**PLEASE READ BEFORE COMPLETING THE APPLICATION TO APPLY FOR BUSINESS SUPPORT**

Community Action Suffolk provide **time limited** Business Support for free to VCSE organisations based in Suffolk. This free offer includes:-

* Telephone support with development of business plans, marketing plans, business continuity plans, accounts, cashflow forecasts, social media plans and more.
* Support and guidance with directors, managers, trustees and volunteers to kick start a project.
* Document reviews, marketing guidance, timelines, financial planning, reducing costs, fundraising strategy, help understanding accounts, SWOT and coaching/mentoring sessions and Impact measurement.
* Offering practical advice, guidance and a full review of the organisation we can help organisations to look at their current products and services and assess their suitability for the future, and sustainability in the sector.
* Encouraging organisations to collaborate work together to create stronger local networks particularly at place level working alongside PCN / INT in the Alliance structure.
* Looking at the efficiency of their organisation, where diversification could have a positive impact on the bottom line and create a sustainable future.
* Equipping organisations with the tools and set of documents instrumental to success.

**APPLICATION FOR EAST SUFFOLK FUNDED BESPOKE BUSINESS SUPPORT**

**UP TO 15 HOURS FUNDED SUPPORT**

East Suffolk Council know that sometimes an organisation needs more intensive one to one support. This support can not only help pave the way to solving problems but can spark new ideas. This support can be made available working with directors, managers, trustees or volunteers. Such support and guidance can include:-

* **Writing a Business Plan.**
* Refining your business idea
* Helping to predict any early potential problems
* Setting out of goals
* Measuring progress
* Identifying what success looks like
* **Project Planning**
* Defining your objectives and scope
* Setting goals and milestones
* Assigning tasks and budgetary resources
* In-depth support can be made available, working with directors, managers, trustees and volunteers to see a project through or at least get the planning stage completed.

To apply to receive additional support complete the following application form.

|  |  |
| --- | --- |
| **East Suffolk Community Support Worker Details (if known)** |  |
| **Name of organisation** |  |
| **Lead Contact**  **(Name and Position)** |  |
| **Address** | Postcode |
| **Telephone Contact Details** |  |
| **Email** |  |
| **Type of Organisation** | Please tick all that apply:   * Registered Charity - charity number: * Company limited by shares of guarantee – number: * Social Enterprise * Community Interest Company – number: * Industrial and Provident Society * Formally constituted club, association or trust * Unconstituted Association * Other (please specify) |
| **When was your organisation established?** |  |
| **What geographical area does your organisation cover?** |  |
| **What type of support do you require?**  **What is your outcome** | * Business Planning (up to 3 days support)   Tailored advice and support to adapt or write your business plan   * Project Planning (up to 2 days support)   Support with the process of defining your objectives and scope, your goals and milestones (deliverables) and assigning tasks and budgetary resources for each step.   * Other (Please detail) |
| **What support have you received from Community Action Suffolk to date** |  |
| **What Outcome(s) do you hope to achieve as a result of support?** |  |
| **What does success look like?**  **What change or achievement as a result of your Outcome?** |  |
| **When do you want to start the process?**  **Do you have a specific timescale, and if so, for what reason? i.e. funding deadline** |  |
| **Please describe why you are not able to pay for this provision in full – NB: the fund requires a 10% contribution from your organisation**  **(Please enclose a copy of your latest accounts)** |  |
| **Please tell us how the work you do contributes to any of the following ESP priorities (see** [**http://www.eastsuffolkpartnership.org.uk/home/major-goals/**](http://www.eastsuffolkpartnership.org.uk/home/major-goals/) **for more detail):**   * Our People – Healthy & Resilient Individuals * Our Environment – Maximising Natural Capital * Our Places – Resilient Communities and Businesses |  |
| **Is any other funding available to provide this support?**  **Please tell us if you have approached any other funder for this.** |  |

## **Declaration**

My management committee/board has authorised me to make this application on behalf of the Organisation and commits to engagement with the plan

Signed: Position:

Print Name: Date:

**Please ensure you have enclosed ALL of the following information for your request to be considered.**

* **A copy of your constitution or similar governing document (that states your aims and objectives)**
* **A copy of your latest accounts**
* **Any additional information you wish to submit in support of your application**

**Please return this form to:**

**Laura Butters** e: [laura.butters@communityactionsuffolk.org.uk](mailto:laura.butters@communityactionsuffolk.org.uk)

Head of VCSE Organisation Development w: [www.communityactionsuffolk.org.uk](http://www.communityactionsuffolk.org.uk)

Community Action Suffolk

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