

Community Planning Economic Partnership
Business Development Sub Group

Business Assistance Reference Guide

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Background

The Community Planning Economic Partnership tasked a Business Development Sub Group, chaired by FSB to look at ways of coordinating and disseminating information on advice available from the participating partners on the Economic Partnership.

Having discussed public signposting, partner knowledge was used to collate information on assistance available from all areas of the enterprise network. The result is the following reference guide for all advisers working within partner organisations. It is anticipated this will be kept as a dynamic document that will be updated as time progresses.

The partners undertaking the project are:

- Business Gateway www.bgateway.com
- Perth & Kinross Council www.pkc.gov.uk/Business+and+trade/
- Federation of Small Businesses www.fsb.org.uk
- Scottish Enterprise www.scottish-enterprise.com
- Perth College UHI www.perth.ac.uk/employers/enterprise/
- Prince's Scottish Youth Business Trust www.psybt.org.uk
- Growbiz www.growbiz.co.uk
- Perthshire Chamber of Commerce www.perthshirechamber.co.uk

General Business Support / Business Organisations

Business Gateway

- Delivers practical help, advice and support for new and growing businesses in Scotland
- A large number of free events are provided that cover all aspects of starting and running a business and provide one to one support for businesses with growth potential
- The comprehensive website provides information of interest to businesses including marketing, IT, book-keeping, tax, employing people, etc. www.bgateway.com

Perth & Kinross Business Advisory Team

- Provides free, impartial advice and support to the business community across Perth & Kinross
- One to one in depth advice and support for start-up and pre start-up businesses
- One to one in depth advice and support for existing businesses to assist with stability and growth
- Land and property based enquiries
<http://www.pkc.gov.uk/Business+and+trade/Support+for+businesses/Business+Advice/>
Contact: economicdev@pkc.gov.uk Tel: 01738 477940

Perth College UHI

- Can help young businesses through their Centre for Enterprise
- Offers one to one consultancy support, access to events to develop soft skills, knowledge transfer opportunities as well as referral routes to other new business supporters.
www.perth.ac.uk/employers/enterprise/ Contact: Sheena.Howden@perth.uhi.ac.uk

Growbiz

- Help with one to one support for pre start up and existing businesses as well as Social Enterprise
- Free confidential help within Eastern Perthshire. "Helping to grow our communities, one entrepreneur at a time". www.growbiz.co.uk

Scottish Enterprise

- Helps ambitious businesses in Scotland to grow and become more successful
- Supports key industry sectors and develops the business environment to enhance Scotland's economy.
www.scottish-enterprise.com

Prince's Scottish Youth Business Trust (PSYBT)

- Provides essential finance and professional support to young people in Scotland aged 18-25, wherever they are and wherever they come from, so that they can set up and run their own businesses
- The Trust has particular concern for the disadvantaged. www.psybt.org.uk

Business Mentoring – can help growing businesses make their business dreams a reality. Businesses are carefully matched with experienced and successful business people
www.businessmentoringScotland.co.uk

Scottish Council for Development and Industry (SCDI) – an independent membership network which strengthens Scotland's competitiveness by influencing Government policies to encourage sustainable economic prosperity. <http://www.scdi.org.uk/>

Chambers of Commerce

- The Perthshire Chamber and the Dundee and Angus Chamber offer support for members through regular networking and other events
- Their affiliation to the Scottish Chambers of Commerce provides excellent business networking and information access for business development
- Training on a wide variety of business topics can also be accessed by members.
www.perthshirechamber.co.uk and www.dundeeandanguschamber.co.uk
- Phone contact Perthshire Chamber: 01738 450401 Dundee & Angus Chamber : 01382 228545

Federation of Small Businesses

- The main FSB website and has great up-to-date information for small businesses. www.fsb.org.uk
- The benefits of membership page gives details of the benefits available to businesses
www.fsb.org.uk/default.aspx?id=31&loc=general&menu=fsbbenefits
- The FSB Perth & Kinross Branch page gives details of what is happening in the local branch
www.fsb.org.uk/default.aspx?id=106&loc=021
- FSB Customer Helpline 01253 336 000

