

A Guide for Micro Providers of social care services in East Sussex



INDEX

1. Background	2
2. The Project	4
3. Support with Confidence	5
4. How to get involved	6
5. Business Support	
a. Overview	7
b. Key issues relevant to providers of social care services	
i. Care Quality Commission (CQC)	8
ii. Tax	9
iii. Insurance	9
iv. Policies and procedures	9
v. Marketing and demonstrating value	10
vi. Training	11
c. Support Services Directory	12
6. Funding Support – Funding Directory	34
7. Support Tools and Resources Directory	42
8. ASC Commissioning Team and SAILS contact details	51
9. Project Team contact details	52

1. Background

The Changing Face of Adult Social Care

In 2007, the government issued a concordant called *Putting People First (PPF)*. Its vision was a transformation of Adult Social Care to ensure users' of services have greater choice and control over how their social care needs are met; this is known as the 'Personalisation Agenda'.



The Social Care Institute for Excellence defines 'Personalisation' as follows:

“Personalisation means thinking about care and support services in an entirely different way. This means starting with the person as an individual with strengths, preferences and aspirations and putting them at the centre of the process of identifying their needs and making choices about how and when they are supported to live their lives. It requires a significant transformation of adult social care so that all systems, processes, staff and services are geared up to put people first. The traditional service-led approach has often meant that people have not received the right help at the right time and have been unable to shape the kind of support they need. Personalisation is about giving people much more choice and control over their lives and goes well beyond simply giving personal budgets to people eligible for council funding. Personalisation means addressing the needs and aspirations of whole communities to ensure everyone has access to the right information, advice and advocacy to make good decisions about the support they need. It means ensuring that people have wider choice in how their needs are met and are able to access universal services such as transport, leisure and education, housing, health and opportunities for employment, regardless of age or disability.”

Personalisation: A Rough Guide. Social Care Institute for Excellence, 2010.

The approach to be used to deliver personalisation is known as 'Self Directed Support' or 'SDS'. Implementation of Self-Directed Support is achieved through the use of self-directed assessments, an upfront indicative allocation of funds, support planning and review, and by placing the service user at the centre of the process.

As noted above, one way in which Self-Directed Support is to be achieved, is through the introduction of a 'Personal Budget' for every person eligible for publicly-funded Adult Social Care – a clear, upfront allocation of funding to enable them to make informed choices about how best to meet their needs. Individuals eligible to receive a Personal Budget may choose to have the local authority arrange their care and support for them through commissioned social care services (contracts between providers of services and the local authority), or may choose to take their Personal Budget as a 'Direct Payment'. A Direct Payment is..

“...a means-tested cash payment made in the place of regular social service provision to an individual who has been assessed as needing support. Following a financial assessment, those eligible can choose to take a direct payment and arrange for their own support instead. The money included in a direct payment only

applies to social services. A direct payment is one way of taking a personal budget.”

Personalisation: A Rough Guide. Social Care Institute for Excellence, 2010.

A Direct Payment therefore allows service users to decide how best to spend their allocated budget to meet their needs by enabling them to choose care and support services outside of those contracted by the Council (subject to some restrictions i.e. legality of activity, levels of risk and ability to meet desired outcomes). The Social Care Institute for Excellence notes that decisions about care and support services should ‘not be constrained by the menu of services currently offered.’ Local authorities have therefore been tasked with ‘shaping and building the market’ to ensure that choice is available for users of services – both those funded by Adult Social Care and those using their own funds (Self Funders) to purchase care and support.

In January 2011, the coalition government published a sector-wide Partnership Agreement called ‘Think Local, Act Personal’. This draws on the learning achieved from implementing Putting People First across England over the three preceding years, and highlights actions for moving forward toward achieving a personalised community-based approach for anyone in need of support:

‘We need continuing radical action across the sector to ensure everyone, whether using their own money or using a council Personal Budget, can have better choice in securing their care and support and more control over what they choose. Councils, providers and other partners in the community will work more closely to find solutions for people outside the traditionally narrow definition of social care’

Jeff Jerome - National Transformation Director

The commitment to personalisation, choice and control as a driving agenda for public services reform is also re-affirmed in the new Local Government White Paper ‘Open Public Services’ which was published in July 2011. Education, social care (for children and adults), housing support and healthcare are all in the range of public services defined as ‘individual services’, that is, personal services used on an individual basis’ where funding is personalised through personal budgets, per-student funding formulas or benefits. Amongst other things the White Paper proposes:

- o A framework of choice is developed
- o Individual services will be regulated and that individuals will have a form of redress if choice is not available or standards are low.

Locally, East Sussex Adult Social Care through the implementation of SDS and Personal Budgets, has a vision that sees personalisation and working with a diverse local market alongside efficiency and value for money. Good progress has been made with the internal roll out of SDS since April 2010. Programmes of work are also well underway to increase the range of options for people to spend their Personal Budgets on, in brief:

- o Stimulating a diverse local care and support market that can cater for choice and control and meet care and support needs
- o Providing a proportionate level of quality assurance about different options through the Council’s Support with Confidence Scheme (see page 6)
- o Enabling access to independent, user and peer led support to identify creative, local options for care and support

The Pilot

In 2008, The Department of Health funded a charity called NAAPS to undertake a three-year project to test a business model designed to support and stimulate the development of a range of micro care and support services.

They recognised that Micro providers were in a unique position to deliver individualised care and support services, due to their ability to provide very flexible, personalised and locally based services.

Two pilot local authorities tested the model, Kent and Oldham, and a report of the findings published so that other local authorities could develop similar support mechanisms. The full report is available at:

http://www.thinklocalactpersonal.org.uk/library/Resources/Personalisation/Personalisation_advice/SSMSCSEconciseguide.pdf .

2. The Project

In January 2011, East Sussex County Council launched a fifteen month Micro Market Development project based on the learning from the NAAPS pilots.

The aim of Project is to work with new and existing 'Micro' providers (those with less than five paid employees) to help them understand what people need and want in terms of social care and support services in different parts of the county. Information about what services are needed and desired has been gathered from discussions with Adult Social Care commissioners and through a service user survey. Once available, the outcomes of the survey will be shared with all potential and existing micro providers engaged with the project so this may be used to inform any potential service development. A summary of the results will also be published on the 'Key Developments in Adult Social Care' pages of the ESCC website:

<http://www.eastsussex.gov.uk/socialcare/developments/default.htm>

What sort of services might 'micro' care and support providers deliver?:

Micro providers are able to deliver a vast range of services to meet the needs of their local community. Some services will 'look like' those traditionally associated with adult social care (e.g. a small domiciliary care agency or supported housing service); while others may not (e.g. a dance club, volunteering opportunities or pet care services); but all will be able to support individuals to achieve their desired social care outcomes

Some examples of possible services are noted below but please do not take these as a definitive list – providing choice and control to service users is all about ensuring there is a diverse range of services and support options to choose from, so don't be put off if your current service or service idea is not listed below – if you have a very small service or plan

to start one, which could help individuals in your area to meet their social care needs, then a micro care and support provider you will be!:

- Domiciliary care services
- Supported Housing
- Respite services
- Brokerage, advocacy and support planning
- Transport
- Leisure, wellbeing and social opportunities
- Employment and volunteering services
- Education and training services
- Therapy, personal development and support with relationships
- Holidays and short breaks
- Peer support and buddy schemes
- Shopping, cleaning, assistance with bills, pet care etc

What the project can offer to existing and potential Micro Providers?:

- Free market intelligence based on what service users, carers and Adult Social Care commissioners are telling us they want
- Advice, support and resources from Adult Social Care and local voluntary sector and business support organisations to develop a business or idea
- Opportunities to promote your business, service or activity through events and the Council's Support with Confidence Scheme
- Opportunities to network with other local 'micro' providers and be kept in touch with new developments

3. Support with Confidence

The East Sussex County Council Support with Confidence Scheme began in October 2010 and is jointly run between Adult Social Care and Trading Standards.



Support with
Confidence
EAST SUSSEX COUNTY COUNCIL

The aims of the scheme are twofold:

- To help users of services to select care and support providers and Personal Assistants which they can have confidence in on the grounds of quality and safety.
- To help providers of social care and support services to access training and support, and to demonstrate the quality of their service to both service users funded by ESCC and those who fund their care with their own resources.

Applicants to the scheme undergo background checks including consideration of qualifications and experience, customer service and compliance with legal standards.

Approved scheme members are vetted and trained before they join and agree to

- ensure that they and their staff are properly trained for their work
- respond promptly and appropriately to customer complaints
- undergo criminal records checks and clearance
- provide references as part of their application
- undertake any additional appropriate training.

Micro providers who engage with the project will be encouraged and supported to join the Support with Confidence scheme and access the training, support and advice, marketing and networking opportunities that the scheme affords.

The Support with Confidence website can be viewed via the following link:

<http://www.eastsussex.gov.uk/socialcare/adults/careservices/approvedproviders/introduction.htm>

4. How to get involved with the project:

If you would like to learn more about the project or to get involved if you're aren't already, please contact:

Samantha Tullett
Micro Market Development Project Support Officer

Adult Social Care
East Sussex County Council
County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE

01323 463410

Samantha.tullett@eastsussex.gov.uk

5. Business Support

a. Overview

In addition to the support available from the Micro Market Development Project Support Officer, there are a number of sources of support which you may wish to access when starting up or diversifying your service.

