

Useful Contacts



Whether you are starting or growing a business, the following organisations will also be able to help you:

Business Support

South Cambridgeshire Business Support: Exemplas	www.exemplas/southcams	0844 346 0755
Department for Business Innovation and Skills	www.bis.gov.uk	0207 215 5000
Business Link	www.businesslink.gov.uk	0845 600 9006
St Johns Innovation Centre	www.stjohns.co.uk	01223 420252
Enterprising Women	www.enterprising-women.org	0800 012 1365
Resource Efficiency East	www.resourceefficiencyeast.org.uk	01793 294524

Manufacturing Support

Manufacturing Advisory Service (MAS)	www.mymas.org	0845 658 9600
--------------------------------------	--	---------------

Membership Services

Cambridgeshire Chamber of Commerce	www.cambridgeshirechamber.co.uk	01223 237414
Federation of Small Business	www.fsb.org	0808 2020 888

Social Enterprise

Social Enterprise East of England	www.seee.co.uk	0845 606 6296
Inspire2Enterprise	www.inspire2enterprise.org	0844 9800 760

Finance & Innovation

Technology Strategy Board	www.innovateuk.org	01793 442700
Knowledge Transfer Partnerships	www.ktponline.org.uk	0300 321 4357

Tax & VAT

HM Revenue and Customs	www.hmrc.gov.uk	0845 010 9000
------------------------	--	---------------



	<p>This is a South Cambridgeshire District Council service, delivered by Exemplas. Available until 29/03/2013 (workshops end on 20/03/2012)</p> <p><i>"Cambridge Plus" :- South Cambridgeshire is a business and investment district.</i></p> <p><i>www.cambridge-plus.co.uk/content/business-support</i></p>
--	--

Telephone: 0844 346 0755
Email: southcamsbusinesssupport@exemplas.com
www.exemplas.com/southcams

The Service

Our team of advisers can help you to analyse your business in terms of its current potential, needs and objectives and will work with you to help you achieve business success. You could also be eligible for funding of up to £1,000.

If you are based in the South Cambridgeshire area and are running or thinking of starting-up a business, a unique, free-to-access support service is now available to help you start, grow and develop.

South Cambridgeshire District Council has appointed Exemplas, the business support specialists, to deliver a range of quality business support services which are available until 29th March 2013; running alongside this are a series of workshops which end on 20th March 2013.

Business Advice and Guidance

If you are running a business in the South Cambridgeshire area, you are potentially eligible to receive free-of-charge business support either over the phone, online or face-to-face from one of Exemplas' specialist business advisers. All you need to do is simply meet the following criteria:

- Be based in a South Cambridgeshire postcode
- Have been trading for a minimum of 12 months
- Qualify as an SME (employing fewer than 250 staff)
- Be experiencing difficulties as a result of the current recession

Our team of advisers can help you to analyse your business in terms of its current potential, needs and objectives and will work with you to help you achieve business success.

Businesses that require more in-depth support may be referred for face-to-face advice from one of our dedicated business advisers.

Your business adviser will conduct a financial Healthcheck on your business and will then work with you to develop a tailored plan of action and, where appropriate, help you choose the best solution for your goals. As a result, you could also be eligible for funding of up to £1,000 to help you gain additional specialist support that is required, as identified in your action plan.

For further information, please call us on:

Tel: 0844 346 0755

or visit www.exemplas.com/southcamb



Workshops

Whether you are thinking of starting or developing your business and its people, workshops are free to attend and available to anyone. We have developed a programme of workshops designed to meet specific needs and covering a wide range of topics as detailed below.

Our workshops provide you with the information you need to gain a competitive edge and deliver measurable improvements to your bottom line. They are packed with new ideas, tools and techniques to help your business start, grow or develop.

A unique feature of the programme is the free support that you will receive after attending a workshop, either by phone or via email, from our experienced business advisers. This support is designed to help you plan and implement what you have gained from the workshop into developing your business and to help you successfully meet future challenges and your objectives.

Starting a Business

An overview of the basics of starting a business and exploring your idea

Thurs 11 Oct 2012	9.30am – 12.30pm	Cambourne Business Park
Wed 7 Nov 2012	9.30am – 12.30pm	Foxton Village Hall
Wed 23 Jan 2013	9.30am – 12.30pm	Fulbourn Centre

Planning your Business

An introduction to preparing a business plan and its contents

Wed 5 Dec 2012	1.00pm – 4.00 pm	Cambourne Business Park
Fri 22 Feb 2013	9.30am – 12.30pm	Foxton Village Hall

How to Research Your Market

Practical ideas on carrying out market research for your new business

Wed 24 Oct 2012	1.30pm – 4.30 pm	Cambourne Business Park
Wed 30 Jan 2013	1.30pm – 4.30 pm	Fulbourn Centre

Finding and Keeping Customers

Explore how to find customers and keep them coming back for more

Wed 21 Nov 2012	1.30pm – 4.30 pm	Foxton Village Hall
Wed 20 Mar 2013	1.00pm – 4.00 pm	Fulbourn Centre

Managing Money and Making a Profit

Increase your financial awareness and take control of your business

Wed 19 Sept 2012	9.30am – 12.30pm	Fulbourn Centre
Thurs 7 Feb 2013	9.30am – 12.30pm	Cambourne Business Park

Planning a Website

Understand what type of website is right for your business and how to get it

Wed 26 Sept 2012	1.30pm – 4.30 pm	Fulbourn Centre
Wed 27 Feb 2013	1.30pm – 4.30 pm	Cambourne Business Park

Business Networking

An introduction to networking effectively and tips and techniques for creating confidence

Wed 5 Dec 2012	4.30pm – 7.00pm	Cambourne Business Park
Wed 20 Mar 2013	4.30pm – 7.00pm	Fulbourn Centre

Planning for Growth

Take a refreshed look at your business and make positive changes to sales and profits

Thurs 21 Feb 2013	1.30pm – 4.30 pm	Cambourne Business Park
-------------------	------------------	-------------------------

Each workshop has limited space. To book your place simply call: **0844 346 0755** or email us at: southcambsbusinesssupport@exemplas.com