Grants/Loans

Grant and support directory – allows businesses to search for potential sources of help with starting up or developing a business. www.bgateway.com/bdotg/action/gsd?site=202

Perth & Kinross Businesses Enterprise Schemes:

- Perthshire Investment Loan – complementary funding to other investments by way of loans between £2,000 and £15,000 to start up and established businesses
- Perth & Kinross Business Start-up Grant Scheme – maximum grant 50% of the cost of the project up to a maximum of £1,500. The business must be within its first year of trading or be a potential start up
- Rural Business Premises Support Grant – capital assistance of grant funding to a max of £15k
- Rural Enterprise Growth Grants – Maximum grant rate 50% of the cost of the project up to a maximum of £6,000

<http://www.pkc.gov.uk/Business+and+trade/Support+for+businesses/Grants+and+Loans/>

Contact: economicdev@pkc.gov.uk

Perth College UHI through its Centre for Enterprise can provide grants for marketing, software purchases or training for pre-start or where the business has been in operation for less than 18 months.
Sheena.Howden@perth.uhi.ac.uk

Government Guaranteed Lending Schemes – there are a number of financial schemes available to viable businesses with temporary cashflow problems.

<http://www.bgateway.com/bdotg/action/layer?site=202&topicid=1081834708>

Regional Selective Assistance (RSA) - the main investment grant scheme for businesses in designated areas of Scotland. <http://www.rsascotland.gov.uk/rsa/208.html>

Enterprise Finance Guarantee Scheme – the £1bn Scheme will support up to £1.3bn of new lending by banks to viable SMEs with working capital or investment needs

- Open to businesses with an annual turnover of up to £25m, seeking loans of £1,000 to £1m, repayable over a period of up to 10 years
- Most businesses in most sectors will be eligible for the scheme. However, state aid rules exclude businesses in the agriculture, coal and steel sectors
- Government will guarantee 75 per cent of the loan. EFG has been available since Wednesday 14 January 2009 and will operate until March 2010
- There is no automatic entitlement to receive a guaranteed loan and nor is there any pre-qualification process for it

Details and list of lenders on:

<http://www.berr.gov.uk/whatwedo/enterprise/finance/efg/page37607.html>

Rural Support

Scottish Enterprise - is working with a number of partners to deliver practical projects. Some of the projects aim to help farm businesses improve their productivity
<http://www.scottish-enterprise.com/rural-agriculture>

SRDP (Scottish Rural Development Programme) – the SRDP is a £1.6 billion programme of economic, environmental and social measures designed to develop rural Scotland over the next six years
<http://www.scotland.gov.uk/Topics/Rural/SRDP>

Leader – part of SRDP, aimed at promoting economic and community development within rural areas. LEADER is a bottom-up method of delivering support through implementing a local rural development strategy. Support is aimed primarily at small-scale, community driven projects that are pilot and innovative in nature. <http://www.ruraltaysideleader.com/>

Procurement

Public Contracts Scotland

- Find details of contracts with Scottish Local Authorities, NHS Scotland, the Scottish Government, Agencies and NDPBs, Higher and Further Education and Emergency Services by browsing the available contracts
- You can also register to receive free e-mail alerts
www.publiccontractsscotland.gov.uk

CompeteFor - CompeteFor is a free service that enables businesses to compete for contract opportunities linked to the London 2012 Games and other major public and private sector buying organisations.
www.competefor.com

Commonwealth Games Business Portal – delivering the 2014 Commonwealth Games will require the procurement of goods, works and services of all types and value from an enormous range of companies. The Commonwealth Games Business Portal brings together contractors and suppliers and provides businesses of all sizes with the opportunity to find out about and compete for Games related contracts. www.glasgow2014.com

