

Just Enterprise

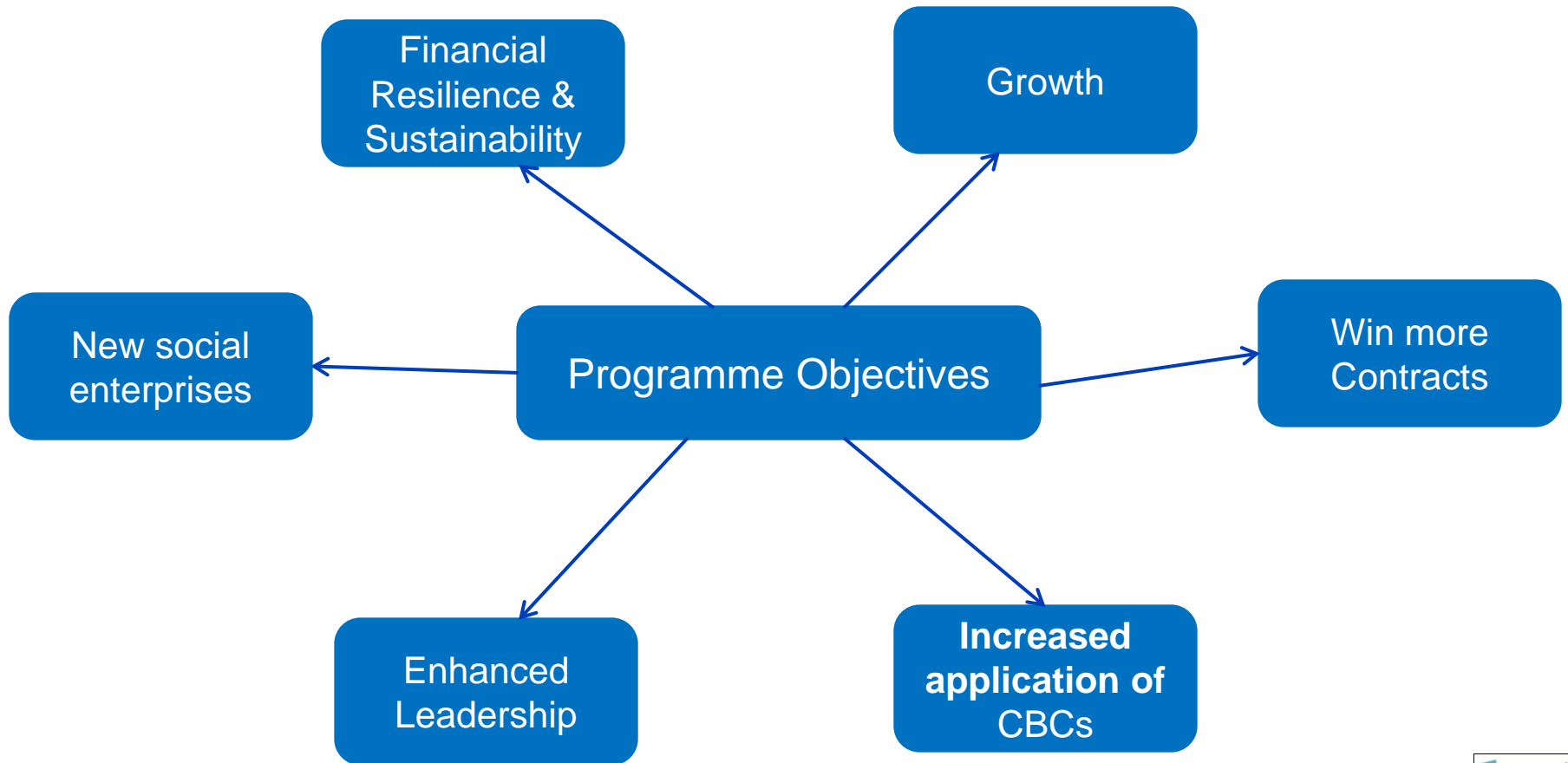


Business support and development services to enterprising third sector organisations across Scotland



A business support programme, financed by Scottish Government, which aims to support growth in revenue and employment in the third sector in Scotland, and increase its profile in Scotland, the UK and internationally.