Two local business support organisations, EDEAL and The Let's Do Business Group (formerly Ten Sixty Six Enterprise), offer a number of free workshops for people considering starting up their own business and becoming self-employed, which include an introduction to subjects such as business planning, marketing and making a profit. In addition to the free workshops available, each organisation is able to offer most existing or start up local businesses an initial 1 hour consultation and support meeting for no charge. Eligibility criteria for both the workshops and 1 hour initial consultation relate to area in which you live and should be checked at the time of booking as funding arrangements can meet that the eligibility criteria for each are subject to change. The contact details for both organisations are provided below:

EDEAL	0844 2640390	info@edeal.org.uk www.edeal.org.uk
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The Lets Do Business Group	01424 205500	info@ldbgroup.co.uk www.letsdobusinessgroup.co.uk
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If you run or are looking to run a social enterprise anywhere in East Sussex, BJB Consultancy is able to offer you one hours free support. Barbara's contact details are also listed below:

BJB Consultancy	01424 893698 07889 888804	barbara.beaton@bjbeaton.com
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If you run or are looking to run a social enterprise or voluntary or community group, then the local Voluntary Associations are able to offer you a wealth of advice and support free of charge – this includes support with funding applications, business planning, training and networking with other local groups. There are three Voluntary Associations in East Sussex, and each may be contacted using the details below:

3VA	Cover Eastbourne, Lewes and Wealden Districts (01323) 639373 eastbourneinfo@3va.org.uk www.3va.org.uk
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HVA	Cover Hastings and St Leonards (01424) 444010 peter@hvauk.org www.hastingsvoluntaryaction.org
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RVA Cover Rother
(01424) 217 259
office@rothervoluntaryaction.org.uk
www.rothervoluntaryaction.org.uk

The East Sussex County Council Trading Standards Team are also able to provide your organisation with business advice and updates. More information can be found by calling: (01323) 463440, or by looking at the following link on the ESCC website:
<http://www.eastsussex.gov.uk/business/tradingstandards/default.htm>.

Organisations that join ESCC's Support with Confidence scheme (please see page 5 of this guidance) will be able to access an enhanced range of support services, including networking and training events, marketing opportunities, business audits, document templates and access to Criminal Records Bureau checks. The Support with Confidence Team can be contacted on (01323) 463440, or via the following link:
<http://www.eastsussex.gov.uk/socialcare/adults/careservices/approvedproviders/default.htm>

b. Key issues relevant to providers of social care services:

I. Care Quality Commission

The Care Quality Commission is responsible for the regulation and inspection of Adult Social Care (and health) services and for monitoring the welfare of detained mental health patients. Adult Social Care providers that provide regulated activities must be registered with the Care Quality Commission (CQC). Regulated activities include:

- **Personal care (relevant to providers providing personal care services that do not run alongside provision of accommodation, for example domiciliary care or supported housing) – personal care includes assistance with eating or drinking, toileting, washing or bathing, dressing, oral care, and some care of skin, hair and nails).
NB. Not all personal care activity is regulated e.g. provision within day care services is exempt, as are situations in which a person makes their own arrangement for personal care with an individual who is not working for an agency or employer involved in managing or directing the care e.g. Personal Assistants**
- Accommodation for people who require nursing or personal care (relevant to providers providing nursing or personal care that does run alongside the provision of accommodation, for example a care home)
- Accommodation for people who require treatment for substance abuse (for providers who may be working in this particular field and where the treatment runs alongside the provision of accommodation)

Reference: QAs for Micro-Coordinators, NAAPS, February 2011

If you think that any service you plan to provide may fall under CQC regulated activity, you should contact the CQC on 03000 616161 or via the following link to seek further advice before delivering your service: www.cqc.org.uk. If you are required to register, then this process can take some time. It is therefore advisable that you seek advice as early as possible.

II. Tax

If you're thinking about becoming self-employed, you can call the HMRC Helpline for the newly self-employed on 08459 15 45 15, and read the official HMRC advice pages on the HMRC website:

<http://www.hmrc.gov.uk/employment-status/index.htm>

You should register the moment you start out as a sole trader; otherwise you could incur a financial penalty.

If you plan to work as a Personal Assistant, please contact East Sussex Trading Standards for a copy of their Guidance on Employment Status for Personal Assistants: (01323) 463440; supportwithconfidence@eastsussex.gov.uk

III. Insurance

The insurance that you will need to provide your service will depend on the services that you are providing. Most services will however will require as a minimum:

- Public Liability Insurance
- Employers Liability Insurance if you are employing staff
- Professional Indemnity insurance if you are providing advice

If your business has premises you may also require buildings and contents insurance, and if you are using vehicles as part of your service then these should also be insured for business use.

Finding affordable insurance can be challenging for very small providers. The following two insurers are known to provide bespoke insurance packages for small providers of care and support services:

- | | |
|---|--------------|
| • Paul Scully Insurance Services (Peacehaven) | 01273 587479 |
| • Ellis Bates Group | 01423 724518 |

IV. Policies and procedures

The policies and procedures that you will require for your organisation will also be dependent on the services you plan to deliver. NAAPS have developed a set of common policies and procedures for use and adaptation by micro providers of care and support. These cost £500 for non-members and £250 for members, or at £15 per policy, and cover the following areas:

- Referrals
- Assessment of needs

- Introductions
- Using the service in an emergency
- Individual contracts / Statement of terms and conditions
- Individual planning and review
- Ending a service
- Making choices and decisions
- Communication
- Contact with family and friends
- Cultural and religious customs
- Daily life and inclusion in the community
- Safe friendships and relationships
- Personal care
- Intermediate care
- Staying healthy and making use of resources
- Working with people who challenge services
- Dealing with emergencies and crises
- Key holding and entering and leaving a person's home
- Being missing from a service
- Death and dying
- Health and safety

You can contact NAAPS for more information using the following contact details:

Dianne Parker

dianne@naaps.org.uk

01423 858650

The East Sussex County Council Support with Confidence Team may also be able to provide you with advice relating to policies and procedures and provide you with a template procedure for complaints:

Support with Confidence Team

supportwithconfidence@eastsussex.gov.uk

(01323) 463440

V. Marketing and demonstrating value

Marketing your service effectively will have a big impact on the success and sustainability of your organisation. There are many books and online resources to choose from on this subject which are easily located through an internet search. You may also wish to consider training opportunities in relation to marketing. The following courses are known to be provided locally by the Let's Do Business Group:

An Introduction to Social Media – ½ day - £50 plus VAT

Marketing for Managers – full day - £150 plus VAT

Further Web Developments – half day - £50 plus VAT

If you would like to book on to one of these training courses or for more information, please call Lets Do Business on 0844 4152272

You may also wish to consider demonstrating your organisation's or service's value in both social and environmental terms in addition to financial accounting; a concept known as the 'Triple Bottom Line'. A focus on the Triple Bottom Line captures an expanded spectrum of values and criteria for measuring organizational success: economic, environmental and social - rather than the traditional focus of many organisations on financial measures of success alone (i.e. profit). A process called 'Social Impact Measurement' can be used to account for your social and environmental impacts and value, in addition to the financial value and success of your organisation or service. Both funding organisations and users of services are increasingly interested in organisations' ability to demonstrate their value against all three of these areas and demonstrate a responsible approach in all that they do.

A guide to Social Accounting can be purchased from the Social Audit Network for £30: www.socialauditnetwork.org.uk; info@socialauditnetwork.org.uk; 01902 877565

The following individuals are also able to provide you with further information and support on this subject:

Samantha Tullett Samantha.tullett@eastsussex.gov.uk (01323) 463410
Micro Market Development Project Support Officer, East Sussex County Council

Barbara Beaton barbara.beaton@bjbeaton.com (01424) 893698/07889 888804
Social Enterprise Advisor, BJB Consultancy

VI. Training:

Independent providers of social care services for adults in the East Sussex area are able to access a number of free training opportunities via the Adult Social Care Training Department. There is a vast range of courses on offer, including those covering Safeguarding Vulnerable Adults, Movement and Handling, First Aid, Food Hygiene, Support Planning and many more. Bespoke training courses and workshops may also be developed on request, though there may be a cost to some of these services. Members of the Support with Confidence scheme are also able to access training opportunities relating to Business support and legislation.

For a prospectus of existing training courses or discuss your training needs, please contact:

Renee Jasper-Griffiths renee.jasper-griffiths@eastssussex.gov.uk (01323) 464109

The prospectus is also available via the following link:

www.eastsussex.gov.uk/socialcare/providers/training/dps.htm

c. Support Services Directory

Below is a list of organisations and services able to offer support to individuals and groups looking to set up or diversify a micro service, which you may find useful. The list is not exhaustive and the support available may change over time.