BusinessClub Scotland – the BusinessClub Scotland initiative is a unique collaboration of Scotland's business organisations, supported and funded by the Scottish Government, to ensure that firms across Scotland capitalise on the business opportunities from the Year of Homecoming, the 2014 Commonwealth Games and other major events in Scotland. www.businessclubscotland.co.uk

Scottish Enterprise

- Innovation Support Service - If you have an established business, our innovation support service can work with you to identify your potential and the type of support you need to become more innovative. This can help your business grow and compete more effectively in global markets.
<http://www.scottish-enterprise.com/innovation-how-we-can-help.htm>

Scottish Business Grants

- SMART:SCOTLAND - provides financial assistance to SMEs to help support projects, which represent a significant technological advance for the UK sector or industry concerned
- R&D Grant - The R&D Grant supports businesses developing new products, processes and services to improve company competitiveness and to benefit the Scottish economy
<http://www.rsascotland.gov.uk/rsa/998.html>

Intellectual Assets Centre - a unique centre to assist businesses in deriving value from their IA. http://www.ia-centre.org.uk/about_us/

ICASS – ICASS is a government initiative, funded by the Scottish Government, which provides specialist advice and support for Scotland's inventors and innovative companies. <http://www.icass.co.uk/>

NESTA is the National Endowment for Science, Technology and the Arts - a unique body with a mission to make the UK more innovative. We invest in early-stage companies, inform and shape policy, and deliver practical programmes that inspire others to solve the big challenges of the future.
www.nesta.co.uk

Knowledge Transfer Partnership (KTP)

- Knowledge Transfer Partnerships (KTP) is a UK-wide programme enabling businesses to improve their competitiveness, productivity and performance. www.ktponline.org.uk
- Perth College UHI can assist in putting a knowledge transfer project together
www.perth.ac.uk/employers/bdc/Pages/KnowledgeTransfer
Contact: Sheena.howden@perth.uhi.ac.uk

Perth College UHI can provide specific support for businesses developing their business on sustainability and environmental issues. Stephen.Tinsley@perth.uhi.ac.uk

Interface – offers a central point of access for industry to Scotland's research base. We provide a unique service designed to address the growing demand from businesses wanting to engage with academia for knowledge and expertise. <http://www.interface-online.org.uk>

Intellectual Property Office – online information on Patents, trademarks, copyright and designs.
www.patent.gov.uk

Innovation Portal

- The purpose of the Innovation Portal is to promote and foster productive knowledge transfer between the Universities of Dundee and Abertay, the SCRI (Scottish Crop Research Institute) and Scottish industry
- Its aim is to improve the competitiveness of local businesses by bringing together innovative companies with scientists, technologists and engineering experts keen to apply their expertise to the needs of industry
<http://www.innovationportal.co.uk/main/about/>
- The Innovation Portal small grants scheme can provide support to Scottish small & medium-sized enterprises (SMEs) in the instance that further investigation is needed
<http://www.innovationportal.co.uk/main/about/20080123154303/>

Social Enterprise

Aspire to Enterprise is a new programme providing a range of Business Support Services to ambitious, developing social enterprises in Lowland Scotland. The programme offers access to development support to organisations with the drive and potential to increase their trading and become more sustainable social enterprises. <http://www.aspiretoenterprise.org.uk/>

FirstPort

- Free business support and awards to new-start social entrepreneurs throughout Scotland
- Respond to enquiries, develop materials on the web, provide one to one support, run events and training. <http://www.firstport.org.uk/>

Third Sector Enterprise Fund

- The Scottish Government has invested £12 million in it to help the third sector to contribute towards Scotland's success.
- The Fund aims to help third sector organisations to become more sustainable and increase their capacity and capability. <http://www.scotland.gov.uk/Topics/People/15300/funding/enterprising-skills-fund>

Social Entrepreneurs Fund

- £1M fund, launched in November 2008, is aimed at individuals who want to set up and run a business with a social or environmental purpose. The fund will provide financial and business support to help get new enterprises off the ground
- Opened for applications on 2 March 2009 and will run for two years. The fund is managed by **Firstport** <http://www.firstport.org.uk/>

