

OTS (Office of the Third Sector) Project - Business Support Funding

Guidance Sheet for Applicants

The definition of a Social Enterprise is:

‘...a business with primarily social objectives whose surpluses are primarily reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profits for shareholders and owners.’

1. In order to apply for Business Support Funding from OTS (Office of the Third Sector) you will need to meet with a Business Link Adviser. To arrange a meeting with a Business Link Adviser call Business Link on 0845 600 9006
2. At this meeting the Business Link Adviser will ask general questions about your organisation. The information you give will help them provide appropriate business advice. At the close of your meeting their suggestions will be given to you in the form of a Business Action Plan.
3. The Business Link Adviser may identify the need for additional support and this will be noted on the Action Plan. Should this be the case they will give you the contact details of 3 individuals from the Business Link Supplier Matching Service who have the necessary skills
4. If/when you have selected an independent business support provider and you have a formal quote for the service that you require, please complete the OTS Application Form, Your Business Link Adviser will help with this. The completed form and the formal quote need to be given to your Business Link Adviser for them to process your application.
5. You will be notified of a decision by letter in approximately 4 weeks. If your application is successful you will be required to ‘draw-down’ the OTS funding within 3 months of any offer being made. To be able to claim business support funding as offered in the letter you will need to supply a copy of the invoice from the business support provider and evidence you have paid this in full and an invoice from your organisation to Business Link. Once Business Link has received this they will then send a cheque to the beneficiary organisation for the full amount of the invoice.
6. Should your application for funding not be successful please request a copy of the Appeals Process.

You may like to make contact with your local Social Enterprise Network which is represented on the SE2 Partnership.

Contact list

Brighton and Hove Business Community Partnership

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Buckinghamshire Social Enterprise Network

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