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Edeal</p> <p>0844 2640390</p> <p>info@edeal.org.uk</p> <p>www.edeal.org.uk</p> <p>EDEAL Business Centre, Dittons Business Park, Dittons Road, Polegate, East Sussex, BN26 6HY</p>	<p>EDEAL is a not-for-profit enterprise agency providing confidential and impartial business advice. Edeal can work with those within the County looking to set up a business, as well of those who are already established. They offer free workshops, consultation services, business planning documents and templates, network opportunities at business meetings and can offer short lease business premises to start-up and developing businesses.</p>	<p>Some services are chargeable but there are a number of free start up workshops which individuals can access</p>	<p>Universal</p>	<p>Kent and Sussex</p>
<p>The Let's Do Business Group (formerly Ten Sixty Six Enterprise)</p> <p>0844 4152272</p> <p>info@ldbgroup.co.uk</p> <p>www.letsdobusinessgroup.co.uk</p> <p>The Let's Do Business Group, Summerfields Business Centre, Bohemia Road, Hastings, East Sussex,</p>	<p>The Let's Do Business Group is the business support arm of the Hastings Area Chamber of Commerce. They can help you start, improve or develop your business through workshops, consultation, business planning documents and templates, network events and training. LDBG are also able to support you to access finance.</p>	<p>Some services are chargeable but there are a number of free start up workshops which individuals can access</p>	<p>Some of the free workshops are only open to individuals living in specific areas of the county</p>	<p>Predominantly Hastings and Rother</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
TN34 1UT				
<p>Sussex Enterprise (Chambers of Commerce for Sussex)</p> <p>0845 67 888 67</p> <p>Enquiry form on website</p> <p>www.sussexenterprise.co.uk</p> <p>Sussex Enterprise Greenacre Court, Station Rd, Burgess Hill, West Sussex RH15 9DS</p>	<p>Sussex Enterprise is a not for profit organisation able to offer networking opportunities, legal insurance, support around HR, staff development and quality issues, among other benefits, for organisations that become members. Sussex Enterprise also deliver training and hold events which are open to non-members.</p>	<p>Membership costs between £85 and 299 plus VAT per year. Training courses are costed individually and there is a discount for members.</p>	<p>Training and events universal. Some services only open to members.</p>	<p>Separate commerce offices cover Battle, Bexhill, Eastbourne and District, Hastings, Heathfield, Lewes, Newhaven, Seaford, and Uckfield</p>
<p>NAAPS: Small Community Services Membership</p> <p>0151 227 3499</p> <p>info@naaps.org.uk</p> <p>www.naaps.org.uk/</p> <p>NAAPS G04 The Cotton Exchange Old Hall Street Liverpool L3 9LQ</p>	<p>NAAPS provide a membership service for small community organisations. Membership includes: A guide to setting up a micro care or support service, support from the team (subject to “fair usage”), a monthly bulletin on policy, government, funding and other issues, access to a free legal advice helpline; discounted bespoke insurance, a comprehensive set of model policies and procedures which allow small community services to establish operating procedures and comply with relevant legislation (these cost extra but are discounted for members), fact sheets, guidance documents, access to occasional</p>	<p>Membership costs are £75 for 12 months. The Guide can be purchased by non-members for £40 and the policies and procedures are £250 for members and £400 to non-members</p>	<p>To become a member your organisation would need to have a staff or volunteer team of five or fewer workers. This is based on full time workers or the equivalent.</p>	<p>National</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
	meetings/conferences, a virtual email network and message board, a voice with local, regional and national decision makers and a programme of awareness-raising about micro-enterprise and small community services.			
<p>3VA Lewes</p> <p>01273 483832</p> <p>lewesinfo@3va.org.uk</p> <p>www.southdownscvs.org.uk</p> <p>3VA Lewes: 66 High Street, Lewes, East Sussex, BN7 1XG</p>	3VA aim to improve the capacity and quality of voluntary and community groups and develop and strengthen local projects. 3VA are able to offer training, support to accessing funding and support project planning	Training courses are individually costed and depend on whether your organisation is voluntary/not-for-profit. Other support is usually free of charge to voluntary, not-for-profit and social enterprise groups	Must be a voluntary, not-for-profit or social enterprise organisation and reside in the Lewes, Eastbourne or Wealden Districts, EXCEPT for training which is accessible to non-voluntary/community groups at a higher cost.	Eastbourne, Wealden and Lewes Districts
<p>Hastings Voluntary Action</p> <p>01424 444010</p> <p>Enquiry form on website</p> <p>www.hastingsvoluntaryaction.org/</p> <p>Hastings Voluntary Action,</p>	HVA enhance the quality of life of people in Hastings & St Leonards by promoting the principle and practice of voluntary action by both individuals and organised groups and by supporting the development of local initiatives to meet community needs. HVA are able to offer training, support to accessing funding and support project planning.	Training courses are individually costed and depend on whether your organisation is voluntary/not-for-profit. Other support is usually	Must be a voluntary, not-for-profit or social enterprise organisation and reside in the Hastings District, EXCEPT for	Hastings Borough

