

Additional Sources of Support

Where to find more help and advice

General Advice

Websites, books and other reference materials provide useful information to help you start up a micro-enterprise. However, we would recommend that you also speak to local agencies and seek support from a local start up advisor. There are various sources of free support and talking to someone with experience can be a great help as you work your way through the different tasks involved in setting up an organisation.

Success Doncaster (Doncaster Council)

Success Doncaster is an exciting programme run by Doncaster Council working collaboratively with the public, private, voluntary and community sector across the Borough. It offers you, Doncaster businesses, communities and individuals, support to start your own enterprising organisation.

Call 01302 734554 or visit www.successdoncaster.co.uk

Doncaster CVS

Doncaster CVS is a local infrastructure organisation. It aims to help community groups, voluntary organisations, social enterprises and others in the Voluntary & Community Sector, to start-up, grow and achieve their potential. A wide range of free support is available, for example, to help you:

- Choose the right legal structure
- Understand the roles and responsibilities of post holders
- Develop your idea and business plan
- Incorporate your organisation
- Secure training opportunities
- Identify funding and finance opportunities

Call 01302 343300 or visit www.doncastercvs.org.uk

Doncaster Chamber

Whether you're looking to start your own business or develop an existing one, Doncaster Chamber's Business Support Team is able to provide a one-stop-shop for all your needs. Free and confidential support from a Business Advisor is available to help you:

- Explore your idea
- Access business start-up workshops
- Network and make new contacts
- Draw up your business plan
- Understand and source finance

Call the Business Start-Up Team on 01302 640127 or visit www.doncaster-chamber.co.uk

Additional Sources of Support

Where to find more help and advice

Featured Website

Business Link - www.businesslink.gov.uk

Business Link is the government's online resource for business. The website contains comprehensive information and tools relating to all elements of starting up a new enterprise.

StartUp Britain - www.startupbritain.org

StartUp Britain is a campaign by entrepreneurs for entrepreneurs designed to celebrate, inspire and accelerate enterprise in the UK.

Smarta - www.smarta.com

Smarta is a new support platform for business owners and entrepreneurs. Its aim is to provide a one-stop-shop where business owners can connect, learn and actually 'do' business. Smarta was founded and is run and backed by some of the UK's top entrepreneurs including Theo Paphitis.

School for StartUps - www.schoolforstartups.co.uk

The inspiration of serial entrepreneur and angel investor Doug Richard, School for Startups is one of the UK's leading providers of business training for entrepreneurs. The website also contains advice and articles on a wide range of start up related issues.

National Council for Voluntary Organisations (NCVO) - www.ncvo-vol.org.uk

The National Council for Voluntary Organisations is the largest umbrella body for the voluntary and community sector in England. Its website includes resources and links to wide ranging information relating to setting up a charity, governance, financial management, strategic plans and quality assurance.

Startups - www.startups.co.uk

Startups.co.uk is a wide ranging online resource for starting a business including extensive how-to guides exploring all the myriad issues you may face when starting up in enterprise.

KnowHow NonProfit - www.knowhownonprofit.org

KnowHow NonProfit aims to provide everything you need to know to run a nonprofit organisation.

Business Planning

HSBC - www.tsbc.co.uk/sbo/hsbckn/viewLesson.aspx?Lid=35&cid=1

The HSBC online Knowledge Centre offers a step by step guide to creating a business plan.

Barclays - www.barclays.co.uk/StartUpSupport/Startingyourownbusiness/P1242558528795

The Barclays website offers free tips and a start up guide to help you develop a business plan.

Scottish Council for Voluntary Organisations (SCVO)

www.scvo.org.uk/information/day-to-day-running/strategic-and-business-planning/

Includes 'A business planning guide to developing a social enterprise', developed by Forth Sector.

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Funding and Financial Management

South Yorkshire Funding Advice Bureau

South Yorkshire Funding Advice Bureau (SYFAB) supports voluntary and community organisations to get the resources they need. SYFAB provides advice, information and training to help South Yorkshire organisations become more confident and self-reliant in fundraising. You can also subscribe to SYFAB's Funding News.

Call 0114 249 4343 or visit www.syfab.org.uk

Key Fund

The Key Fund offers an innovative mixture of flexible grant, loan and equity packages to voluntary and community organisations, charities, co-operatives, social entrepreneurs and social enterprises. By providing tailored development finance, it aims to help break down the barriers to accessing finance.

Call 0845 140 1400 or visit www.thekeyfund.co.uk

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Donbac

Donbac opened as one of the first Enterprise Agencies in the region and offers a range of funding advice and loan options for local small and medium sized enterprises.

Call 01302 341070 or visit <http://donbac.co.uk>

North Doncaster Development Trust

North Doncaster Development Trust (NDDT) is a community-led registered Charity, promoting social, economic, and environmental regeneration within communities in the north of Doncaster. NDDT offers services to groups in the north of Doncaster, subscribes to the GRANTfinder database and has a funding officer.

Call 01302 874587 or visit www.northdoncaster.org.uk

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British Business Angels Association - www.bbaa.org.uk

The British Business Angels Association (BBAA) is the national trade association dedicated to promoting angel investing and supporting early stage investment in the UK.

