

outset

The business start-up experts

Plymouth Business Resources



Table of Contents

We've compiled together a list of resources available for anyone interested in business in Plymouth. This is not an exhaustive list, but a good starting point for you.

All of the resources that have been pulled together here are publicly available for you to access elsewhere. The resources collated in this document are for general information purposes only.

Organisations To Know	6
Outset	6
Cosmic	6
Iridescent Ideas	6
The School of Social Entrepreneurs	7
Plymouth Social Enterprise Network	7
Meet The Expert	7
Heart of the South West Growth Hub	8
The Prince's Trust	8
Devon & Plymouth Chamber of Commerce	8
Real Ideas Organisation	9
Federation of Small Businesses	9
Coworking & Office Spaces	10
THINQTANQ	10
Market Hall	10
Ocean Studios	10
BLOCK	11
Alma Yard	11
Thrive	11
Oceans Gate	12
Millfields Trust	12
Science Park	12
Invest Plymouth Property Search	13
Funding & Grants	14
Invest Plymouth	14
Meet the Expert	14

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Start Up Loans	15
Your Digital Pathway - Santander	15
POP	15
School for Social Entrepreneurs	15
GRIN	15
Grants for Good	16
Clarion Futures	16
Community Grants	16
Crowdfunder & Plymouth City Council	16
Turn2Us	17
Devon Community Foundation	17
Directory of Grant Making Trusts	17
Help to Grow: Digital	17
Co-op Local Community Fund	18
Employment, Internships & Apprenticeships	19
FSB HR Legal Advice	19
Devon & Plymouth Chamber of Commerce HR Support	19
Low Carbon Devon	19
Plymouth University	20
Exeter University	20
City College	20
Training Opportunities	22
Skills Launchpad	22
SMART SKILLS	22
On Course South West	22
Cosmic Digital Skills	23
Shekinah	23
Santander's MBA Essentials Course	23
Creative Opportunities	24
Plymouth Culture	24
Plymouth Design Forum	24
Smart Citizens Programme	24
Green Maker Initiative	25
Ocean Studios	25
Take Part in the Creative Industries Devon - Sustainability Survey	25
Shop4Plymouth	26
Made In Devon	26

Digital Opportunities	27
Digital Plymouth	27
Plymouth Web	27
iMayflower	27
i-Dat	28
Tech South West	28
South West Communities	28
Construction Opportunities	29
Building Plymouth	29
Construction Industry Scheme (CIS)	29
CITB	29
DESME - Digital Enablement for SME's	29
Hospitality Resources	30
Food Safety & Hygiene	30
Registration or Approval of Food Businesses	30
Food Premises Approval	30
Mobile Trading	31
Food Standards Agency	31
The Nationwide Caterers Association	31
Help Make Your Business Green	32
Plymouth Sustainability Hub	32
Invest Plymouth	32
Make It Net Zero	32
Santander Skills for Green	33
Universal Credit & Social Housing Support	34
Universal Credit Self Employment Guide	34
Minimum Income Floor Guide	34
Benefits Calculator	34
Clarion Futures	35
Sovereign Employment & Training	35
Topical Guides	36
Business Planning	36
Finances, Bookkeeping & Accounting	36
GDPR	37
Manufacturing	37
Intellectual Property	37

Resource Library	38
Content Creation Tools	38
Scheduling Tools	39
Analytics Tools	39
Outsourcing Tools	39
Content Inspiration Tools	39
Website Tools	39
Press Tools	40
Organisational Tools	40
Books	40
Magazines	41
Videos	42
Online Business Support	42
Podcasts	43

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Organisations To Know

A list of some of the fantastic organisations in the city, as well as further afield, that you can benefit from as an entrepreneur.

Outset

At YTKO we are passionate about Plymouth. That's why we moved our regional HQ to Stonehouse and why we have been successfully delivering our support in the city for over 10 years. We first launched our Outset programme in January 2010 and for over a decade have been working in close partnership with Plymouth City Council to provide business start-up and growth support for the city's residents. We offer a range of support, from 1-1 meetings with local business advisors, workshops, networking events and online resources too.

Visit <https://www.outset.org/plymouth/> or email enterprisecoaching@outset.org for more information on how to benefit from our funded service.

Cosmic

For 25 years Cosmic has been supporting businesses and individuals to make the most of technology. The Company is a social enterprise, with the mission of tackling the issue of digital exclusion. They are practitioner-led, meaning that their trainers and consultants have first-hand experience in delivering technical solutions: from building websites and videography, through to providing IT technical support services and software solutions. This means that the training and advice that they can provide through these funded programmes is rooted in professional experience and expertise.

Visit www.cosmic.org.uk or email planning@cosmic.org.uk for more information on how to benefit from the programmes.

Iridescent Ideas

Iridescent Ideas is an award-winning social enterprise and a regulated Community Interest Company. It was founded in May 2011 by Gareth Hart and Mel Tucker. Iridescent has a vision of creating a more socially enterprising, greener, fairer economy and delivers business support for social enterprises, social entrepreneurs, community groups and charities across the UK. Iridescent supports new businesses to get established and existing ones to grow. We help find finance, develop business plans and evaluate impact. We help

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to build stronger and more resilient organisations. We also deliver business support contracts for councils, universities, national government and other partner organisations.

For more information about Iridescent visit www.iridescentideas.com or contact Gareth directly at gareth@iridescentideas.com or 07786863206.

The School of Social Entrepreneurs

The School for Social Entrepreneurs runs courses that equip people to start, scale and strengthen organisations that make a positive difference. But we're not a traditional school. Learning with SSE is inspiring, action-based and accessible. We support people in other ways too, such as funding and mentoring. Today we work internationally, with teams across the UK, Canada and India. Together, we're changing lives and transforming communities. The local team has been based in Devon for the past decade.

To find out more visit <https://www.the-sse.org/schools/dartington-sse> or contact chloe.tingle.ad@sse.org.uk

Plymouth Social Enterprise Network

Plymouth Social Enterprise Network is a force for business done better. They are a key player in the development of the Resurgam Charter and the Inclusive Growth board. They support social enterprises and cooperatives across Plymouth in their work towards a Kinder, Fairer, Greener way of doing business. Their membership includes key members of the local business community such as Livewell Southwest, Plymouth University and Nudge Community Builders.