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Jackson Hall, Portland Place, Hastings, East Sussex, TN34 1QN</p>		<p>free of charge to voluntary, not-for profit and social enterprise groups who become members (which is free to do as long as your organisation meets the aims and objectives of HVA)</p>	<p>training which is accessible to non-voluntary/comm unity groups at a higher cost.</p>	
<p>Rother Voluntary Action</p> <p>01424 217259</p> <p>rvaoffice@btconnect.com</p> <p>www.rothervoluntaryaction.org.uk</p> <p>RVA, Old Bank Chambers 1 Buckhurst Road Bexhill on sea East Sussex TN40 1QF</p>	<p>RVA is a community led organisation supporting Rother's voluntary and community sector in Rother District, East Sussex and directly providing facilities and services to the community. RVA are able to offer training, support to accessing funding and support project planning.</p>	<p>Training courses are individually costed and depend on whether your organisation is voluntary/not-for profit. Other support is usually free of charge to voluntary, not-for profit and social enterprise groups who become members (which is free to do as long as your organisation meets the aims and objectives of</p>	<p>Must be a voluntary, not-for-profit or social enterprise organisation and reside in the Rother District, EXCEPT for training which is accessible to non-voluntary/comm unity groups at a higher cost</p>	<p>Rother District</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Action in Rural Sussex - Social Enterprise Support</p> <p>(01424) 775572</p> <p>www.ruralsussex.org.uk/service/social-enterprise-support</p> <p>AIRS, Sussex House, 212 High Street, Lewes, East Sussex BN7 2NH</p>	<p>Action in Rural Sussex provide practical help and support to villages in Sussex enabling them to be vibrant living and working places. They Social Enterprise Support Service they provide aims to support to individuals and groups who want to develop projects that benefit their community. They can offer project development advice and business planning guidance to encourage community projects to flourish. They work with rural community projects and social enterprises, i.e. businesses that trade with a social aim.</p>	<p>RVA)</p> <p>Call Theresa Gittins: 01273 405422</p>	<p>Must be (or be wanting to start) a rural community project or social enterprise</p>	<p>Sussex</p>
<p>BJBeaton Consultancy</p> <p>01424 893698</p> <p>07889 888804</p> <p>barbara.beaton@bjbeaton.com</p>	<p>Social Enterprise Adviser and Social Impact Measurement Practitioner: offers the following services: one to one support, group facilitation, mentoring, training, workshops, social impact measurement and auditing, ideas development, project planning, business and strategic planning and development for Social Enterprises, community and voluntary sector organisations. Lead contact for ESSEN, East Sussex Social Enterprise network.</p>	<p>Please contact for details</p>	<p>Social enterprises and other community and voluntary sector organisations</p>	<p>Based in Sussex</p>
<p>Enterprise for Change</p> <p>07740 022797</p> <p>info@enterpriseforchange.co.uk</p>	<p>Enterprise for Change is a not for profit organisation that specialises in helping people from disadvantaged backgrounds become self employed or start a business in order to turn their lives around. Their</p>	<p>Call Phil to clarify</p>	<p>unemployed, people with mental health issues, ex-military, ex-</p>	<p>Sussex and Brighton and Hove</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>www.entrepriseforchange.org.uk</p> <p>Enterprise for Change, 45 Brunswick Street, West Hove, East Sussex, BN3 1EL</p>	<p>services include a self-employment program for prisoners and ex-offenders, start up support for people who face extra barriers, a women's business service which helps women to start businesses, and an enterprise challenge for young people.</p>		<p>offenders, lone parents and ethnic minority groups</p>	
<p>East Sussex Office: Federation of Small Businesses</p> <p>01323 482018</p> <p>eastsussex@fsb.org.uk</p> <p>www.fsb.org.uk</p> <p>FSB East Sussex, 3 High Street, Polegate, East Sussex, BN26 5HA</p>	<p>The Federation of Small Businesses is the UK's largest campaigning pressure group promoting and protecting the interests of the self-employed and owners of small firms, and it provides a number of member services which include access to legal advice from qualified lawyers 24/7 all year, Tax advice from HMRC trained specialists, Tax protection against in-depth tax investigations, Information on employment law, health & safety, tax and commercial law through the FSB members-only website, Legal documents downloadable in MS Word which can be styled to your business, Insurance cover for legal defence and an employment disputes service with payment of statutory awards, and networking opportunities. Also hold regular local business breakfasts and networking events.</p>	<p>Annual subscription from £120 to £870+ dependant on number of employees; plus a registration fee.</p>	<p>No more than 200 employees</p>	<p>International, but local office covers East Sussex</p>
<p>Unltd</p> <p>0207 566 1100</p>	<p>Unltd are a charity which supports social entrepreneurs (individuals, not organisations) through provision of practical support and funding. Successful</p>	<p>Free if eligible and successful in application for support</p>	<p>Eligibility questionnaire online: dependant on</p>	<p>National</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Online enquiry form</p> <p>www.unltd.org.uk</p> <p>Head Office/London Office: 123 Whitecross Street Islington London EC1Y 8JJ</p>	<p>awards will include both practical and financial assistance tailored to your organisation.</p>		<p>focus of project and need to be over 16</p>	
<p>Southdown Housing Employment Service: East Sussex</p> <p>01273 405822</p> <p>k.rozario-johnson@southdownhousing.org</p> <p>www.southdownhousing.org/supportede mployment/mentalhealthsuppemp.cfm</p> <p>Southdown Housing, Head Office 2 Bell Lane Lewes East Sussex BN7 1JU</p>	<p>The new East Sussex Vocational Service provides an individually tailored programme working in partnership with the Recovery Teams across East Sussex, to support each person's recovery journey. It is a service open to adults with mental health issues and offers support into employment, education and volunteering. This can include support to set up your own business and access funding.</p>	<p>Free to those who are eligible: see next box</p>	<p>Adults aged 16+ with mental health needs, who reside within East Sussex; referral needs to be via East Sussex Recovery Mental Health Teams, GP's and access Teams, Jobcentre Plus, local mental health agencies as well as self referrals</p>	<p>East Sussex. Other services covering West Sussex and Brighton and Hove</p>
<p>ChoicES</p> <p>01273 336655</p>	<p>ChoicES is an East Sussex County Council Supported Employment Service within Directly Provided Learning Disability</p>	<p>Free to those who are eligible: see next box</p>	<p>To access this service, clients must be 18 or</p>	<p>East Sussex</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
liz.mellor@eastsussex.gov.uk www.eastsussex.gov.uk/socialcare/adults/disability/learning/	<p>Services of Adult Social Care. It is a county wide service for adults with a learning disability who are seeking support along the pathway to work. The service supports both job seekers and employers. This includes such things providing and supporting pre-employment skills training, arranging full or part time work placements, providing on-going support and a dedicated employment advisor, as well as support for individuals interested in starting their own business.</p>		<p>over, have an Adult Social Care Assessment and a diagnosis of a learning disability</p>	
<p>Prime Business Club</p> <p>0800 783 1904</p> <p>info@prime.org.uk</p> <p>http://www.primebusinessclub.com/</p>	<p>National charity set up to support people over 50 who would like to start their own business and become self-employed. Website includes case studies, resources, forums and details of events. Those who join the business club will be sent a starter pack about self employment and regular newsletters, as well as details of business support organisations in their area. There is a resources page on their website and 'Primeloans' are also available.</p>	<p>Free to join (you do not have to be a member to access all web items)</p>	<p>Over 50</p>	<p>National</p>
<p>The Prince's Trust Enterprise Programme</p> <p>0207 543 1400</p> <p>webinfo@princes-trust.org.uk</p> <p>http://www.princes-</p>	<p>The Prince's Trust Enterprise Programme supports unemployed young people aged 18-30 to work out if their business ideas are viable and whether self-employment is right for them. If a young person's business idea is deemed via, they may be offered mentoring and financial support.</p>	<p>Free if eligible</p>	<p>Must have a business idea to explore, be aged 18-30, be unemployed or working less than 16 hours a week and live in</p>	<p>National (although not all local areas covered)</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>trust.org.uk/need_help/enterprise_programme.aspx</p> <p>London and the South East Office, The Prince's Trust London and South East Regional Office, 18 Park Square East, London, NW1 4LH</p>			<p>England, Wales, or Northern Ireland. Support subject to local funding restrictions. Online form must be submitted to ascertain if program running in local area.</p>	
<p>Response to Redundancy</p> <p>0845 33 06 573</p> <p>Online contact form</p> <p>http://www.seetec.co.uk/employers/response_to_redundancy.aspx</p> <p>Head Office: 75-77 Main Road, Hockley, Essex, SS5 4RG</p>	<p>Response to Redundancy is a Learning and Skills Council and European Social Fund funded programme designed to support employers and employees involved in the process of redundancy or likely to be in the near future. For individuals under notice of redundancy, one area of support is the provision of information and advice about self-employment.</p>	<p>Call and check?</p>	<p>18 or over and going through or about to go through redundancy</p>	<p>National (but no local offices)</p>
<p>The School for Social Entrepreneurs (SSE)</p> <p>0)20 8981 0300</p> <p>Online contact form</p>	<p>SSE provide training and opportunities to enable people to use their creative and entrepreneurial abilities more fully for social benefit. SSE supports individuals to set up new charities, social enterprises and social businesses across the UK and runs year</p>	<p>Access to web resources is free. Costs of the learning programme vary dependant on</p>	<p>No criteria</p>	<p>National. London the closest school location to East Sussex.</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>http://www.sse.org.uk/index.php</p> <p>National office 18 Victoria Park Square Bethnal Green London E2 9PF</p>	<p>long practical learning programmes - interested individuals can apply online. SSEs website also provides a variety of useful links and resources covering issues such as governance and fundraising.</p>	<p>background, and grants and bursaries are available.</p>		
<p>Social Enterprise Coalition</p> <p>020 7793 2323</p> <p>info@socialenterprise.org.uk</p> <p>www.socialenterprise.org.uk</p> <p>Social Enterprise Coalition 49 - 51 East Road London N1 6AH</p>	<p>The Social Enterprise Coalition represents a wide range of social enterprises, regional and national support networks and other related organisations. They undertake research, influence policy, and deliver training and events. Members of the coalition are also able to access training and event discounts, advanced notification of events and documents, branding and marketing opportunities, a newsletter, forum and free or discounted business advice.</p>	<p>Training and events individually costed. Discounted services for members. Membership prices start from £75 per month, dependant on turnover</p>	<p>Universal, but aimed at those starting or running a social enterprise (i.e. an organisation that generates the bulk of it's income from trading and use the majority of their profits to further social or environmental goals)</p>	<p>National</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>The Foundation for Social Improvement</p> <p>02070093543</p> <p>admin@thefsi.org</p> <p>http://www.thefsi.org/</p> <p>Ingestre Court Ingestre Place London W1F 0JL</p>	<p>Provide training and support to very small charitable organisations with a major focus on fundraising. Other training courses include health and safety, management of volunteers and marketing.</p>	<p>Training free to eligible individuals on a first come first served basis. Consultancy services chargeable.</p>	<p>Employees or volunteers from 100% not-for-profit organisations with a raised voluntary income of less than £1.5 million</p>	<p>National</p>
<p>Crowborough Biz - Local Business Network</p> <p>01892661817</p> <p>tonyslack@crowborough.biz</p> <p>www.crowborough.biz</p>	<p>The Crowborough Local Business Network aims to support and inform local businesses from all business sectors in Crowborough and the surrounding area within North Wealden. It offers a range of networking events, provides business related information from a variety of business support/training sources, and represents local business interests. The network holds business breakfasts and the website host information about local issues, training opportunities, newsletters etc</p>	<p>Membership is free. Events and training may be charged.</p>	<p>Local businesses in Crowborough and the surrounding area within North Wealden.</p>	<p>Crowborough and the surrounding area of North Wealden.</p>
<p>Deans Business Club</p> <p>01273 447995</p>	<p>Deans is a business networking club which focuses on providing regular Business Networking events and helping businesses succeed through effective networking and</p>	<p>Membership is currently free and growing rapidly. No membership</p>	<p>Any Sussex business</p>	<p>Sussex</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>info@deansbusinessclub.co.uk</p> <p>www.deansbusinessclub.co.uk</p> <p>Deans Business Club, Sussex house, 190 South Coast Road, Peacehaven, East Sussex, BN10 8JJ</p>	<p>collaboration with other local businesses. They have a free Business newsletter and information about local events on their website</p>	<p>or joining fees are required, just a fee for each meeting.</p>		
<p>Working Together Project</p> <p>01273 810248</p> <p>enquiries@workingtogetherproject.org.uk</p> <p>www.workingtogetherproject.org.uk</p> <p>Working Together Project, Brighton Junction, 1A Isetta Square, 35 New England Street, Brighton</p>	<p>The working together project provides training and learning opportunities to the third sector (voluntary/not for profit organisations) in Sussex. This ranges from bespoke training opportunities to Leadership training, community training, IT and accredited courses.</p>	<p>Contact provider for course prices</p>	<p>Voluntary, not for profit and community organisations</p>	<p>Sussex</p>
<p>Locate East Sussex</p> <p>01424 205512</p> <p>Enquiry@locateeastsussex.org</p> <p>www.Locateeastsussex.org</p> <p>Summerfields Business Centre</p>	<p>Not for profit inward investment agency – helps businesses looking to locate to East Sussex find premises and make contacts and get support. Supports existing East Sussex businesses find alternative accommodation.</p>	<p>Free</p>	<p>All businesses</p>	<p>East Sussex</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
Bohemia Road, Hastings East Sussex TN34 1UT United Kingdom				
Sussex Innovation Centre 01273 704400 info@sinc.co.uk www.sinc.co.uk The Sussex Innovation Centre, Science Park Square, University of Sussex, Falmer, Brighton, BN1 9SB	A social enterprise which is part of Sussex University, the Centre supports the creation and growth of high technology and innovative businesses through providing premises, support and contacts. Fully serviced business premises - all costs included. Access to meeting rooms, boardroom, seminar room, breakout areas, kitchens and an integral café. Experienced in-house business support team and support services. Regular events and seminars held. Provides close links to the intellectual capital resources of the University of Sussex	Varies – please contact for details	All businesses	Sussex
East Sussex and Brighton Innovation Centre (based at SINC) mike.herd@innovationgrowth.co.uk www.innovationgrowth.co.uk/esbh/ Sussex Innovation Centre, University of Sussex, Science Park Square,	SEEDA service based at SINC. Support for businesses wanting to innovate and grow. Offer support specific to start ups and SMEs.	Varies – please contact for details	All businesses	SouthEast inc. East and West Sussex and Brighton and Hove