Programme Objectives

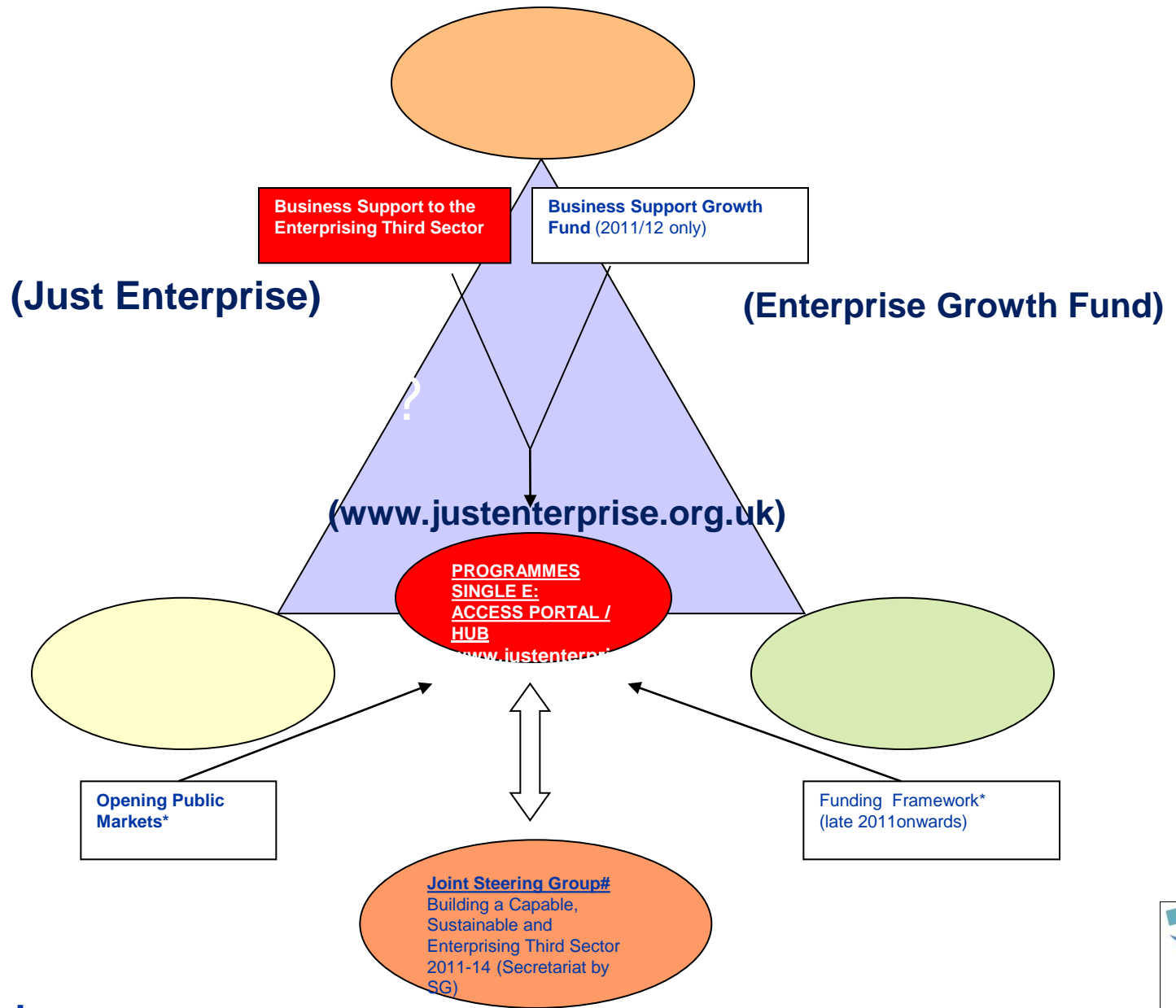


Target Groups

- Enterprising Third Sector Organisations
- Start-up Social Enterprises
- Established Social Enterprises
- Equalities Groups
- Social Entrepreneurs
- Leaders, Managers and Staff