You can find out more about them here <https://plymsocent.org.uk/>

Meet The Expert

If you are looking for new ways to develop and grow your business, the "Meet the Expert" Business Support Programme is for you. The support available is funded by the European Regional Development Fund (ERDF) and is completely FREE to SMEs in Devon. "Meet the Expert" will be holding monthly 1:1 business advice events and workshops allowing businesses the opportunity to meet and interact with a range of business experts covering a variety of topics. The programme offers eligible businesses a FREE diagnostic session (3 hours) followed by a further FREE package of impactful support (9 hours) to achieve current growth aspirations. Businesses may also be able to access a £1,000 fixed sum grant for external consultancy support which could be used to access a variety of advice.

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You can find out more about them here

<https://www.oceansgateplymouth.com/meet-the-expert/>

Heart of the South West Growth Hub

The Heart of the South West Growth Hub provides independent diagnosis and referrals to business support schemes and sources of further support. We are the first point of contact for businesses in the Heart of the South West LEP area wishing to develop and grow. Our service works in partnership with existing local and national business support services and will help businesses access the right support for them without duplicating existing provision.

Find out more about them here <https://www.heartofswgrowthhub.co.uk>

The Prince's Trust

We are open to young people aged 11 to 30 from all over the UK - no matter if they have been facing some serious issues such as homelessness or if they've been in trouble with the law. If they're willing to aim high - we are here.

We work with delivery partners across the UK to offer hundreds of free courses, grants and mentoring opportunities to inspire young people to build their confidence and start a career. We will be there to support them to achieve their full potential.

You can find out more about them here <https://www.princes-trust.org.uk>

Devon & Plymouth Chamber of Commerce

Devon & Plymouth Chamber of Commerce is the largest network of businesses in the South West – small, medium and large organisations who want to be better at business. We help you connect with other businesses, support your company's growth with our expertise and use our knowledge to help you succeed, all while campaigning on your behalf. We provide business support, events & training and unparalleled expertise in everything from access to grant funding to international trade.

Find out more about Devon & Plymouth Chamber of Commerce here

<https://devonchamber.co.uk>

Real Ideas Organisation

At Real Ideas, we understand that social and creative enterprise is a huge part of the economy and needs looking after during this time. We're big believers in 'business doing

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good' and so are proud to be able to offer support for businesses in the south west and further afield.

Find out more about them here <https://realideas.org/get-support/support-for-businesses/>

Federation of Small Businesses

Our mission is to help smaller businesses achieve their ambitions. Established over 45 years ago, FSB is the UK's largest grassroots business campaigning group, which ensures the voice of small businesses is heard at the highest level across the UK, as well as providing business services and products to our members.

Find out more here <https://www.fsb.org.uk>

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Coworking & Office Spaces

A list of some of the spaces available for coworking in the city.

THINQTANQ

Situated in the heart of the city centre equidistant between the Historic Barbican and Waterfront, the picturesque Plymouth Hoe and the bustling Centre itself, THINQTANQ was the first true coworking space in Plymouth. Since 2014 it has grown into the best place in the city to innovate, create and do business and now it is the only place to work if you care about making a positive change in the world.

We provide a range of work and meeting spaces, additional services, workshop facilities and events to support the changing needs of the modern individual in making a difference in the world and for every member, every month, we plant trees, offset carbon and do good.

Find out more here <https://thingtang.co.uk>

Market Hall

The Market Hall is a world-class space for digital innovation and learning situated in the heart of Devonport, Plymouth, UK.

State-of-the-art immersive dome. Flexible co-working and inspiring workspaces. Large meeting rooms and event spaces as well as a community café and bar.

A space to work, learn, meet, eat, create... and have fun!

Find out more here <https://realideas.org/our-spaces/market-hall/>

Ocean Studios

Located by the sea in the stunning south west corner of Plymouth, Ocean Studios is Real Ideas' hub of creative energy and a space for exhibitions in the city.

Ocean Studios is home to a collective of resident artists, beautiful co-work space, amazing workshops, regular events, and a public café and courtyard.

Find our more here <https://realideas.org/our-spaces/ocean-studios/>

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BLOCK

Spacious co-working zones, modern private offices, meeting rooms steeped in rich history and relaxed cosy lounges offer hybrid working solutions fit for a new era. We've created an exclusive space that businesses can be proud to call their own in an environment that inspires creativity and energises productivity.

A workspace to suit you and a better way of life. It's time to work differently. BLOCK is launching in the Royal William Yard.

Find out more here <https://blockplymouth.co.uk>

Alma Yard

A revitalised rope factory, Alma Yard comprises a series of buildings dating back to the mid 19th century and is set to become home to a community of creatives drawn to Plymouth's burgeoning arts scene and relaxed pace of life. Located on an iconic coastal rise, the site's period features such as an original car lift are illuminated by streams of natural light and lofty spaces. These unique facets enrich the studios and workspaces, becoming the backdrop to this new and inspiring Eat Work Art location.

Find out more here - <https://eatworkart.com/alma-yard>

Thrive

Situated in the city centre, Ocean Crescent offers a unique co-working space right in the heart of Plymouth. Award-winning restaurants at the nearby Barbican make business lunches a tasty proposition, and shops and other services are right where you need them.

This vibrant waterfront city has excellent transport connections, which makes Ocean Crescent easy to access from across the region and beyond. With a growing number of SMEs and startups across a variety of sectors, Plymouth is an exciting location and one that Ocean Crescent is ready to nurture. And with the sweep of the ocean on your doorstep, your lunch break has never looked so good.

Find out more here <https://thrive-hubs.com/ocean-crescent-2/>

Oceans Gate

At Oceansgate, we know what it takes to get a business off the ground. That's why we built state-of-the-art co-working space, where you can focus on your next big project. The workspace options can be adapted to all your professional needs, and is a great option for

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freelancers and start-ups with flexible schedules that are looking for an affordable space to work in.

We have thought about everything you might need – our co-working desks come with high-speed internet, printing services, break out space and plenty more.

Find out more here <https://www.oceansgateplymouth.com/facilities/co-working-opportunities/>

Millfields Trust

The Millfields Trust is a place where business and the community come together. Located in the heart of Stonehouse, the Trust is a trading Social Enterprise working in partnership with Plymouth City Council, local business and the community to help regenerate Stonehouse. The profits from leasing our space goes back into the community via projects such as Widening Horizons where we work with the seven local primary schools to raise their aspirations. But there is so much more that we offer...Grow Stonehouse, #InspireMe, MakersHQ to name a few.

Find out more here <https://millfieldstrust.com>

Science Park

Plymouth Science Park is a world-class centre of excellence for ground-breaking research, business and laboratory innovation.

The 25-acre campus is the region's largest science and technology centre and has benefited from five impressive phases of development over the last 25 years.

A vibrant and thriving community of innovators, with a global reach, Plymouth Science Park is home to international businesses, start-ups and academics and a hub for inspirational health tech, advanced engineering, marine and technological advancements.

