new application can be resubmitted.
- 3.6. Results of the application will not be released without confirmed payment.

4. The assessment process

- 4.1. Social Value UK staff will carry out assessment on behalf of Social Value International. Staff will treat the applications with complete confidentiality and will not enter into any discussion or communication about the application except for that required by the certification process between Social Value UK staff and applicants.
- 4.2. Applicants may be asked for additional information to support their application. Any additional information requested must be provided within 30 days of the request. Failure to provide the additional information when requested will result in the application being rejected.

5. Results

- 5.1. Social Value UK aim to release the results of an assessment within 4 weeks of an application being received. However during periods of high demand it may take longer for results to be released.
- 5.2. If Social Value UK consider the supporting documents to be insufficient evidence the application will be rejected.
- 5.3. If an application is rejected, applicants can re-apply for certification of the same organisation or programme/project. If this is done within 6 months of receiving the initial results applicants will receive a 50% discount.
- 5.4. Applicants are entitled to receive verbal feedback in addition to the written feedback. Where the verbal feedback is to take place over the internet (for example by using Skype) it is the applicant's responsibility to ensure that they have access to the necessary equipment and software. If the verbal feedback is to take place by phone it is the applicant's responsibility to cover the cost of the phone call.
- 5.5. The applicant will be entitled to a maximum of one hour of verbal feedback.

6. Additional terms and conditions

- 6.1. Association of an organisation or programme with Social Value UK or Social Value International does not imply or award any professional standard. Social Value UK and Social Value International will not be responsible for any claims made about the quality of an organisation or programme/project, or about the professional standing of any person associated with an organisation or programme/project, other than the certification statement.
- 6.2. Social Value UK and Social Value International will not be responsible for any actions or decisions that the applicant or any third party takes based upon the certification.
- 6.3. Applicants agree that the only statement or 'claim' that may be attached to their organisation or programme/project is the wording provided by Social Value International in the certificate.
- 6.4. Social Value UK and Social Value International will not accept responsibility for any applicant's commercial interests that result either from a delay in application, delay in the assessment process or decisions that do not lead to certification. Social Value UK and Social Value International cannot take any responsibility for undertakings given by applicants to their clients on matters relating to the timing of the assessment or the timing of the certification.

I declare that I have read, understood and agree to the above terms & conditions:

Signed: _____

Date: _____