Programme Overview (1)

- Business support element of the Scottish Government's strategy for sector development in Scotland
- Delivered by a consortium of third sector agencies
- Complementing other economic development infrastructure
- Lowland and Highland Scotland
- Single access point
- Central management with local service provision



Programme Overview (2)

- Shared service standards
- Dedicated Client Manager(s)
- Needs analysis and guidance
- Integrated service provision
 - Start-up Support
 - Business Support
 - Learning and Development

Delivery Partners



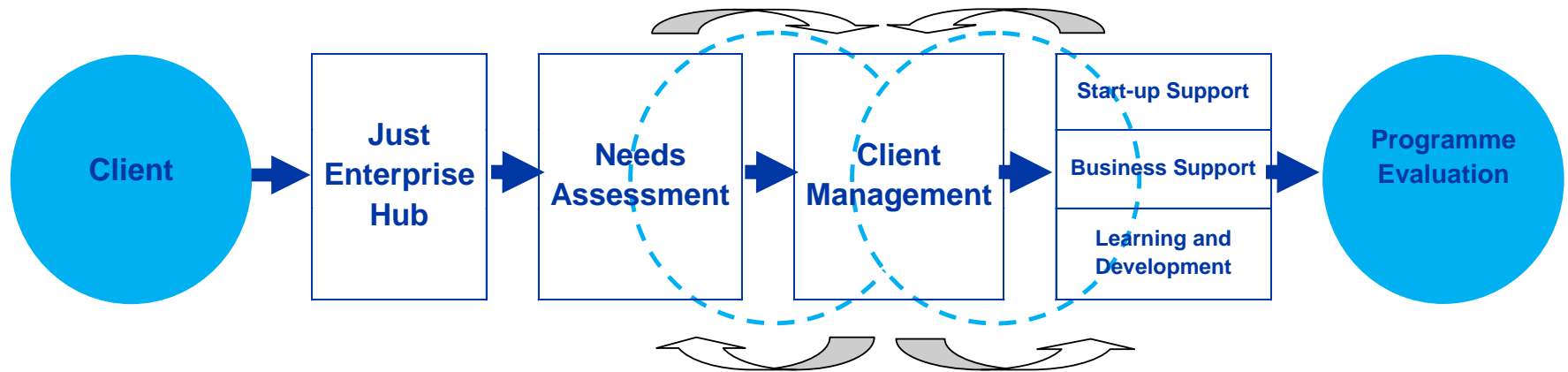
learning to change the world



Just Enterprise



Client Journey



Start-up Services

- Information and enquiry service
- Telephone business support
- Advisory service meeting
- Business development workshops

1. Introduction to social enterprise
2. Legal structures for social enterprise
3. Cash-flow planning
4. Sales and marketing

5. Practising your pitch
6. Planning and delivery
7. Prestart Leadership Programme
8. New Start Leadership Programme

Start-up Workshops Edinburgh

20-Jan-12

Intro- What is Social Enterprise?

07-Feb-12

Sales & Marketing

07-Feb-12

Cash Flow Planning

06-Mar-12

Legal Structures

06-Mar-12

Planning & Delivery

25-Apr-12

Getting your message across

Start-up Workshops Glasgow

09-Feb-12

Intro- What is Social Enterprise?