Find out more here <https://www.plymouthsciencepark.com>

Invest Plymouth Property Search

Invest Plymouth provides a property search service which covers all local agents and landlords. You can benefit from our objectivity and local knowledge and contacts to help you find the best location for your business.

Find out more here - <https://www.visitplymouth.co.uk/invest/business-support/property-search> or email invest@plymouth.gov.uk if you need additional information or support

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Funding & Grants

Pots of funding come and go within the city, so keeping in the loop with your local network and with organisations, such as Invest Plymouth, is the only way to keep up to date with what is available to support you and your business.

Invest Plymouth

A great hub for finding out about the latest news and developments in the city - including how to access grants, bursaries and loans.

Find out more here <https://www.visitplymouth.co.uk/invest> and sign up to the newsletter here <https://www.visitplymouth.co.uk/invest/news/newsletter-link>

There is also a property search, which covers all local agents and landlords, which can be found here <https://www.visitplymouth.co.uk/invest/business-support/property-search>

Plus, a whole host of useful documents and resources that can be accessed here <https://www.visitplymouth.co.uk/invest/business-support/useful-documents>

Meet the Expert

Devon businesses are able to access a £1,000 fixed sum grant for external consultancy support from the Meet the Expert programme. This can be used to access a variety of advice, such as: Strategy and Management, Finance Funding, HMRC/Tax, Legal Advice, HR & Recruitment, Sales and Marketing, Regulations, Premise Property Management, Innovation and Intellectual Property, Skills and Workforce Development. As part of this support package you will also be signposted to local and specialist business support organisations and training providers.

You can find out more about this grant and it's conditions here <https://www.oceansgateplymouth.com/meet-the-expert/>

Start Up Loans

Our mission is to make owning a business a viable career for people who struggle to raise finance. We provide affordable loans and mentoring to help these people start up and succeed. You can Borrow up to £25,000 with a fixed interest rate of 6% per annum (per year). Repay over a term of 1–5 years and access 12 months of free mentoring.

You can find out more here <https://www.startuploans.co.uk>

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Your Digital Pathway - Santander

Santander has launched a new, free introductory digital skills course built in collaboration with the Institute of Coding, and the TechUP initiative, has now launched. With 50,000 free places available, the course has been developed to support individuals who want to take the first step on the pathway to building their digital skills, and can help people to return to, or start education, return to or start work, or to pivot their career or set up a business online.

Everyone who completes the course will receive a certificate of achievement and will also be entered into a prize draw for the chance to win one of 88 Santander grants worth up to £2,500 (T&Cs apply), available to use on the tailored Santander Aspire webstore to purchase a range of items including laptops, tablets and Chromebooks.

Sign up here - <https://bit.ly/3iNo1JD>

POP

Plymouth Octopus Project offers a range of grants varying in size between £250 - £5000. Projects must have a community benefit focus to them.

Find out more here <https://www.plymouthoctopus.org/funding/>

School for Social Entrepreneurs

The School for Social Entrepreneurs has put together a comprehensive list of funding that social enterprises can access.

For more information, visit their website

<https://www.the-sse.org/resources/starting/what-funding-is-available-for-social-entrepreneurs/#1>

GRIN

You can subscribe to GRIN, a daily e-bulletin that features different grant programmes and related resources each day. This mailing list is specially focused on social entrepreneurship.

Find out more here <https://grin.coop>

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Grants for Good

Grants for Good is our first fund that invites local charities, voluntary groups or social enterprises that have an average annual income of less than £50,000 to apply to us for funding.

Find out more here <https://www.matthewgoodfoundation.org/grantsforgood/>

Clarion Futures

If you are a Clarion (formerly Affinity Sutton) Housing resident, then you are eligible for the following support and funding; 1:1 Mentoring for clients both Pre-Start Up and after they start to trade, as well as access to webinars based around how to start up a business and marketing. You can also receive grant support for up to £1000 to help you launch your business.

Find out more here <https://www.clarionhg.com/charitable-foundation/> or contact Jason.Davis@clarionhg.com

Community Grants

Plymouth Councillors will each have an annual grant allocation of £4,500 for 2021/22 to assist projects or not-for-profit groups/organisations in the city. This results in an overall fund of £256,500. Councillors may 'pool' their grants with other Councillors, in the same or different wards, to create a larger 'pot' should they wish. The maximum 'pot' within a ward of three members is therefore £13,500.

Find out more here

<https://www.plymouth.gov.uk/councillorstoolkit/grantscrowdfunding/communitygrants>

Crowdfunder & Plymouth City Council

Plymouth City Council is supporting projects that help improve the city and make it a great place to live, work and play. Once an eligible project has raised 25% of their fundraising target from multiple pledges, if you meet the Council's criteria and sign up to their terms and conditions, Plymouth City Council may pledge 50% of the target (up to a maximum of £30,000). You need a crowdfunding project to apply for funding.

Find out more <https://www.crowdfunder.co.uk/funds/plymouth-city-change>

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Turn2Us

Turn2us is a national charity providing practical help to people who are struggling financially. Anyone can be a missed pay-cheque, illness or bereavement away from a real financial crisis, which is why we can help you find the support you need to get back on track. The Grants Search can help you look for funds that might be able to give you a grant or other types of help.

Find out more here <https://grants-search.turn2us.org.uk>

Devon Community Foundation

Devon Community Foundation and the people who surround us have one thing at our heart: seeing our communities and the people within them thrive.

We put donors together with our knowledge, expertise and experience to support small charities and community organisations all across Devon.

Find out more here <https://devoncf.com>

Directory of Grant Making Trusts

The Directory of Grant Making Trusts offers the information you need to seek your charity's share of over £5.6 billion – the annual total awarded by the 2,000 funders featured in this edition. With data sourced from grant-making charities, each with the potential to give around £50,000 or more per year, no charity – big or small – should be without it.

This book is available to borrow at the Plymouth Library to the general public.

Find out more here

<https://www.dsc.org.uk/publication/the-directory-of-grant-making-trusts-2022-23/>

Help to Grow: Digital

Access free, impartial online support about how digital technology can boost your business's performance. If your business is eligible, you can also access a discount of up to 50% towards the costs of buying approved software, worth up to £5,000.

Find out more here <https://www.learn-to-grow-your-business.service.gov.uk>

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Co-op Local Community Fund

The Co-op Local Community Fund supports projects across the UK that our members care about. Every time our members buy selected Co-op branded products and services, we'll give local causes a helping hand.