UnLtd Millennium Awards Programme

- UnLtd was formed through a unique partnership between seven leading non-profit organisations that work with Social Entrepreneurs across the UK
- Supports people who want to create a positive change in their communities
- Help by providing advice, training, cash awards and other types of support that they may need to run their project
- Financial support available:
 - Level 1: Awards of between £500 and £5,000 (expected average of £2,000)
 - Level 2: Awards of up to £15,000www.unltd.org.uk. The fund is also managed by **FirstPort** <http://www.firstport.org.uk/>

Perth & Kinross Local Social Economy Partnership

- Offers training and development for social economy organisations that are developing into a social enterprise. We also cover topics requested by you and hold events to help you engage with the public and private sector.
- Access to Social Enterprise Development Fund <http://www.pkc.gov.uk/Promoting+Perth+and+Kinross/Social+Economy.htm>
Contact economicdev@pkc.gov.uk

Enterprising Third Sector Action Plan

- Recognises the importance of the third sector in helping the Scottish Government achieve its purpose of creating a more successful country with opportunities for all to flourish, through achieving sustainable economic growth
- The action plan will help to meet the Scottish Government national indicator to increase the social economy turnover in Scotland <http://www.scotland.gov.uk/Topics/People/15300/Actionplan>

Scottish Investment Fund – this £30m fund opened for applications on 1 September 2008, will help established Third Sector organisations secure a transformational step change in their capacity, capability and financial sustainability. <http://www.scottishinvestmentfund.co.uk/>

Perth College UHI through its Centre for Enterprise can provide one to one consultancy support, access to events to develop business ideas and soft skills, networking events and workshops and knowledge transfer information and support. www.perth.ac.uk/employers/enterprise/ Contact: Sheena.Howden@perth.uhi.ac.uk

Tourism

Tourism Intelligence Scotland – good market intelligence is a key driver of innovation and enterprise. To support the industry in this area, a new joint initiative has been developed by:

- [Scottish Enterprise](#),
- [Highlands and Islands Enterprise](#),
- and [VisitScotland](#);

Visit www.tourism-intelligence.co.uk

Green Business Tourism Scheme – sustainability and green issues are now very much mainstream, with governments, businesses and individuals all involved. Tourism, as one of the main economic drivers in the UK, has its part to play. www.green-business.co.uk

Tourism Innovation Fund - the Tourism Innovation Fund (TIF) provides matched funding of up to £30,000 and professional one-to-one advice to help develop and commercialise the very best innovative tourism ideas.

http://www.scottish-enterprise.com/sedotcom_home/your-sector/sector-tourism/tourism-initiatives/tourism-innovation/tourism-innovation-fund.htm

VisitScotland

- The national tourism organisation for Scotland. Resources are aimed at those within Scotland's tourism industry www.visitscotland.org
- Visit Scotland Challenge Fund – supports tourism groups in marketing their products and services. The fund is open to national, regional and local groups to target markets and increase visitor numbers. http://www.visitscotland.org/marketing_opportunities_main/growthfund.htm

International

Scottish Development International (SDI)

- The aim is to encourage growth of the Scottish economy by encouraging inward investment and helping Scottish companies to compete in overseas markets.
- They provide a wide range of international business services and are continually promoting Scotland to a worldwide audience of potential investors. www.sdi.co.uk

UKT&I (UK Trade and Investment) – can help you rise to the exciting opportunities and challenges that globalisation offers. They work with UK-based businesses to ensure their success in international markets. www.uktradeinvest.gov.uk

- TAP – Trade Access Programme
https://www.uktradeinvest.gov.uk/ukti/appmanager/ukti/ourservices?nfpb=true&pageLabel=market_entry&nfls=false
- Market and Sector Research:
https://www.uktradeinvest.gov.uk/ukti/appmanager/ukti/ourservices?nfls=false&nfpb=true&pageLabel=market_sector_research