22-Feb-12

Getting your message across

08-Mar-12

Sales & Marketing

08-Mar-12

Cash Flow Planning

03-Apr-12

Legal Structures

03-Apr-12

Planning & Delivery



Start-up Workshops

Aberdeen & Inverness

28-Mar-12	Intro- What is Social Enterprise?	Aberdeen
01-May-12	Sales & Marketing	Aberdeen
01-May-12	Cash Flow Planning	Aberdeen
29-Mar-12	Intro- What is Social Enterprise?	Inverness
02-May-12	Sales & Marketing	Inverness
02-May-12	Cash Flow Planning	Inverness

Business Support

- Business health check
- Organisational development planning
- Allocation of appropriate Business Adviser
- Small scale, targeted consultancy assignments (e.g. Financial systems review)
- In-depth, strategic consultancy assignments (e.g. Business plan)
- Tailored support for Equalities Groups

Business Support

- Business Planning
- Feasibility Study
- Legal Structure
- Marketing Plan
- Operational Review
- Scoping study
- Costings for procurement

Business Support

Procurement Services

- Specialist client manager
- Business development support in preparation for contract tender opportunities
 - Identifying tender opportunities
 - Guidance on tender preparation
 - Developing collaborative working relationships with private sector organisations
- *Tendering for Contracts* Training Programme

Leadership and Development Services (1)

Overview of Programmes

Programme Name	No. of Programmes	Participants per Programme	Total No. of Learners
Pre-Start Leadership	4	16	64
New Start Leadership	1	12	12
Award in Leadership -Community Assets -Energy & Environment -Leading Change and Growth	3	20	60
Certificate in Leadership -Community Assets -Energy & Environment	2	12	24
Measuring Social Impact	4	12	48
Totals	14	n/a	208

Business Development Workshops

- Financial Management for Third Sector organisations
- Tendering for Contracts
- Business Development Workshops
- PR
- Marketing
- Business Planning

Financial Management Training

for Senior Staff and Board Members of Third Sector Organisations

Workshops at 2 levels

- 1 for managers trustees and boards
- 2 advanced finance for managers

Course 1 1 day course

Glasgow	14 th Feb 2012
Oban	20 th March 2012
Lanarkshire	28 th Feb 2012



Financial Management Training

for Senior Staff and Board Members of Third Sector Organisations

Finance Training Course 1 – 1 Day for Boards & Trustees

Style – participative & informal

Content includes:

- Financial terms – what they mean
- Statutory accounts – how to read them
- Management accounts – what are they
- Good business controls and how to manage them
- Forecasts & budgets



Financial Management Training

for Senior Staff and Board Members of Third Sector Organisations

Workshops at 2 levels

- 1 for managers trustees and boards
- 2 advanced finance for managers

Course 2 2 day course

Edinburgh

10th & 24th Jan 2012

Aberdeen

7th & 21st Feb 2012

Stirling

13th & 27th Mar 2012

North Ayrshire

10th & 24th Apr 2012



Financial Management Training

for Senior Staff and Board Members of Third Sector Organisations

Finance Training Course 2 – 2 Days for practitioners

Style – participative & informal

Content includes:

- Terminology
- Constructing a budget
- Constructing a cash flow forecast
- How to cost your services
- How to price your services
- Financial Ratios – what they are and how to use them



Tender Writing Training

Workshops at 2 levels Introductory and Advanced

1 day Introductory course

Edinburgh
Stirling
Aberdeen

6th Dec 2011
22nd Feb 2012
11th Apr 2012



Introduction to Tendering

This is a one day seminar style course for third sector organisations who have little knowledge or experience of tendering for public sector contracts and who want to gain a basic understanding of where to find tenders and how to complete them.

Content includes:

- Why consider tendering
- What the public sector buys and the rules it has to follow
- Where to find opportunities
- Understanding the process and the terminology
- The key elements of a tender
- What preparation can be done in advance
- Understanding what the buyer is looking for