Sign up as a project here - <https://co-operate.coop.co.uk/add-your-activity-or-group/>

Read more about the community fund here - <https://causes.coop.co.uk>

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Employment, Internships & Apprenticeships

Many hands make light work - staff can be an invaluable tool when helping your business get up off the ground. There's never enough hours in the day but it can be hard to know where to start. We've included some fantastic schemes to tap into in this document, focused on saving you money and helping you get started.

FSB HR Legal Advice

FSB members can access a number of employment protection services, including, a 24/7 employment advice helpline where issues can be discussed with qualified lawyers. Tribunal insurance and access to specialised legal representation in defending an employment tribunal claim. Downloadable and customisable employment documentation from our online legal information hub. Cover for up to £100,000 per claim, subject to terms and conditions

Find out more here

<https://www.fsb.org.uk/resources-page/the-benefits-of-employee-protection-and-hr-legal-advice.html>

Devon & Plymouth Chamber of Commerce HR Support

Each membership category gives your business access to first-rate business expertise through the nationally recognised Quest Four Services. This includes unlimited access and advice via one phone number for: Health & Safety, Tax, Legal and HR services. The Quest service also gives you access to a library of more than 750 downloadable template documents that save you time and money – including employment contracts and health and safety guides. Finally, it also includes Legal Expenses Insurance of £1 million cover and £100,000 for claims, no excess.

Find out more here

https://devonchamber.co.uk/membership/?_ga=2.156944696.2021891031.1642786642-198320260.1642786642

Low Carbon Devon

The Low Carbon Devon Internship and Leadership Programme is a 3-month fully-funded internship opportunity placing current students or recent graduates of the University of Plymouth within Devon SMEs to work on a low carbon project. The internship programme

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will provide invaluable support for Devon-based enterprises combined with practical work experience and leadership development for current students and recent graduates. This will allow local organisations to deliver a low carbon project, develop or implement a new low carbon idea, product or service, and/or reduce their carbon emissions.

For more information, visit their website (applications for 2022 TBC)

<https://www.plymouth.ac.uk/research/institutes/sustainable-earth/future-shift>

Plymouth University

Our dedicated Employer Engagement team work in partnership with employers, offering a tailored service depending on your business requirements and objectives.

Find out more here

<https://www.plymouth.ac.uk/student-life/your-studies/academic-services/careers-and-employability/employer-opportunities> or email internships@plymouth.ac.uk

Exeter University

Interns can work in all challenging areas of a business, including general business functions such as administration, finance, marketing and communication, human resources, and customer service. Or in more specialist or technical areas, such as supporting leaders with strategy, product development, engineering, software development, sustainability, data analysis, legal, languages, teaching and bioscience.

The key to remember is interns have a huge amount of potential and can really grow in confidence and take on more responsibility, but to begin with they cannot be seen as the expert as they will need support and guidance from experienced colleagues.

Find out more here <https://www.exeter.ac.uk/careers/employment-services/recruit/internships/>

City College

Would your organisation benefit from fresh talent? Do you want to save money, address skills gaps and make sure your new member of staff is the perfect fit for your business? Or have you got existing staff members keen to progress in their careers and who are keen to develop new skills?

By using Apprenticeships, you get the chance to train new and existing staff members. An apprentice costs less than you might think, and funding is available. Whether your sector is construction or catering, business services or hair and beauty, an Apprenticeship could help take your organisation to the next level. And we'll be here to support you every step of the way.

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Find out more here https://www.cityplym.ac.uk/apprenticeships-2_trashed/employers/ or email employers@cityplym.ac.uk

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Training Opportunities

There are lots of fully funded courses available in the city to further your entrepreneurial education, as well as additional accreditations that can help support you in your business journey.

Skills Launchpad

Working in city-wide partnership to connect the people of Plymouth with opportunities for skills, training, education, careers and jobs.

The intention of the 'Skills Journey' through the Launchpad is to put the individual at the heart – recognising that not one size fits all and that anyone in Plymouth can access this free help. The service offers an ethical and inclusive front door, designed to help residents make independent and informed skills and training choices, leading to better access to real employment opportunities.

Find out more here - <https://www.skillslaunchpadplym.co.uk>

SMART SKILLS

SMART SKILLS is proud to offer a range of fully funded training solutions to meet the needs of businesses across Devon, helping to support economic growth in the region. Our quality Partners offer flexible training from one day workshops through to full qualifications, delivered face-to-face or online.

Find out more here - <https://cswgroup.co.uk/smart-skills-offer/>

On Course South West

We welcome over 1000 new adult learners every year delivering the highest quality training courses. Plymouth City Council is proud to offer a range of courses to support learners to reach their goals with their adult learning training provider, On Course South West.

Find out more here - <https://www.onsoursesouthwest.co.uk>

Cosmic Digital Skills

Cosmic are experts at delivering digital skills training and consultancy to individuals and communities and businesses and organisations of all shapes and sizes. We want everyone to know how digital technology can change and improve lives.

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All levels are catered for: from switching on a computer for the first time, through to developing a corporate digital strategy and everything in between. We deliver training through workshops, online learning, one-to-one support and consultancy.

Find out more here - <https://www.cosmic.org.uk/digital-skills>

Shekinah

Wherever people are, the Shekinah teams encourage individuals to visualise a future and find their purpose. Shekinah's award-winning training programmes offer people an opportunity to re-engage with learning in a safe, nurturing, fun and motivating environment. Shekinah run therapeutically-based personal development programmes, functional skills courses such as English, maths and IT and a horticulture programme in Torbay. Shekinah's multi-skilled teams offer wrap-around support throughout engagement and finding your reason for 'being' is at the heart of what is achieved. Mental and physical health and wellbeing is central to all that we aim to achieve at Shekinah.

Find out more here - <https://shekinah.co.uk/what-we-do/practical-training-services/>

Santander's MBA Essentials Course

The MBA Essentials programme, in collaboration with the London School of Economics and Political Science (LSE), offers a fast and practical way to boost your professional career. The 10-week online course will teach you the three pillars of business leadership that are taught in any MBA: Strategy, Finance and Leading Team. The programme is divided into ten modules, one per week, that you can complete at your own pace supported by leading experts from LSE.

Suitable for professionals from any sector or industry seeking to develop their business skills and no previous qualifications or extensive professional experience required

Application is now open via the Santander Scholarship Platform and closes on 30th June 2022. For more information and to apply visit this link:

<https://app.becas-santander.com/en/program/becas-santander-skills-mba-essentials-2022-lse>

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Creative Opportunities

Do you have a creative business? Here are some creative opportunities, organisations and support that may benefit you.