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
Falmer, Brighton, BN1 9SB				
<p>Sea Space Hastings & Bexhill Renaissance</p> <p>01424 723123 info@businessinhastings.com www.Seaspace.org.uk</p> <p>Sea Space, 1st Floor, Lacuna Place, Havelock Road, Hastings, East Sussex, TN34 1BG</p>	<p>Private social enterprise providing premises and services. SME business units. Innovation Centre – Support and premises for manufacturing technology businesses. Enviro 21 Bus Park – industrial part for environmental businesses Office and retail units in Hastings. Runs seminars for local businesses.</p>	<p>Please contact for details</p>	<p>Varies</p>	<p>Hastings and Bexhill</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Business Excellence Through Resource Efficiency (BETRE)</p> <p>01273 336777</p> <p>betre@eastsussex.gov.uk</p> <p>http://www.betre.org.uk/Home.aspx?ChannelID=26</p>	<p>Provides free practical and independent advice to East Sussex small and medium sized businesses on how to cut utility costs, environmental impact and work towards a low carbon economy. Support includes: seminars and training, environmental audits backed up by technical support, technical advice, newsletters etc.</p>	<p>Free</p>	<p>Small and medium sized businesses</p>	<p>East Sussex</p>
<p>East Sussex County Council Trading Standards: Support with Confidence</p> <p>01323 463440</p> <p>Contact form on website</p> <p>http://www.eastsussex.gov.uk/socialcare/athome/approvedproviders/default.htm</p> <p>Support With Confidence East Sussex County Council Trading Standards, St Marys House, 52 St Leonard's Road, Eastbourne, East Sussex, BN21 3UU</p>	<p>This scheme promotes local service providers able to meet the desired social care outcomes of local people. Members are vetted, provided training and advice and marketed via leaflets, media and the Support with Confidence website to prospective service users. Enhanced CRB checks required. Also utilised by social workers and independent support planners when planning support with individuals.</p> <p>Trading standars also offers businesses help and advice to ensure that high standards of service are maintained.</p>	<p>Varies dependent on size and turnover – please contact for details</p>	<p>SMEs with offices in East Sussex</p>	<p>East Sussex only</p>
<p>East Sussex County Council Trading Standards: Buy with Confidence</p>	<p>This scheme promotes local traders by vetting them and recommending them via the website. Members get:</p>	<p>Varies dependent on size and turnover – please</p>	<p>SMEs with offices in East Sussex</p>	<p>East Sussex only</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>01323 463440</p> <p>Contact form on website</p> <p>http://www.eastsussex.gov.uk/business/tradingstandards/buywithconfidence/default.htm</p> <p>Buy With Confidence team Trading Standards Service, East Sussex County Council, St Mary's House, 52 St Leonards Road, Eastbourne, East Sussex, BN21 8UU</p>	<p>Contact details and a link to website on the online approved trader list and the promotion of the approved trader list to residents and to other local consumer schemes, such as the Consumer Support Network. A certificate of membership. CRB checked. Use of the Buy With Confidence logo for businesses.</p> <p>Trading standards also offers businesses help and advice to ensure that high standards of service are maintained.</p>	<p>contact for details</p>		
<p>Wealden Business Help</p> <p>01323 443302</p> <p>businesshelp@wealden.gov.uk</p> <p>www.businesshelp.wealden.gov.uk/</p>	<p>A predominantly web-based service run by Wealden District Council, offering local advice, inc. support from Wealden's Regulation Adviser who is able to provide advice to local businesses on regulatory matters through: providing specific advice on Health and Safety, Food Hygiene and Licensing issues; providing links to other Council departments, and specific officers who deal with regulations; promoting and developing the Wealden Local Business Partnership which brings local businesses and regulators together and provides information on topical issues;</p>	<p>Varied</p>	<p>Businesses based in Wealden District</p>	<p>Wealden District</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
	researching the needs of local businesses and providing information and training events where possible; working with other business support agencies to ensure available help can be easily accessed			
<p>Anagenesis Ltd</p> <p>05603 437086</p> <p>Info@anagenesis.co.uk</p> <p>www.anagenesis.co.uk</p> <p>14 Carriers Way, East Hoathly, East Sussex, BN8 6AG</p>	<p>Private business support service providing help to people with a small capital base to start, buy, develop or rescue their business e.g.</p> <ul style="list-style-type: none"> • Bookkeeping • Management Accounting • Cash Management • Raising Finance • Finance Management 	Fees based on results	<p>Those who need help to raise business finance to</p> <ul style="list-style-type: none"> • Start a business • Buy a business • Develop a business • Rescue a business 	<p>West Sussex, East Sussex, Brighton, Uckfield, Haywards Heath, Burgess Hill</p>
<p>The Joy of Business</p> <p>01273 685363</p> <p>info@thejoyofbusiness.co.uk</p> <p>87 Bonchurch Road, Brighton, BN2 3PJ</p>	<p>Private organisation advising small businesses ready to go to the next stage of development. Business support, advice, one off business strategy planning sessions and mentoring for small businesses.</p>	<p>The price varies according to how many owners/directors there are in the business and how much more money you'll make with help</p>	SMEs who want to grow	<p>Brighton, Sussex and London</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Tradewaves</p> <p>07511 558853</p> <p>Contact form on website</p> <p>www.tradewaves.co.uk</p> <p>Tradewaves Brighton, East Sussex, BN1 6RJ.</p>	<p>Private organisation providing business support, advice and mentoring services. Start-up Business Advice & Support, Business Reviews, Business M.O.T & Business Development, Business Mentoring and Support, Training Courses & Workshops or Business Consultancy & Management.</p>	<p>Price on request</p>	<p>Entrepreneurs, sole traders and small and medium sized businesses</p>	<p>Sussex and Surrey</p>
<p>Silicon Beach Training</p> <p>01273 622272</p> <p>contact@siliconbeachtraining.co.uk</p> <p>www.siliconbeachtraining.co.uk</p> <p>86 Gloucester Road Brighton East Sussex BN1 4AP UK</p>	<p>Private organisation offering IT, Business and Management skills training: Adobe training, Photoshop training, leadership training, assertiveness training, PRINCE2 training, Six Sigma training, ITIL training, project management training, time management training, human resources training, SEO training, social media training, Dreamweaver training, Joomla training, web design, Microsoft training, MS Project training, Excel / Access training, sales training and customer service training</p>	<p>Please contact for details</p>	<p>All businesses</p>	<p>Includes Brighton and Sussex</p>
<p>Dexterity</p> <p>01273 470199</p> <p>enquiries@dexterity.co.uk</p>	<p>Private press relations (PR) consultant. Helps small businesses create a buzz about their brand and products</p> <ul style="list-style-type: none"> • Developing a marketing strategy and help with implementation • Web design of static 'brochure' pages and 	<p>Price on demand</p>	<p>Small businesses</p>	<p>Based in Lewes – coverage not specified.</p>

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
www.dexterity.co.uk	ecommerce sites <ul style="list-style-type: none"> • Writing copy for your site or marketing collateral • Market research and online customer surveys for better targeting • Search engine optimisation of your site for improved rankings and traffic 			
PaperChase 01424 721 505 Contact form on website http://www.paperchaseservices.co.uk/services.htm P.O. Box 17, Hastings, East Sussex, TN35 5QLT	Private virtual assistance organisation Assistance – provide admin support for businesses that are too small to have full-time help. Word Processing, Data input, promotional mail out activities, Accounts (to Trial Balance and Management Reports), Payroll, plus Logo design and corporate imagining, Leaflet, Poster and Brochure design, Photo editing and enhancing, Graphic file conversion and Document Conversion (Printed matter to Editable documents and Editable documents to PDF format). Also able to prepare and apply for funding, including Project Management and Grant Management for Community Groups and Charities.	Please contact for details	Small to Medium size Businesses, including Charities	National but South East focus
Terinea 01424 845 098 info@terinea.co.uk www.terinea.co.uk 27 Courthope Drive,	Private organisation providing IT support: Computer Network Support, IT Managed Services and IT solutions	Price on demand	For small to medium sized businesses in East Sussex and Kent	East Sussex, Kent and Scotland.

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
Bexhill-on-Sea, East Sussex, TN39 4JN				
i-Zimbra 0870 10 10 150 info@i-zimbra.com www.i-zimbra.com/contact 73 Church Road Brighton & Hove East Sussex BN3 2BB	Private IT support business, providing: <ul style="list-style-type: none"> • IT Support Services • Networks & Installation • IT Security • Web Design • SEO & Web Marketing • Consultancy • Software Development 	Price on demand	Predominately to SMEs as well as Public Sector organisations	Sussex
Aleptis 01273 615287 sophie@aleptis.co.uk www.aleptis.co.uk	Private organisation offering coaching on business & finance planning, marketing, effective goal setting, time management & organisation, work/life balance, sales & communication, motivation & values, finding your Vision, mission & purpose.	Price on demand	Pre-start-up, start-up and young businesses.	East Sussex
Tax Assist Accountants 01323 737770 Contact form on website	TaxAssist Accountants are the largest network of accountants who focus their accountancy skills specifically on small businesses and taxpayers needing a tax return in the UK. Specialise in providing accountancy services, tax returns, payroll,	Fees based on the amount of hours it will take to complete the work.	The accountants focus on businesses with a turnover of less than £1	National but office in Eastbourne

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
www.taxassist.co.uk 120 Cavendish Place Eastbourne, East Sussex, BN21 3TZ	bookkeeping, tax savings and tax advice to small businesses.		million	
Maitland Ltd 01825 748308 info@maitlandcharteredaccountants.co.uk www.maitlandcharteredaccountants.co.uk Office C, Maple Barn, Buckham Hill, Nr Uckfield, East Sussex TN22 5XZ	Private accountancy business offering support with annual accounts, bookkeeping, management accounts, and service charge accounts. Also able to assist with business start up - advice on relative merits of trading as incorporated or unincorporated entities, incorporation planning, Limited company formation, setting up unincorporated businesses, appropriate registrations with HMRC including CIS, NIC, PAYE, Self Assessment and VAT, preparation of business plans, and opening business bank accounts. Company secretarial provision: ongoing compliance service including, annual return and submission of statutory accounts, maintenance of company statutory registers, share transfers and issue of share certificates, dividend declaration and other minutes of meetings, dormant company maintenance. Also cash flow and profit projections; preparation of projected profit and loss account, balance sheet, cash flow and funds flow statements	Please contact for details	Private individuals and SMEs in a variety of industry sectors	Based in East Sussex but national service

Organisation and contact details	Support available	Cost?	Eligibility?	Area served if applicable
<p>Just Pure Book-keeping & Accounts</p> <p>0845 643 1734</p> <p>jason@justpure.co.uk</p> <p>www.justpure.co.uk</p> <p>Just Pure Book-keeping & Accounts Ltd 34 Broyleside Cottages Ringmer Lewes East Sussex BN8 5NS</p>	<p>Private accountancy business offering tax, book-keeping & tax credits services</p>	<p>Price on demand</p>	<p>All businesses</p>	<p>Office in Lewes, but serves the south coast.</p>

6. Financial Support

a. Funding Directory

Below is a list of sources of funding which you may find useful. Some funding options are open to all businesses and organisations; others have very specific eligibility criteria. The list of funding sources is not exhaustive and may change over time.

Funding	Source	Details
PLEASE NOTE: Funding opportunities known to be included in ESCC's funding guides and newsletters have not been included separately below:		
Grants: Grantnet	GrantNet: http://www.grantnet.com/	GRANTnet offer a FREE service from GRANTfinder which can help small businesses, charitable and community groups to find suitable funding. Presented in the format of an online, step-by-step questionnaire, GRANTnet enables you to identify and select only funding schemes and awards that are appropriate for your project. The information on GRANTnet comprises in excess of 5,000 funding schemes that are available in the UK from European and national sources, directed at the public, private, charitable, and voluntary and community sectors.
Grants: Grants for East Sussex Organisations - ESCC Guide	ESCC: http://www.eastsussex.gov.uk/community/funding/howwecanhelp/guides.htm	This guide lists current funding opportunities split down into small (up to £10k), medium (£10k-£30k) and large (£30k plus) grants. Brief details of how to apply and eligibility are included.
Grants: ESCC Funding Newsletter	ESCC: http://www.eastsussex.gov.uk/community/funding/updates/default.htm	Monthly newsletter containing details of current funding opportunities and recent successful applications.
Grants: East Sussex County Council External Funding Team	ESCC: 01273 482859 or complete contact form on funding pages of the ESCC website: http://www.eastsussex.gov.uk/atoz/help/finding644.aspx?forms=&acc=1&ae=1&	Will conduct funding searches for you if you are part of a voluntary or community group or a public body based in East Sussex. Also able to offer support with the bid writing process.