Tender Writing Training

Workshops at 2 levels Introductory and Advanced

2 day Advanced course

Glasgow 11th & 25th Jan 2012

Inverness 7th & 21st Mar 2012

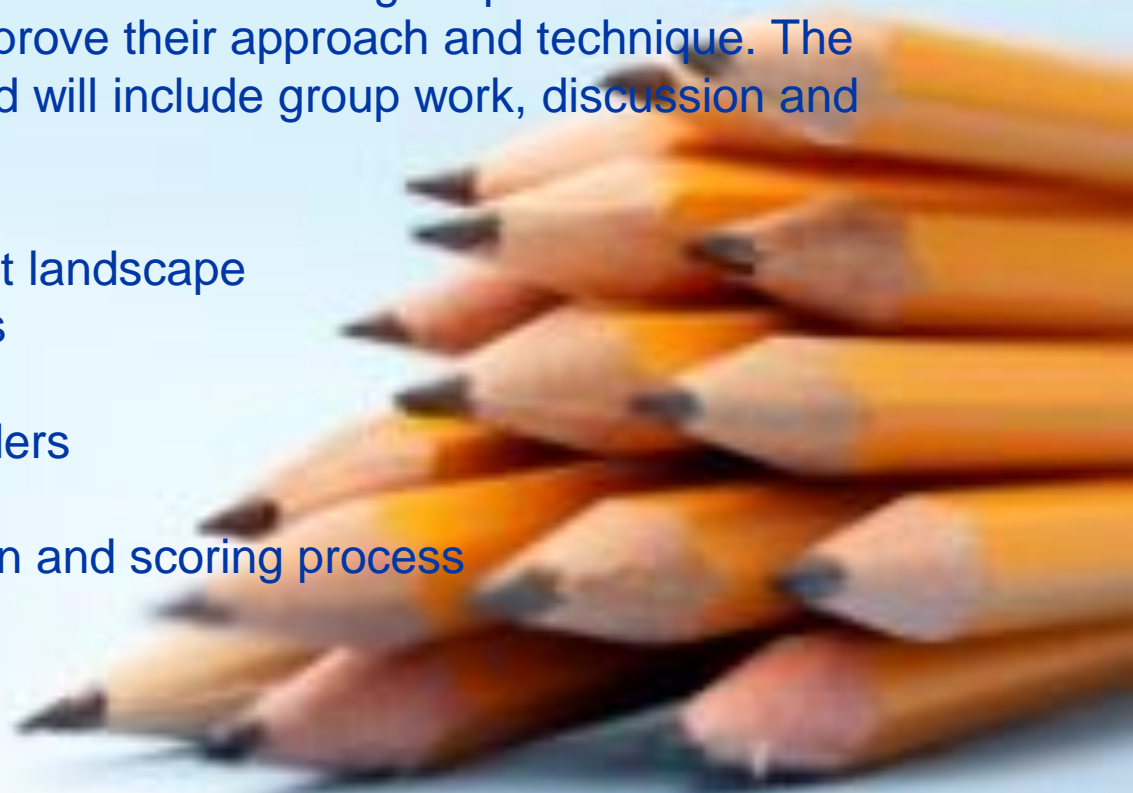


Advanced Tender Writing

This is a two day workshop style course for enterprising third sector organisations who have experience of tendering for public sector contracts but who want to improve their approach and technique. The workshop will be practical and will include group work, discussion and Q&A sessions.

Content includes:

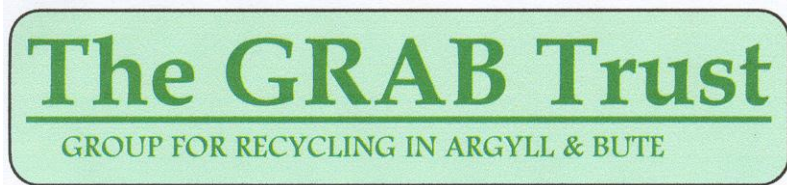
- Overview of the procurement landscape
- How to read contract notices
- Maximising PQQ scores
- Submitting professional tenders
- “Selling” your organisation
- Understanding the evaluation and scoring process
- Collaborative bidding
- Obtaining feedback



Business Support

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- Tailored support for Equalities Groups

Business Support – Argyll & Bute



- Business analysis.
- Review of new trading opportunities.
- Support to Board to establish an action plan.