Plymouth Culture

Plymouth Culture is an arts and cultural development agency helping Plymouth's vibrant cultural scene to flourish. We have published our Culture Plan, a strategy for putting culture at the heart of Plymouth's development over the next decade, working with artists, creatives, businesses and entrepreneurs to create it.

There are often opportunities and new projects published on their website for you to get involved with, sign up to their newsletter to stay informed. Learn more about them here <http://plymouthculture.co.uk>

Plymouth Design Forum

PDF is a monthly social event that brings the creative community together to discuss, debate and promote design thinking in Plymouth.

Find out more here <https://plymouthdesignforum.co.uk>

Smart Citizens Programme

The smart citizens programme offers workshops, community groups meet-ups, and training with accreditation in digital design and fabrication. The activities emphasise using the city's natural and internal resources to make new products following the circular economy principles and design thinking methodologies. The programme activities focus on various themes such as agri-food, conservation and environment, art and creativity, experimental manufacturing, FabCity, urban innovations and more. Empowering citizens with digital technologies skills and connecting ideas, people and enterprises in order to unlock the potential of citizen makers building and presenting innovative solutions for the people and the planet. The programme is also developing a volunteer scheme to build a local makers and innovators culture and community.

Find out more here

<https://www.plymouthart.ac.uk/about-us/projects-and-partnerships/smart-citizens-programme-sc>

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Green Maker Initiative

Craft Makers based in the Southwest can become members of the Green Maker Initiative (GMI), which provides support and advice for crafts individuals and groups committed to reducing their environmental impact. Working with the ERDF funded Low Carbon Devon project at University of Plymouth, MAKE Southwest (formerly Devon Guild of Craftsmen) have launched an exciting new Green Maker Initiative. We are asking makers to sign a pledge to improve their environmental actions over time through a series of simple commitments. This will support them in reducing their environmental impact each year.

Find out more here - <https://www.crafts.org.uk/green-maker-initiative>

Ocean Studios

Located by the sea in the stunning south west corner of Plymouth, Ocean Studios is Real Ideas' hub of creative energy and a space for exhibitions in the city. Ocean Studios is home to a collective of resident artists, beautiful co-work space, amazing workshops, regular events, and a public café and courtyard.

Find out more here <https://realideas.org/our-spaces/ocean-studios/>

Take Part in the Creative Industries Devon - Sustainability Survey

We are researching how Devon's creative industries, across the diversity of subsectors, from design to heritage, to audio-visual arts to publishing etc., are engaging with climate change, carbon emissions and the broader environmental impact of their business (SMEs) or organisation. We are doing this to understand best practices, the geographic spread of activities across the county and how they can be supported and developed. The potential benefits of taking part are: (1) Featuring your business/organisation's positive actions in reducing carbon emissions and/or addressing your organisation's environmental impact and/or communicate the issues on a Creative Industries Low Carbon Devon Google Map; (2) Contributing to research to develop further support for the creative industries to reduce their carbon emissions, address their environmental impact and/or communicate the issues; (3) Helping to communicate the role the creative industries can have in making a positive impact on the environment. Businesses/organisations may be held accountable by the public for the positive actions they choose to declare on the Google map or survey.

Take part in the survey here

<https://plymouth.onlinesurveys.ac.uk/creative-industries-in-devon-sustainability-survey>

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Shop4Plymouth

Help us support local retailers on the high street. This site has been created to help you reconnect with local stores and the amazing cast of characters who run them. Now more than ever, we're asking you, the awesome people of Plymouth, to get down and support Plymouth's local businesses.

Find out more here <https://shop4plymouth.co.uk>

Made In Devon

The vision for Made in Devon is to bring long-term, sustainable prosperity to the region. This will be done by encouraging sales and consumption of Devon products & services, supporting local businesses and establishing Devon as a source of quality local products and services.

Find out more here <https://www.madeindevon.org.uk>

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Digital Opportunities

The technology industry in Plymouth is growing and developing all the time and with it, the opportunity to grow your business and your network.

Digital Plymouth

Digital Plymouth runs a quarterly meetup – with three speakers, plus plenty of time for networking and general socialising. The intention is to bring together our diverse and talented community of digital businesses and organisations and enable us to recognise and celebrate how many of us there are. In addition, by coming together, we can share knowledge and learn about the amazing things that are being created right here in Plymouth. Meetups occur three times in a year, the fourth being a full day conference to properly celebrate what the South West digital industry has to offer.

Find out more here - <https://www.digitalplymouth.com>

Plymouth Web

Plymouth Web is an event in Plymouth centered around web design and development. Each month we host a meetup in Plymouth which provides a regular opportunity to socialise with other like minded professionals and learn about new topics.

Find out more here - <https://www.meetup.com/Plymouth-Web/>

iMayflower

iMayflower is helping Plymouth shout about its culture and creativity offer, develop a long term, sustainable legacy and provide skills and learning opportunities through events and community engagement. We are also supporting creative sector businesses to become more visible on an international stage.

The project involves working with partners across the city who are developing digital technology, such as 3-D printing, virtual reality or 'immersive technology' to help the city expand its expertise in advanced manufacturing, robotics and digital making.

Find out more here <https://www.visitplymouth.co.uk/invest/why-plymouth/creative-digital-city> and sign up to their mailing list here <https://investplymouth.us1.list-manage.com/subscribe?u=d268ef199a15536e80aa8cd63&id=db3f5cce31>

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i-Dat

i-DAT is an Open Research Lab for playful experimentation with creative technology and consists of two entangled parts: i-DAT Research and the i-DAT Collective. We think deeply and differently about how we intertwine with data and computational systems in an increasingly technologically mediated world.

Find out more <https://i-dat.org>

Tech South West

We're here to help support, connect and showcase the tech sector across the South West. If that's you then do get involved. It's free to join and there are lots of people, events and opportunities we can connect you with. Tech South West is run by tech companies and clusters including Digital Plymouth, TechSPARK, Digital Northern Devon, Software Cornwall, Digital Taunton, Tech Exeter, Engine Shed and Silicon South. Working with Tech Nation and other partners, we offer a platform for members, the region's technology sector, education, government, businesses and other organisations keen to engage with the sector and support its growth.

Find out more here <https://www.techsouthwest.co.uk>

South West Communities

A shared events calendar for digital and tech communities across the South West. We currently list 156 events from 52 organisations. This site has been developed with the aim of being the quickest way to find events relating to the digital / tech industry across Devon, Cornwall, Somerset and Dorset.

Find out more here - <https://southwestcommunities.co.uk>

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Construction Opportunities

A list of some of the support, training and funding opportunities available in the city.

Building Plymouth

Working in close partnership with employers to build the future.