Funding	Source	Details
	ah=1&al=1&ar=1&aw=1	
Grants: ESCC Adult Social Care Commissioning Grants Prospectus	East Sussex County Council Procurement Team: 01323 464049 or contractsforservices@eastsussex.gov.uk or http://www.eastsussex.gov.uk/socialcare/providers/funding/cgp/default.htm	Launched in February 2011, the Prospectus is a new joint approach to investing, which will offer more direct support to local people in the following areas: Carers, Older people, Disabled people, people with sensory impairments and long term conditions, Mental health and vulnerable people, People with learning disabilities, Improving health and wellbeing. Eligible providers are able to bid via a competitive process for funds based on their stated ability to meet outcomes specified in the prospectus. Applications for the funding round for 2011 closed in April 2011, but it is anticipated that the prospectus approach will be employed again in subsequent years. Please check the ESCC website for updates.
Grants: Sussex Community Foundation	Sussex Community Foundation: 01273 409 440 or mailto:info@sussexgiving.org.uk or www.sussexgiving.org.uk	The Foundation awards grants to community and voluntary groups whose work benefits people in Brighton and Hove and East and West Sussex. The majority of grants are in the region of £1,000 to £5,000. All applicants must be not-for-profit community organisations and be working for the benefit of the people in Sussex. You do not have to be a charity but you will need to have your own bank account and be able to provide a signed copy of your constitution and accounts, a copy of a recent bank statement, estimates for proposed purchases (if applicable) and copies of relevant policies (Child Protection, Vulnerable Adults, Health and Safety etc).
Grants: The Will Charitable Trust	www.willcharitabletrust.org.uk (01932) 724148	This Trust provides grants of between £5,000- £20,000 (capital or running costs) for activities in the following categories: <ul style="list-style-type: none"> • Care of and services for blind people, and the prevention and/or cure of blindness • Long-term care of people with learning disabilities either in a residential care or supported living environment in a way that provides a family environment and a wide choice of activities and lifestyle or by providing long-term day/employment activities • Care of and services for people suffering from cancer, and their families.

Funding	Source	Details
		<ul style="list-style-type: none"> • Conservation of the countryside in Britain, including its flora and fauna. Applications relating to Blind People and Learning Disabilities should be submitted between 1 November and 31 January and for Cancer Care and Conservation between 1 June and 31 August.
Grants: The Santander Foundation	www.santanderfoundation.org.uk ; grants@santander.co.uk	<p>The Santander Foundation brings together the charitable donations formerly made in the UK by Abbey, Alliance & Leicester and Bradford & Bingley savings business. All its funding must directly help disadvantaged people through one or both of their charitable priorities, Education and Training or Financial Capability.</p>
Grant: UnLtd Awards	UnLtd: www.unltd.org.uk or 0207 566 1100	<p>Charity providing funding to social entrepreneurs. Eligibility questionnaire online: dependant on focus of project and need to be over 16. UnLtd currently offers two levels of award: Level 1: Awards of between £500 and £5,000 (expected average of £2,000); Level 2: Awards of up to £15,000. Applications can be made by individuals but not by organisations.</p>
Grant: The Sussex Downs and Low Weald Leader Programme	Administered through West Sussex County Council: http://www.westsussex.gov.uk/doing_business/sustainable_business/the_rural_development/sussex_downs_and_low_weald.aspx	<p>European Union funding initiative working with the Sussex Downs and Low Weald Programme to fund projects that will benefit and promote the development of certain activities in the area. To be eligible for the programme your business or organisation must be situated in the catchment area. Objectives relate to 6 themes: two of these are 'diverse and successful micro businesses' and 'connecting rural communities'. For the financial year 2011/12 the maximum grant that the Sussex Downs and Low Weald Local Action Group will award is £37,000, although the average award is likely to be much less than this. Expressions of interest can be made via the website.</p>

Funding	Source	Details
Grant: Seedcorn Fund	Managed by Hastings Voluntary Action on behalf of East Sussex County Council: http://www.eastsussex.gov.uk/community/funding/sources/seedcorn.htm	Provides grants of up to £5,000 to small voluntary and community organisations in East Sussex who want to: pilot innovative approaches in delivering services, pilot the delivery of a local service to a wider geographical area, or develop new approaches for involving users in service delivery. This three-year scheme is now in its final year with two more opportunities to bid for funding. Applications can be gained through the Hastings Voluntary Action website.
Grant: Awards for All	The Big Lottery Fund: http://www.awardsforall.org.uk/english/summary.html	A simple small grants scheme making awards of between £300 and £10,000. The Awards for All programme aims to help improve local communities and the lives of people most in need. Awards can be made to projects that meet one or more of the following outcomes: People have better chances in life - with better access to training and development to improve their life skills; Stronger communities - with more active citizens working together to tackle their problems; Improved rural and urban environments - which communities are better able to access and enjoy; Healthier and more active people and communities. The application form is short and simple and you will be advised if you have been successful within 6 weeks. To be eligible, you must be a not-for-profit group (including social enterprises), or be a parish or town council, or a school or health body; you must have a bank account that requires at least two unrelated people to sign each cheque or withdrawal; you must have a governing body with at least three unrelated members; you must spend the grant within one year.
Grant: The Princes Trust Community Cash Awards	The Princes Trust: http://www.princes-trust.org.uk/need_help/grants/community_cash_awards.aspx	Grants to help set up a project that will benefit local communities. Up to £3,000 (the average amount given is £1,500). Must be aged between 16-25 and not in education, training or work (or working less than 16 hours a week).
Grant: Get Connected Investment Project	Social Care Institute for Excellence: http://www.scie.org.uk/workforce/getconnected/faq.asp#aboutgc	A capital grant scheme for the registered providers of adult social care in England and independent sector organisations supporting personalisation in adult social care. Aims to support providers to improve access for users, carers, visitors and staff to information and communications technology (ICT) so they can use the power of the internet to communicate, learn and train. Organisations who wish to apply need to be registered with the Care Quality

Funding	Source	Details
		Commission, Companies House, Charity Commission and/or Financial Services Authority. Each individual investment will be up to a maximum value of £20,000.
Grants and Loans: New Enterprise Allowance	The Let's Do Business Group: http://letsdobusinessgroup.blogspot.com/2011/08/lets-do-business-group-launches-new.html kaye.crittell@ldbgroup.co.uk	For unemployed people who want to start their own business; available to Jobseekers Allowance (JSA) customers who have been claiming for 26-weeks or more. Participants will get access to a volunteer business mentor who will provide guidance and support as they develop their business plan and through the early months of trading. Once a customer can demonstrate they have a viable business proposition with the potential for growth in the future, they will be able to access financial support. This will consist of: a weekly allowance worth £1,274 over 26 weeks, paid at £65 a week for the first 13 weeks and £33 a week for a further 13 weeks, and if they need start-up capital, they may also be able to access a loan up to £1,000 to help with their start-up costs. The total package of support could be worth up to £2,274 to each participant who starts their own business. Administered locally by the Let's Do Business Group
<p>Other Funding Sources</p> <p>PLEASE NOTE: Business loans from high street banks and building societies have not been included below. Please approach your local bank to discuss what loans may be available to you</p>		
Loans: Capitalise Business Support	Capitalise Business Support: 0845 601 8326 or info@capitalise.org or www.capitalise.org	Aim is to encourage entrepreneurship by considering loan applications from people who cannot access loans or credit from banks or building societies. The scheme is aimed at working with Sussex, Kent and Surrey based micro and small enterprises and social enterprises in order to achieve positive social change and to bring increased prosperity to disadvantaged or under-represented groups. Loans may be provided to assist businesses and social enterprises to start up and, if established, to grow and prosper. Once the loan has been provided we will provide invaluable mentoring support throughout the term of the loan.
Loans: East Sussex Credit Union	East Sussex Credit Union: (01273) 234 858 or info@credit-union.org.uk or www.eastsussexcu.org.uk	A not for profit savings and loans co-operative which offers cost effective and flexible loans to its members. Specialise in loans of less than £3000. Membership required (£5 deposit to join)

Funding	Source	Details
Loans: The Social Enterprise Loan Fund	0845 017 9613 or sj.davis@tself.org.uk or http://www.tself.org.uk/southeast.html	Provides loans to charities and social enterprises that are unable to secure sufficient funding from mainstream sources and helps organisations that have a social impact, especially those working in disadvantaged communities. Loans to finance property purchase/improvements of up to £250,000; loans to finance other fixed assets usually for less than £100,000; loans for working capital usually for less than £50,000.
Loans: Hastings and Rother Credit Union	Hastings and Rother Credit Union: www.hrcu.org.uk/ 01424 202651 16 Silchester Road St Leonards on Sea TN38 0JB	A financial cooperative owned and run by its members. Can provide savings and loans to anyone who joins the Union and lives and/or works in the Hastings and Rother district
Loans: Prime Loan	Prime Business Club: http://www.primebusinessclub.com/loans/prime-business-start-up-loan/	Provide start up loans to support people aged over 50 to get access to funds to become self-employed or set up their own business. Personal unsecured loans from £500 to £10,000.
Loan: The Enterprise Finance Guarantee Loan Scheme	Multiple lenders. Details via the Department for Business Innovation and Skills: http://www.bis.gov.uk/policies/enterprise-and-business-support/access-to-finance/enterprise-finance-guarantee	The Enterprise Finance Guarantee (EFG) is a targeted measure intended to facilitate additional commercial lending to viable SMEs unable to obtain a normal commercial loan due to having no or insufficient security. EFG facilitates lending that would not otherwise be available by providing lenders with a partial guarantee. Decisions on the use of EFG, eligibility, and lending terms in individual cases rest with the lender. There is no automatic entitlement to receive a guaranteed loan and nor is there any pre-qualification process. Any loan application will first be assessed via the lender's own commercial criteria before any consideration of the EFG eligibility criteria. A list of accredited EFG lenders is on the BIS website.
Loan: British Business Angels Association -	Multiple possible angel investors, searchable via BBAA: http://www.bbbaa.org.uk/entrepreneurs	Business Angels are high net worth individuals who invest on their own, or as part of a syndicate, in high growth businesses. Business Angels rarely have a connection with the company before they invest but often have experience of