Business Support – Stirling



Business Planning

- Raploch URC community becomes increasingly self sustaining
- Through building community capacity and social capital in Raploch
- By establishing a sustainable community enterprise
- Training centre situated in the heart of the community local training focus



Business Support – Stirling

Fallin Community Enterprises



The recyke-a-bike project was set in motion in 2006.

aim was to reduce the amount of bikes going to landfill, create employment and training opportunities, promote healthy living and offer a low cost service to the general public

Development plan



Business Support – Falkirk



Offer independent advocacy for people with learning disabilities in Falkirk and Clackmannanshire.

Procurement ready support

Business Support – Highland & Islands

Highland Birchwoods

Findhorn Foundation

The Highlanders Museum

The Assynt Foundation

Durness Development Group

Out of the Darkness Theatre

Company

Ness Soap

Kirkton Woodland and

Heritage

Kilmuir and Logie Easter

Action (KALE)

- Legal Advice
- Business Planning
- Market Research
- Marketing & Promotion
- Client Management
- Bus Plan/Financial Fore
- Marketing

Business Support – Highland & Islands



Market research

Identify customers and products for the new shop

- Museum at Fort George
- Create a regimental museum
- £3m for developing and refurbishing
- In 2012 the new museum and shop

Business Support – Glasgow



Includem is a national voluntary organisation that supports some of Scotland's most vulnerable, high risk and challenging young people

- Feasibility study into training package
- Analysis of market

Business Support – Dumfries & Galloway



Community-owned company and charity. Their aims are environmental protection, relief of poverty and especially, carbon reduction

Support to develop a marketing strategy .

Business Support – Renfrewshire



- Glitter Beach is a social enterprise supplying swimwear.
- Review of new trading opportunities.
- Support to develop a marketing & operational plan.

Business Support – Aberdeen



Financial review

Financial strategy

1 – 1 Support to
CEO

Business Support – Glasgow



DRC Environment Trust

sustainable, better quality places to live



- Improvement of open spaces and other amenities through environmental and sustainable development projects.
- Developing their costs
- Assist to be procurement ready.

Business Support – Argyll & Bute



- Business planning
- Detailed action planning in relation to start up tasks.
- Support with legal structure.
- Support with Business Planning.
- Consolidating funding.

Business Support – Argyll & Bute



- Develop new income streams.
- Extend Services.
- Update Business Plan.

Kintyre Recycling Limited

Business Support – Equalities



- 5 organisations
- Business Planning
- Marketing
- Costing/Fin Projections
- Sikh Sanjog Org review

Business Support – Procurement

Kilwinning Community
Sports Club
Annexe Communities
DIRECT
Access to Employment
Ayr
Central Advocacy
Partners

- Costing & pricing
- Tender preparation
- Procurement ready
- Partnerships & consortia



justenterprise

Welcome to Just Enterprise

Are you interested in starting a social enterprise or do you need assistance to develop and grow your existing social enterprise? Just Enterprise business support, start-up, procurement and learning services are available to help.

Just Enterprise supports the enterprising third sector in Scotland. Supported by the Scottish Government, Just Enterprise assists social enterprises who show the greatest potential to grow and develop sustainably - that could be in terms of income, employment or contracts secured.

For more information, to apply for support or simply to speak to an adviser click the appropriate folder

Third Sector organisations can also apply for the grants between £25,000 and £200,000 from the Enterprise Growth Fund. Grants from the £4 million Scottish Government Fund will be awarded to support the business development plans of the organisations that demonstrate the greatest potential for growth and sustainability. For more information on the Enterprise Growth Fund click [here](#)



Business Support



Procurement



Start Up



Learning & Development



one
scotland
SCOTTISH GOVERNMENT



Apply for support now at
www.justenterprise.org.uk

Start Up
Support

0131 220 7291

Business
Support

lowland 0141 425 2939
highland 01463 225 093

Leadership
Programmes

0141 404 0088



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