Funding Central - www.fundingcentral.org.uk

Funding Central is a free website for charities, voluntary organisations and social enterprises. The site provides access to thousands of funding and finance opportunities, plus a wealth of tools and resources supporting organisations to develop sustainable income strategies appropriate to their needs.

GRANTnet - www.grantnet.com

GRANTnet, a straightforward free-to-use service from GRANTfinder, which can help small businesses, charitable organisations and community groups to find suitable funding.

HM Revenue and Customs - www.hmrc.gov.uk

The HMRC website includes comprehensive information relating to tax and self assessment, including registering as being self-employed.

Legal Structures

The Charity Commission - www.charity-commission.gov.uk

The Charity Commission website provides a wealth of information and guidance relating to setting up a charity and charity law.

Get Legal - www.getlegal.org.uk

Get Legal has been developed by NCVO, with support from BWB, to enable organisations and their advisors to access clear information and guidance on the most appropriate legal form and governance structure for delivering their goals.

Companies House - www.companieshouse.gov.uk

The Companies House website includes a variety of information and detailed guidance regarding setting up and registering a company.

Financial Services Authority (FSA) - www.grantnet.com

The FSA website includes information about registering a mutual society, including Industrial and Provident Societies.

CIC Regulator - www.bis.gov.uk/cicregulator

The CIC regulator website includes a wide range of information and guidance about Community Interest Companies, including how to register.

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Market Research

Market Research Society (MRS) - www.mrs.org.uk

MRS an international association for people who work in the provision or use of market, social and opinion research. The website includes links to a variety of useful publications and organisations.

Legislation

Health & Safety Executive (HSE) - www.hse.gov.uk

The HSE website is a comprehensive resource, including advice, guidance and support for organisations relating to Health and Safety legislation.

Information Commissioner's Office - www.ico.gov.uk

The Information Commissioner's Office (ICO) website contains information and advice about freedom of information, data protection and the use of personal data.

Food Standards Agency - www.food.gov.uk

The Foods Standards Agency website provides information relating to the main general food law requirements. If food production or preparation is part of your enterprise, you should also contact the environmental health department. Visit the Council website at:

[www.doncaster.gov.uk/Environment and Planning/envirn health/Food Safety/Food Safety and Standards Team.asp](http://www.doncaster.gov.uk/Environment%20and%20Planning/envirn%20health/Food%20Safety/Food%20Safety%20and%20Standards%20Team.asp)

Trade Associations - www.taforum.org

The Trade Association Forum will help you to identify and trade specific bodies which may be able to help you identify specific legislative requirements relating to your enterprise.

Criminal Records Checks - www.isa.homeoffice.gov.uk / www.crb.homeoffice.gov.uk

The Home Office website will provide up to date information about criminal records (CRB) checks. You can also find out more at www.direct.gov.uk

South Yorkshire Fire Service

The Fire Service offers free fire safety advice. For information and advice concerning commercial and industrial premises or any fire related legal requirements contact the Technical Fire Safety Office on 0114 253 2803 (for Doncaster) or visit www.syfire.gov.uk

Fire Safety Order - www.communities.gov.uk/fire/firesafety/firesafetylaw/

The Department for Communities and Local Government (DCLG) website contains details of fire safety law and guidance documents for organisations.

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Marketing

Chartered Institute of Marketing (CIM) - www.cim.co.uk

The CIM is the world's largest organisation for professional marketers. Its website includes a 'knowledge hub' including easy to read, downloadable fact sheets on subjects ranging from brand management to marketing law.

Commissioning and Procurement

Social Enterprise Coalition - www.socialenterprise.org.uk/pages/publications.html

The free guide 'Working with the Public Sector: Busting the Myths' will help social enterprises navigate public sector procurement and tackle the myths that prevent them from winning contracts.

NAVCA - www.navca.org.uk/publications/beginnersguide

NAVCA is a national infrastructure body which has a range of information and briefings on commissioning and procurement, including 'A Beginner's Guide to Commissioning'.

ACEVO

www.acevo.org.uk/Services+Resources/Procurement+Commissioning/Publications+Factsheets

ACEVO produce a range of factsheets and publications on Commissioning and Procurement, which can all be downloaded from their website.

The Improvement Network - www.improvementnetwork.gov.uk/imp/core/page.do?pagelId=1115704

The Improvement Network has wide ranging information relating to public sector commissioning.

National Audit Office - www.nao.org.uk/guidance__good_practice/procurement.aspx

Whilst predominantly of interest to public service commissioners, the National Audit Office publishes guides on commissioning and procurement which can help you understand how the commissioning process should work.

Staff and Volunteers

CIPD - www.cipd.co.uk

The Chartered Institute of Personnel and Development is Europe's largest HR and development professional body. Its website has a vast resource of factsheets and other information relating to all aspects of employment and human resources.

Volunteering England - www.volunteering.org.uk

Volunteering England is an independent charity committed to supporting, enabling and celebrating volunteering. Its website has information about volunteering and managing volunteers.