Enterprise Europe Scotland - Enterprise Europe Scotland is a key player in the Enterprise Europe Network, Europe's largest technology and business network, connecting knowledge, know-how and people across Europe. <http://www.enterprise-europe-scotland.com/sct/>

Environmental

Carbon Trust – offers products and services to help your business reduce its carbon emissions and accelerate the move to a low carbon economy. We also provide a range of services and support for low carbon technology development. www.carbontrust.co.uk

Envirowise – Envirowise offers free, independent support to your business helping you to become more [resource efficient](http://www.envirowise.gov.uk) and save money. www.envirowise.gov.uk

The Business Environment Partnership (BEP) – was established in 1998 to provide free and subsidised assistance with environmental management to small to medium sized businesses throughout Scotland. To find out more about the core services go to www.thebep.org.uk

Enhanced Capital Allowances – Enhanced Capital Allowances (ECAs) enable a business to claim 100% first-year capital allowances on their spending on qualifying plant and machinery. There are three schemes for ECAs. www.eca.gov.uk

Biomass Energy Centre – managed by UK Forestry Commission, the centre aims to be a one stop shop able to provide information, advice and guidance to UK individuals and organizations - signposting to other specialised sources of advice as necessary - on a wide range of biomass fuels and conversion technologies. A number of grants schemes and support sources listed. http://www.biomassenergycentre.org.uk/portal/page?_pageid=77,15133&_dad=portal&_schema=PORTAL

Workforce Development

ACAS (Advisory Conciliation and Arbitration Service) – aim to improve organisations and working life through better employment relations. www.acas.org.uk

Investors in People (IiP) - is the organisation that develops and maintains the integrity of the Investors in People framework. www.investorsinpeople.co.uk

Perth College UHI

- Can provide free Chartered Management Institute training both Introductory and Certificate in Management to young businesses. Sheena.Howden@perth.uhi.ac.uk
- There is free e-commerce training which is available to all businesses and a seminar programme covering employment law, performance management and others
- Perth College UHI can provide training to ensure you comply with regulations, e.g.: health & safety
- Can provide a wide range of vocational qualifications for learning on the job in the workplace and can develop bespoke packages for groups of your staff
- There are also a wide range of distance learning courses or flexible open access courses
- Where an employer or group of employers can put a group together the learning can be supplemented with bespoke workshops. Owners and staff can take part time study to gain Professional Development Awards or professional body awards
- Companies can, through the Company Card scheme, buy hours of learning for staff to use flexibly amongst different staff and different courses at different times. www.perth.ac.uk/employers/bdc/
Contact: Sheena.Howden@perth.uhi.ac.uk

Manufacturing

SMAS (Scottish Manufacturing Advisory Service) - specialise in providing manufacturing firms of all sizes throughout Scotland with expert advice, one-to-one support, training and events. <http://www.scottish-enterprise.com/manufacturing>

Food and Drink

Scotland Food & Drink is a unique industry-led organisation that offers a range of benefits to its members, including a product development service, marketing support, sales advice, consumer research, information on access to markets, a meet the buyer programme, PR support and a free legal consultation. www.scotlandfoodanddrink.org

Food Processing Marketing and Co-Operation Scheme is part of Scotland's Rural Development Programme and will run until 2013. The scheme covers agricultural produce only. <http://www.scotland.gov.uk/Topics/Business-Industry/Food-Industry/granttimetable>

Life Sciences

Life Sciences Scotland Support Service – the Life Sciences Scotland Support Service (LSSSS) is a new, free, point of access for our community to help support growth, company development and collaboration of the Life Sciences sector.

- The service will cover the key sub-segments of MedTech, biotech, pharma and specialist CRO/suppliers and provides an accessible service in response to industry demand.
- The LSSSS provides direct assistance to the life sciences community in Scotland using two routes, an enquiry service and specialist workshops. http://www.scottish-enterprise.com/se/life_sciences/life_sciences_scotland.htm