Funding	Source	Details
Angel finance		its industry or sector. Typically, Business Angels invest between £10,000 and £750,000 in an investment. You can find a Business Angel through one of BBAA's members networks and looking through the member directory. You will need a lawyer, an advisor and a comprehensive business plan before contacting a potential angel.
Loan: The Social Investment Business Funds	The Social Investment Business: http://www.thesocialinvestmentbusiness.org/our-funds/	Five funds: Community Builders, Social Enterprise Investment Fund (specifically for health and social care services), The Adventure Capital Fund, Future Builders England Fund, and Modernisation Fund. Combination of loan and grant funding. Eligibility different for each.
Loan: Finance South East: South East Sustainability Loan Fund	Finance South East: http://www.financesoutheast.com/ourfunds/index.aspx?id=1654	Provides match funding to existing sources of publicly funded loan finance for businesses in the South East. Offer loans of between £20,000 and £200,000 to 'qualifying enterprises' and will support companies that will be operating in new and emerging ecologically driven market sectors; delivering products or technologies that will contribute to a reduction in the region's ecological footprint; or delivering innovation in other business sectors that result in more resource efficient business practices.
Loan: Finance South East: South East Seed Fund	Finance South East: http://www.financesoutheast.com/ourfunds/index.aspx?id=108	A £7m equity fund that invests up to £250,000 in small and medium-sized enterprises. The South East Seed Fund is a commercially operated fund with the primary aim of maximising returns for its investors. Eligibility criteria relating to geography and business size apply and are noted on the website.
Loan: Finance South East: Commercialisation Fund	Finance South East: http://www.financesoutheast.com/ourfunds/index.aspx?id=1116	This Fund aims to facilitate progress to market of business ideas. Operates in two 'phases' with up to £30,000 available for each phase. An application for funding that involves activities across both phases may apply for a maximum of £60,000. An application may be made for either one of the phases. Small and medium sized enterprises (SMEs) may apply or individuals on the understanding that a company will be formed should funding be approved.
Loan: Innovative Finance - Hastings Trust	Hastings Trust: http://www.hastingstrust.com/Innovative_Finance.html	Offer two kinds of loan to those who cannot get loans from the main financial institutions: the Return to Work Loan and the Personal Loan, specifically to support the regeneration of Hastings and St Leonards.

Funding	Source	Details
	or post@hastingstrust.co.uk or 01424 446373	
Loan: Fredericks Foundation Loans	Fredericks Foundation: http://www.fredericksfoundation.org/loans	Helps disadvantaged people to set up, or expand their own business as a means to achieve financial independence while rebuilding their confidence and self esteem. For start-up businesses they offer up to a maximum of £10,000, though our average loan is less than £5,000. For established businesses with a financial track record the maximum loan is £20,000.
Loan: CharityBank Ltd Loans	Charity Bank Ltd: http://www.charitybank.org or enquiries@charitybank.org or 01732 774 050	Provides loans and guarantees and related business support to charities, social enterprises and other community and voluntary organisations. The Charity Bank can provide loan funding from £50,000 up to £2 million (with larger deals arranged in partnership with other lenders) for a variety of needs such as: Property purchase or refurbishments; Property development; Capital investments; Asset purchases; Short-term bridging loans including grant bridges; Working capital loans; Underwriting facilities for fund-raising programmes; and a range of other requirements. These can be unsecured loans for terms of up to 5 years, or where security is available we can lend up to 25 years.

7. Support Tools and Resources Directory

Below is a list of tools and resources which you might find useful when setting up or diversifying a micro care and support service. The list of resources is not exhaustive and availability may change over time.

Tool or resource	Source	Content	Cost
Setting up a Micro Care or Support Service: A Practical Guide	Community Catalysts: jill.wighton@communitycatalysts.co.uk	Covers Changes in Adult Social Care, What are micro services, Who are the Providers, What's in it for me, It is for me, What type of service do I want to offer, Who do I want to offer my service to, a summary of things to consider, the legal implications, market research and marketing, business support, grant and loan finance for businesses and third sector providers, accountancy and payroll, insurance, policies and procedures, people, knowledge and skills, quality, getting paid and further information.	£30 or free to member services (membership is £75 per annum)
Model set or policies and procedures and guidance documents	NAAPS: http://www.naaps.org.uk/en/resources-support/members-resources ; 01423 858 650	Policies which cover: Referrals, Assessment of needs; Introductions; Using the service in an emergency; Individual contracts / Statement of terms and conditions; Individual planning and review; Ending a service; Supporting people in their daily lives; Making choices and decisions; Communication; Contact with family and friends; Cultural and religious customs; Daily life and inclusion in the community; Safe friendships and relationships; Personal care; Intermediate care; Staying healthy and making use of resources; Working with people who challenge services; Dealing with emergencies and crises; Key holding and entering and leaving a person's home; Being missing from a service; Death and dying; Health and safety; Risk assessment and risk management; Safe working practices (including moving an handling); Accidents and dangerous occurrences; First aid; Fire	Policies and procedures £250 to members, £400 to non members; Guidance priced individually and free to members

Tool or resource	Source	Content	Cost
		<p>safety; Control of substances hazardous to health (COSHH); Communicable diseases and infection control; Handling medicines; Food safety and nutrition; Aggression towards workers in the service; Lone workers; Safeguarding; Safeguarding against abuse and neglect; Management of people's money, valuables and financial affairs; Restrictive physical intervention; Restriction of liberty; Harassment and bullying; Good practice throughout the service; Equal opportunities; Standards of conduct and practice; Complaints and concerns; Whistleblowing; Confidentiality; Continuous improvement in the service; Consultation and participation in running the service; Record keeping; Access to files; Joint working and information sharing; Smoking and the use of alcohol and drugs in the service; Making arrangements to close the service; Environmental policy; Recruiting, employing and developing workers; Recruitment and employment of workers and managers; Grievance procedure (for workers and managers in the service); Disciplinary procedure (for workers and managers in the service); Working with volunteers; and Training and development</p>	
<p>Healthy Business: A Guide to Social Enterprise in Health and Social Care</p>	<p>Social Enterprise Coalition: http://www.seco.org.uk/elibrary/socialenterprise/healthybusinessaguidetosocialenterpriseinhealthandsocialcare.html</p>	<p>Focuses particularly on those operating in primary, community or social care. Includes case studies of nine social enterprises already providing health and social care services for the NHS and local authorities, highlights key issues in setting up a service and includes details of other useful resources.</p>	<p>Free</p>
<p>Care Sector: A Framework for Social Enterprise</p>	<p>Social Enterprise London: www.sel.org.uk/.../Care-sector-A-framework-for-Social-Enterprise.pdf</p>	<p>A sector specific guide to developing a social enterprise. Includes a special focus on how to convert voluntary organisations into social enterprises, but the content of the guide is relevant to all those looking at developing a social</p>	<p>Free</p>

Tool or resource	Source	Content	Cost
Creation		enterprise in the care sector. Includes sections on what a social enterprise is, business planning, how to put theory into practise, case studies and sources of support other resources.	
Welcoming Social Enterprise into Health and Social Care: A resource pack	Department of Health: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_072928	A resource pack to signpost people/organisations to support and guidance on setting up a social enterprise in the health and social care sector. Includes chapters on setting up and financing a social enterprise, contracting, looking after your workforce, regulation and standards of care, information systems, and a resource index.	Free
Black, Asian and Minority Ethnic social enterprises - the business of opportunity & empowerment	Social Enterprise Coalition: http://www.socialenterprise.org.uk/pages/black-asian-and-minority-ethnic-social-enterprises-the-business-and-empowerment-.html	A short publication showcasing the contribution of a selection of black, Asian and minority ethnic social enterprises	Free
Working with the Public Sector: Busting the Myths - Guide	Social Enterprise Coalition: http://www.socialenterprise.org.uk/data/files/publications/GUIDE_Working_with_the_Public_Sector_-_Busting_the_Myths.pdf	This very short guide is aimed at both social enterprises who wish to enter the public sector market but face challenges navigating the procurement process, and contracting bodies who want to work with social enterprises and commission for social value. Lists 10 myths and discusses the realities of each.	Free
Social Care Institute for Excellence publications	Social Care Institute for Excellence: http://www.scie.org.uk/publications/index.asp	Produce sector specific best practise guidance and research.	Many publications free to download. Some have to be requested and may incur a charge.