Build your future with Building Plymouth – a council-led partnership that connects local people with career opportunities in the world of construction and the built environment to help fill the 10,000 construction-related jobs needed in the city by 2020.

Find out more here <https://www.buildingplymouth.co.uk>

Construction Industry Scheme (CIS)

Under the Construction Industry Scheme (CIS), contractors deduct money from a subcontractor's payments and pass it to HM Revenue and Customs (HMRC).

The deductions count as advance payments towards the subcontractor's tax and National Insurance.

Contractors must register for the scheme. Subcontractors do not have to register, but deductions are taken from their payments at a higher rate if they're not registered.

Find out more here <https://www.gov.uk/what-is-the-construction-industry-scheme>

CITB

CITB are the industry training board for the construction industry and a partner in the Sector Skills Council. You can check what qualifications you need, find a test centre, find out more about apprenticeships and any available funding and grants.

Find out more here <https://www.citb.co.uk>

DESME - Digital Enablement for SME's

DESME was developed to address the digital skills gap in the construction industry.

We have connections to the supply chain, training providers, local authorities across Devon and Plymouth. We'll provide engagement, skills and training to SME's across the South West region.

Find out more here <https://www.building-growth.com/digital-enablement-for-smes-desme/>

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Hospitality Resources

Setting up a food business requires a lot of careful planning. Below is some information surrounding registration and food safety you might find useful if you are setting up this type of business in Plymouth.

Food Safety & Hygiene

One of the most important elements about setting up a food business is food safety and hygiene. Plymouth City Council has a page dedicated to this, which includes booking onto food safety courses, which is a necessity for a food business owner or manager. There is also a section on advice for Food Outlets with regards to COVID-19.

Find out more here

<https://www.plymouth.gov.uk/publicprotectionadviceandsupport/foodsafetyandhygiene>

Registration or Approval of Food Businesses

If your business handles, stores, processes or sells food you must register your business with your local authority at least 28 days prior to starting to trade. This includes restaurants, cafes, hotels, shops, canteens, market stalls, mobile catering vans, food delivery vans and businesses run from home. This applies to your business even if it falls outside of Plymouth boundaries, contact your local council or check the council website. Registration is free.

This link is for the registration of food businesses operating within the City of Plymouth boundaries.

<https://www.plymouth.gov.uk/foodsafetyandhygiene/registrationorapprovalfoodbusinesses>

Food Premises Approval

Certain types of food premises are subject to product specific regulations. You will need to complete this form if your business manufactures meat, meat products including minced meat, fish or fishery products including shellfish, milk, dairy products and collagen. You must be approved by Plymouth City Council prior to your business opening.

Find out more here

<https://www.plymouth.gov.uk/foodsafetyandhygiene/registrationorapprovalfoodbusinesses>

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Mobile Trading

Here is all the information you need on mobile food trading. Following Registration, ensure that you have the Landowner's permission to trade. More information on mobile trading in Plymouth can be found here:

<https://www.plymouth.gov.uk/foodsafetyandhygiene/mobileandeventcatering>

Food Standards Agency

Food Standards Agency website has lots of information about setting up a food business including safety and fire safety, which can be found here:

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

The Nationwide Caterers Association

We provide you with an account manager, ongoing support, legal documentation, professional services, training courses, work opportunities and exclusive discounts to ensure you save time and money when it comes to running and making your business a success.

We're always working on developing, supporting and growing our sector and have a range of training courses and services that can help you along the way.

<https://www.ncass.org.uk>

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Help Make Your Business Green

There is a huge focus in business right now to reduce our impact on the environment. There are plenty of organisations here locally that can both assist you with that goal, as well as some incentives available to do so as well.

Plymouth Sustainability Hub

A place for people to come together in a collaborative space for sustainability research, education and partnership working. Home to the Sustainable Earth Institute and Centre for Sustainable Futures, the Sustainability Hub welcomes students, staff, and partners to host group work, meetings, workshops and events. The Hub supports the ongoing work of the University as leaders in sustainability across teaching and learning, research, and operations.

Find out more here

<https://www.plymouth.ac.uk/students-and-family/sustainability/sustainability-hub>

Invest Plymouth

Invest Plymouth has compiled a list of resources available to support organisations through the process of taking climate action as well as signposting to several other useful resources.

Find out more here

<https://www.visitplymouth.co.uk/invest/business-support/environmental-business-support>

Make It Net Zero

The funded programme includes access to simple, user friendly tools that will allow you to measure your business's carbon footprint and set measurable improvement actions. A personalised 'Action Plan' to identify, implement, and measure relevant, and achievable, improvements. One to one specialist support, including access to clean growth/net zero industry experts. Facilitated networking opportunities, allowing like-minded businesses to address common themes through effective collaboration and the chance to share best practice knowledge and benefit from valuable peer to peer learning.

Find out more here <https://www.swmas.co.uk/business-support/make-it-net-zero>

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Santander Skills for Green

Santander and Cambridge Judge Business School are collaborating to offer 1,000 scholarships for sustainability and climate change studies. The programme is for individuals and SMEs who are looking to play an active role in green initiatives at work, or shift their career towards sustainability.

Taught online by leading experts from Cambridge Judge Business School, the 6 week programme will provide a global view of current environmental issues and the challenges we face, such as biodiversity loss, deforestation, renewable energies, and the circular economy.

Application is now open via the Santander Scholarship Platform and closes on 9th June 2022. For more information and to apply visit this link:

<https://app.becas-santander.com/en/program/becas-santander-sustainability-skills-for-the-green-transition-cambridge-judge-business-school>

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Universal Credit & Social Housing Support

Starting your self employment journey while receiving additional support can sometimes be confusing and difficult to know where to start. These services can offer you support in your self employment journey, alongside regular contact with your work coach.

Universal Credit Self Employment Guide

This guide is to help you understand what you need to do if you are self-employed and wish to claim Universal Credit (UC).

This includes if you combine self-employment with other work, are a subcontractor, or run your business through a company.

Find out more here -

<https://www.gov.uk/government/publications/universal-credit-and-self-employment-quick-guide/universal-credit-and-self-employment-quick-guide>

Minimum Income Floor Guide

The Minimum Income Floor (MIF) allows the government to assume a certain level of self-employed profit, even if you don't earn that amount.

Unless you are in a grace period, if you are self-employed, are in the 'all work related requirements' group and your earned income is lower than your MIF amount, your MIF will be used instead of your actual earnings when calculating your Universal Credit (UC) award.

Find out more here -

<https://www.entitledto.co.uk/help/Self-employment-and-minimum-income-floor-Universal-Credit>

Benefits Calculator

If you're concerned how your self-employment income might affect your benefits, this useful calculator from EntitledTo is a great place to start. Enter your details and you'll receive an estimate of your entitlement to benefits, tax credits and Universal Credit.

Find out more here -

<https://www.entitledto.co.uk/benefits-calculator/Intro/Home?cid=cd61d268-1626-4d35-b058-6f8b6d720b82>

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Clarion Futures

If you are a Clarion Housing resident, you may be eligible for additional support in your self employment journey. This includes 1:1 Mentoring for clients both Pre-Start Up and after they start to trade. Access to webinars based around start up and marketing. Grant support for up to £1000 to support the start of trade and much more.

To find out more about this please email - Jason.Davis@clarionhg.com

Sovereign Employment & Training

If you are a Sovereign Housing resident, you may be eligible for additional support in your self employment journey. There are grants available, such as a £500 training grant to improve employment prospects, a £250 work grant for someone going into work or better work and they need some financial support for a specific item/reasons.

There is also a Business and Enterprise Officer who is working with customers wanting to start or expand their business and a £1000 grant could be awarded, subject to working with the Business and Enterprise Officer and completing our Self Employment course.

To find out more about this please email - Lynn.Bedwell@sovereign.org.uk

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Topical Guides

We've compiled a list of useful links to read through, that help answer some of the more general business questions that come up often.

Business Planning

Here is some government guidance on business planning www.gov.uk/write-business-plan

Outset Online is designed to make your learning experience as smooth and easy as possible. It includes over 140 video tutorials, a range of different downloadable guides and templates, interactive quizzes and activities for putting your learning into practice, user-friendly calculators that take the pain out of financial planning plus a complete online business plan builder – it's all there. Sign up here

https://app.outsetonline.com/users/sign_up?access_level_id=49

Strategyzer (the people who designed the Business Model Canvas)

www.strategyzer.com/canvas/business-model-canvas

A social enterprise business plan template

<http://thesocialbusiness.co.uk/downloads/DIYbusinessplantemplate.pdf>

Business plan template

<https://www.princes-trust.org.uk/help-for-young-people/tools-resources/business-tools/business-plans>

Start Up Loans business plan template that you would fill in as part of your application

<https://www.startuploans.co.uk/business-plan-template/>

Business plan template <https://www.bgateway.com/resources/business-plan-template>

Finances, Bookkeeping & Accounting

Cheat sheet for business basic accounting needs

<https://www.dummies.com/business/accounting/bookkeeping-for-dummies-cheat-sheet-uk-edition/>

A guide to basic accounting <https://www.businessaccountingbasics.co.uk/>

Support for social entrepreneurs with accounting

<https://www.the-sse.org/resources/starting/accounting-social-enterprise-startup/>

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GDPR

A very comprehensive technical guide to all things GDPR from the ICO (this is where you pay your GDPR annual fee to as well)

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

Here is a useful set of general GDPR FAQs

<https://www.voscur.org/insight/news/ready-gdpr-read-our-helpful-guide-and-faqs-vcse-groups>

Manufacturing

An online database of suppliers that all the big brands use, to help you find a reputable company to manufacture your products

<https://www.importyeti.com>

Intellectual Property

Pixsy helps you find and fight copyright image theft. This is a fantastic, free tool for any business that creates its own content and intellectual property.

Find out more here pixsy.com

Plymouth PatLib provides the following services:

- Information on all aspects of IP, including patents, copyright, trade marks and designs, helping local businesses and individuals to understand and exploit their IP
- Free assisted patent, trade mark and design searches for start-ups and small businesses
- Espacenet patent search service with access to UK, European and Worldwide patents
- Low cost city centre meeting space
- Workshops and activities
- Free credit checks on UK companies (basic information on directors, financials, CCJs and credit rating)

Email patlibplymouth@plymouth.gov.uk or call 01752 306795 to make an appointment or for more information. Find out more here

<https://www.plymouth.gov.uk/libraries/informationandresearch/protectyourideas>

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Resource Library

We've compiled a list of useful resources to refer back to, from books, videos and magazines, to online resources and articles to read.

Content Creation Tools

Canva - [canva.com](https://www.canva.com) - Make free social media posts, newsletters, posters and more

Copy.ai - [copy.ai](https://www.copy.ai) - Helps you write blogs, posts and ads for your business

Beautiful.ai - [beautiful.ai](https://www.beautiful.ai) - Designs business pitch presentations for you

Smart Copy - [snazzy.ai](https://www.snazzy.ai) - Helps you generate the right wording for social media adverts

Tailor Brands - [tailorbrands.com](https://www.tailorbrands.com) - Logo making tool for business branding

Streams Speak - [speak.streams.live](https://www.speak.streams.live) - Generates voice overs from text you've written

AlternativeTo - [alternativeto.net](https://www.alternativeto.net) - Offers the best free alternatives to paid tools

TinyWow - [tinywow.com](https://www.tinywow.com) - Free tools to edit pdfs, videos, images and QR codes

Podcastle - [podcastle.ai](https://www.podcastle.ai) - Recording and editing software for audio

Audacity - [audacityteam.org](https://www.audacityteam.org) - Free editing software to improve audio files

Pixabay - [pixabay.com](https://www.pixabay.com) - free stock images, videos and sounds to use in your business

Portent - [portent.com/tools/title-maker/](https://www.portent.com/tools/title-maker/) - Helps write catchy titles for emails, blogs etc.

CoSchedule - [coschedule.com/headline-analyzer](https://www.coschedule.com/headline-analyzer) - Analyses how good your headlines are

Pixaloop - [pixaloopapp.com](https://www.pixaloopapp.com) - An app to add animation to your images

Boosted - [boosted.lightricks.com](https://www.boosted.lightricks.com) - Video content tool, customisable for your brand

Affinity - [affinity.serif.com](https://www.affinity.serif.com) - The alternative to Photoshop

FXHome - [fxhome.com](https://www.fxhome.com) - Video editing tool that you can download onto your phone

Scheduling Tools

Tailwind - [tailwindapp.com](https://www.tailwindapp.com) - Pinterest & Instagram scheduling tool

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Later - later.com - Social media scheduling tool

Buffer - buffer.com - Social media scheduling tool

Analytics Tools

Google Analytics - analytics.google.com - Understand your site & app users better

JetOctopus - jetoctopus.com - searches your website & helps to improve your SEO

Hotjar - hotjar.com - Understand how users behave on your website

Pre Post SEO - prepostseo.com - 95 free tools including cost per click calculator