Tool or resource	Source	Content	Cost
Business Link Start Up Guidance and 'No Nonsense Guides'	Business Link: www.businesslink.gov.uk http://www.businesslink.gov.uk/bdotg/action/detail?itemId=1082356174&type=ONEOFFPAGE	Business Link is the government's online resource for businesses. It contains essential information, support and services whether you are starting up or developing an existing business. Includes a huge section on starting up which contains a wealth of information and resources, including 6 downloadable 'Non Nonsense Guides'. Some of the issues covered include: What to think about before you start, setting up and forming, the workplace, tax, employing people, sales and marketing, contracting and IT, business planning, and finding and keeping customers.	Free
Business Feasibility Study Outline guidance	Alan Thompson (2005): http://www.rochester.edu/entrepreneurs/hip/pdfs/Business_Feasibility_Study_Outline.pdf	A downloadable document outlining how to go about undertaking a business feasibility study	Free
HM Revenue and Customs Tax Help Series	HMRC: http://www.hmrc.gov.uk/thelibrary/tax-help.htm	Online fact sheets covering issues that small and medium size businesses need know about with regard to tax. Downloadable and include signposting to appropriate useful information and tools on the HM Revenue & Customs (HMRC) and Business Link websites.	Free
HMRC 'Thinking of working for yourself' guide	HMRC: http://www.hmrc.gov.uk/leaflets/se1.pdf	Covers 'next steps', legal entity, record keeping, self-assessment, National Insurance, Tax, employing others, and places to go for more information	Free
Care Quality Commission (CQC) Adult Social Care Guidance	CQC: http://www.cqc.org.uk/guidanceforprofessionals/adultsocialcare.cfm	Most relevant to registrable service, but some documents relevant to wider care sector. Guidance covers mainly legislation and regulation.	Free
Charity Commission Guidance	The Charity Commission: http://www.charity-commission.gov.uk/Charity_requirement	Relevant only to organisation registered with the charity commission. Includes guidance on managing risk, small charities working together, environmental responsibility,	Free

Tool or resource	Source	Content	Cost
	s_guidance/ccpubs3.aspx#pub	complaints, recruitment, transparency and many more.	
Community Interest Company (CIC) Regulator Guidance Pages	CIC Regulator: http://www.cicregulator.gov.uk/guidance/index.shtml	Relevant only to CICs or those thinking of starting a CIC, these guidance pages cover CICs overview, things to consider, conversion from a charity, subsidiaries, limited companies, links to local authorities, the role of the regulator, constitutional documents, the asset lock, finance, statutory obligations and corporate governance.	Free
Getting British Business Online	http://www.gbbo.co.uk/	A simple online tool to create your first website for free! - no technical knowledge needed. State that it takes 15 minutes to complete and you get the domain name for a year, an email address at your domain and free support	Free
StartUp Britain Online resources	Start Up Britain: www.startupbritain.org	StartUp Britain is a new government backed campaign by entrepreneurs for entrepreneurs, launched in March 2011. Designed to celebrate, inspire and accelerate enterprise in the UK, the website includes areas for those looking to start a business and those looking to grow a business. Each area then contains a significant amount of relevant information, links and resources to support start up and development, These include sections on generating ideas, business planning, suppliers, funding, and marketing. The website also includes top tips for businesses, details of relevant UK events and the facility to register for updates.	Free
The Start Up Kit: Everything you need to start a small business	Brightword Publishing: http://www.brightwordpublishing.com/	Affiliated with 'Start Up Britain'. Not sector specific, but is focused on small businesses. Covers developing a business idea, setting up a company, marketing etc and contains a number of offers for discounted products including business stationery.	£20
Bytestart Business Start	Bytestart: http://www.bytestart.co.uk/content/24/24	22 step online guide to starting your own business. Covers planning, structure, taxes, accounting, banking, marketing	Free

Tool or resource	Source	Content	Cost
Up Guide	4/index.shtml	and sales, employment and technology	
Business Balls	Business Balls: http://www.businessballs.com/	Website providing free career help, business training, and organizational development resources. Includes business planning, networking, negotiation, project management, human resources, team building, communications, and leadership and management tools.	Free
Smarta	Smarta: www.smarta.com	Support platform for business owners and entrepreneurs. Aims to provide a one-stop-shop where business owners can connect, learn and actually do business. Founded, run and backed by some of UK's top entrepreneurs. Delivers: real-time access to 1000s of people running businesses; *real* business advice from business people that have been there and done it; access to live professional advice from lawyers, accountants and other services providers free of charge.	Free
The Let's Do Business Group Start Up Resources	The Let's Do Business Group: http://www.letsdobusinessgroup.co.uk/startup-resources.aspx	Includes business plan guidance, cash flow forecast, personal budget, profit and loss forecast, purchase and sales forecast and social enterprise business plan guidelines.	Free
Unltd Tools	Unltd: http://www.unltd.org.uk/tools.php	Includes links to careers advice, funding and social entrepreneurship research and documents.	Free
GrantNet search facility	GrantNet: http://www.grantnet.com/	GRANTnet offer a FREE service from GRANTfinder which can help small businesses, charitable and community groups to find suitable funding. Presented in the format of an online, step-by-step questionnaire, GRANTnet enables you to identify and select only funding schemes and awards that are appropriate for your project. The information on GRANTnet comprises in excess of 5,000 funding schemes that are available in the UK from European and national sources,	Free but must register

Tool or resource	Source	Content	Cost
		directed at the public, private, charitable, and voluntary and community sectors.	
GrantNet - business and funding guidance documents	GrantNet: http://www.grantnet.com/	Grantnet provides a number of useful community and business documents online including: Writing a successful business plan, a beginner's guide to securing grant funding, writing a financial plan, writing a fundraising strategy and ten steps to writing a constitution	Free and no need to register
ESCC Applying for Funding Guide	ESCC: http://www.eastsussex.gov.uk/community/funding/howwecanhelp/guides.htm	Provides guidance on how to complete a high quality funding bid. Includes sections on: Starting a voluntary organisation, Finding the Funds, Evidence of need, Costing a project, Expected outcomes, Project Management, Monitoring, Evaluation, and a Bidding Checklist	Free
Grants for East Sussex Organisations	ESCC: http://www.eastsussex.gov.uk/community/funding/howwecanhelp/guides.htm	This guide lists current funding opportunities split down into small (up to £10k), medium (£10k-£30k) and large (£30k plus) grants. Brief details of how to apply and eligibility are included.	Free
East Sussex County Council External Funding Team	ESCC: 01273 482859 or complete contact form on funding pages of the ESCC website: http://www.eastsussex.gov.uk/atoz/headling644.aspx?forms=&acc=1&ae=1&ah=1&al=1&ar=1&aw=1	Will conduct funding searches for you if you are part of a voluntary or community group or a public body based in East Sussex. Also able to offer support with the bid writing process.	Free to those who are eligible
East Sussex County Council Funding News	ESCC: http://www.eastsussex.gov.uk/community/funding/updates/default.htm	Monthly newsletter containing details of current funding opportunities and recent successful applications.	Free
Social Enterprise Coalition Guide:	http://www.socialenterprise.org.uk/pages/unlocking-the-potential.html	Focuses on the different forms of non-grant finance available for social enterprises. Explains which are the most suitable for different organisations and how they can be used most effectively; it leads you through the	£10

Tool or resource	Source	Content	Cost
Unlocking the Potential: A guide to finance for social enterprise		application process and suggests where to go for further information	
Biglearningzone.org.uk	Big Lottery Fund: http://www.biglearningzone.org.uk/	This is the Big Lottery Funds' online guidance for getting funding and planning successful projects. It has been specifically designed to relate to bids made to the Big Lottery against their outcomes framework, but contains information which is relevant and transferable to other funding bids. Focuses on need, aims and outcomes, tracking, activities, learning, resources, and examples.	Free
Funding Buddies Toolkit	Funding Buddies: http://www.fundingbuddiesinkent.org.uk/funding-buddies-toolkit-and-resources.html	A guide designed to assist small/medium sized groups and organisations in writing successful funding bids.	Free
Skills for Care Funding Guide	Skills for Care: http://www.skillsforcare.org.uk/funding/fundingguide/funding_guide_introduction.aspx	Available as an online searchable database or printable PDF, and includes ability to search for funds for training, information and guidance or materials and resources.	Free
Skills for Care Toolkits	Skills for Care: http://www.skillsforcare.org.uk/entry_to_social_care/recruitment/SME_toolkit.aspx	Includes toolkits for recruitment and retention of staff for small medium enterprise care businesses	Free
E-learning from Scils	Scils: http://www.scils.co.uk/	Online learning resource/community dedicated to the Health and Social Care Sector. Includes a wide range of social care materials for online or group learning along with other services that support social care professionals	Free

Tool or resource	Source	Content	Cost
		in furthering their knowledge. Free access available via East Sussex County Council subscription.	
Payroo.com	Payroo: www.payroo.com	HMRC accredited free online payroll service. Must sign up. Includes e-filing of payroll returns.	Free
User Led Organisations Support Pack	Department of Health: www.scie.org.uk/publications/guides/.../ULOSupportPackWordVersion.doc	Aims to support organisations to put service users and carers at the centre of what they do. It covers definitions, training, mentoring, challenges, case studies and useful tools and resources.	Free
Prince's Trust Business Guides	The Prince's Trust: http://www.princes-trust.org.uk/need_help/enterprise_programme/business_guides.aspx	Include starting your own business, business planning, formation, premises, sales and marketing, managing finances, legal issues, tax, professionalism, sources of help and insurance.	Free
Red Resources and Tools	Rapid Enterprise Development (RED): www.redcic.com	RED is an organisation set up to assist disabled people and those that support them explore self employment and small business opportunities. Resources and tools are downloadable for from their website for those that register. The tools cover areas such as business ideas, business planning and case studies. Red also provides consultancy services which are chargeable.	Free registration and download
Mi Enterprise Toolbox	Mi Enterprise: http://www.mienterprise.org.uk/page1/page1.html	Short online toolbox for adults with learning disabilities who are interested in self-employment. Covers benefits, tax and NI, support and 'other things'	Free
Primebusiness Club Resources list	Prime Business Club: http://resources.primebusinessclub.com	Lists a number of useful resources and links for those thinking of starting up a business. Aimed at the over 50s but relevant to others.	Free

8. ASC Commissioning Team and SAILS contact details

Barry Atkins

Head of Strategic Commissioning – Older People and Carers' Services

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Head of Joint Commissioning - Mental Health

01273 335207

Debbie Endersby

Head of Strategic Commissioning - Learning Disability Joint Commissioning

01273 481302

Sally Reed

Joint Commissioning Manager - Long-Term Conditions, Physical & Sensory Impairment

01273 335044

Wolfgang Weiss

Head of Strategic Commissioning - Supported Housing

01273 335044

Avis Hunter

Practice Manager – SAILS (Supported Accommodation and Independent Living Service)

01323 444107

SAILS:

There are over 130 Small providers of accommodation based support services in East Sussex each service is unique but can broadly be divided into two categories

Shared Lives Services - Living with or close to a family who will provide support and inclusion as part of the family. These service can offer support with personal care and medication where needed. Please contact 01323 747414 for more information.

Supported Accommodation – Living in accommodation provided by a landlord/lady who will also provide support. This could be in a flat or a room in a shared house. Please contact 01424 444930 for more information.

9. Project Team contact details

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