NeonTools - neontools.io - Audits Instagram accounts and sorts hashtags

Phantombuster - phantombuster.com - Extract social media data & automate actions

Ad Library - facebook.com/ads/library/ - Spy on competitors & see what ads they run

Dollar Eighty - dollareighty.com - Hashtag support to help create sustainable social growth

Similarweb - similarweb.com - insights into competitors web traffic, to help improve yours

Outsourcing Tools

Fiverr - fiverr.com - Freelance services marketplace for businesses

Upwork - upwork.com - Freelance services marketplace for businesses

Content Inspiration Tools

Milled - milled.com - Milled is a search engine for email newsletters

MarketingExamples - marketingexamples.com - Examples of best practice for posts

Really Good Emails - reallygoodemails.com - Online database of great emails

Website Tools

Wix - wix.com - Fantastic, easy to use website building tool, free options available

Beacons - beacons.ai - The free, more customisable alternative to Linktree

Press Tools

HARO - helpareporter.com - Email subscription of journalists seeking input for articles

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Journo Requests - twitter.com/PRJournoRequest - RT's for journalists requests for input

AnswerThe Public - answerthepublic.com - Tool for topics people are Googling

Organisational Tools

Slack - slack.com - Free way to easily communicate with your team on different projects

Bullet Journal - bulletjournal.com - Mindfulness and productivity rolled into an app

Uptime - uptime.app - 5 minute summaries of books

Genius Scan - thegrizzlylabs.com/genius-scan - Free to scan documents on your phone

Books

Ries, Eric, 2011, The Lean Startup: How constant innovation creates radically successful businesses, Portfolio Penguin.

Edgar, Alison, 2018, Secrets of Successful Sales, Panoma Press.

Covey, Stephen, 1989, The seven habits of highly effective people, Simon and Schuster.

Middleton, Simon, 2010, Build a Brand in 30 Days, Capstone.

Thomas, Bryony, 2020, Watertight Marketing, Panoma Press.

Syed, Matthew, 2020, Rebel Ideas - The power of diverse thinking, John Murray.

Bland, David J & Osterwalder, Alexander, 2019, Testing Business Ideas, Wiley.

Lewrick, Michael & Link, Patrick & Leifer, Larry, 2020, Design Thinking Toolbox, Wiley.

Gibson-Graham, J.K, Cameron, Jenny & Healy, Stephen, 2013, Take Back the Economy: An Ethical Guide for Transforming Our Communities, University of Minnesota Press.

Gilbert, Debbie, 2018, The Successful Mumpreneur: How to work flexibly around your family doing what you love, Panoma Press.

Bornstein, David, 2007, How to Change the World: Social Entrepreneurs and the Power of New Ideas. Oxford University Press.

Green, Carrie, 2016, She Means Business: Turn Your Ideas into Reality and Become a Wildly Successful Entrepreneur, Hay House UK.

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Keeber, Estelle and Burton, Leona, 2017, Mumpreneur on Fire: 20 inspirational stories of success from amazing women in business (Vol. 1), CreateSpace Independent Publishing Platform.

Keon, Austin, 2012, Steal Like An Artist, Workman.

Lovatt, Phoebe, 2017, The Working Woman's Handbook: ideas, insights and inspiration for a successful creative career, Prestel.

Miller-Cole, Bianca and Cole, Byron, 2017, Self Made: The definitive guide to business startup success, John Murray Learning.

Miltenburg, Anne, 2018, Brand the Change: The Branding Guide for social entrepreneurs, disruptors, not-for-profits and corporate troublemakers, BIS Publishers B.V.

Morrissey, Helena, 2018, A Good Time to Be a Girl, William Collins.

Osterwalder, Alexander and Pigneur, Yves, 2010, Business Model Generation: A Handbook for Visionaries, Game Changers and Challengers, John Wiley & Sons.

Rickman, Cheryl, 2005, The Small Business Start-Up Workbook: A step-by-step guide to starting the business you've dreamed of, How To Books.

Van Der Pijl, Patrick, Lokitz, Justin, Solomon, Lisa Kay, 2016, Design a Better Business: New Tools, Skills, and Mindset for Strategy and Innovation, John Wiley & Sons.

Bolles, Richard, N., 2019, What Color is Your Parachute?, Ten Speed Press.

Erikson, Thomas, 2019 Surrounded by Idiots: The Four Types of Human Behaviour (or, How to Understand Those Who Cannot Be Understood), Vermilion.

Magazines

Entrepreneur Magazine, a magazine about how to start, run and grow your business <https://www.entrepreneur.com>

Fast Company, is a magazine on business news, innovation, technology, work life and design. <https://www.fastcompany.com>

Harvard Business Review, is a magazine full of ideas and advice for leaders <https://hbr.org>

Creative Review, shares insight and inspiration across disciplines <https://www.creativereview.co.uk/>

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Pioneers Post, is a magazine about all things social enterprise pioneerspost.com

Positive News, a cooperatively run online magazine with a focus on what's going right in the world www.positive.news/

Videos

How to build your own Wix website for free <https://www.youtube.com/watch?v=YxpjW-Mq96Q>

The School For Social Entrepreneurs webinar series. A series of free webinars sharing expert knowledge and insight from across our network to help you to recover, build back and grow. Find out more here <https://www.the-sse.org/news/recover-rebuild-webinar-series/>

A great TED Talk about growth

https://www.ted.com/talks/kate_raworth_a_healthy_economy_should_be_designed_to_thrive_not_grow

Information on what a Business Model Canvas is

<https://www.youtube.com/watch?v=-uifGqu3iRE>

What is social enterprise? A very informative video on the topic

<https://www.youtube.com/watch?v=vParcVhP66c>

Online Business Support

A business support guide of what is available for the people of Plymouth, created by Plymouth City Council's Economic Development Team.

<https://www.visitplymouth.co.uk/dbimngs/Business%20Guide%20for%20Start%20Up%20Businesses%20Nov%202021%20review.pdf>

The Government's Business Support Helpline (England) offers advice and guidance to new and existing businesses. It has information on national and local schemes, grants and loans to help businesses start and grow.

www.gov.uk/business-support-helpline

Free, impartial legal guidance for businesses

<http://www.businesscompanion.info/>

Co-operatives UK is the voice for the UK's thousands of independent co-ops. We support co-ops to start up and thrive – join us to access expert advice, events and training.

<https://www.uk.coop/>

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Podcasts

The Diary of a CEO

<https://podcasts.apple.com/gb/podcast/the-diary-of-a-ceo-with-steven-bartlett/id1291423644>

She can. She did.

<https://podcasts.apple.com/gb/podcast/she-can-she-did/id1450757619>

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