

Where can I find more financial supports? (continued)

What is Microfinance Ireland?

If your business has less than 10 staff and you have applied for a bank loan, but didn't get one, you may be able to get a Microfinance Ireland loan up to €25,000. You will need to supply an application form, a business plan and a 3-year cash flow projection. For more information contact: www.microfinanceireland.ie

Where can I get advice on my business?

There are a range of services that give information on starting a business. These services include:

- Local Development Companies (LDC)
- Local Enterprise Offices (LEO)
- Your Case Officer in your Intreo Centre / Social Welfare Office.

What are Local Development Companies and how can they help me?

Enterprise Officers who work in Local Development Companies can advise you about the financial supports to help you set up a business including enterprise allowances. An Enterprise Officer will take you through the process of applying for an enterprise allowance and can help you with any paperwork involved. They will also be able to help you with: preparing a business plan, mentoring and sourcing finance. Where appropriate an Enterprise Officer will refer you to Local Enterprise Offices for additional support. To find out more visit: www.ildn.ie

What are Local Enterprise Offices (LEO) and how can they help me?

The Local Enterprise Office is the 'First Stop Shop' for anyone seeking information, advice and support on starting or growing a business in Ireland. There are 31 dedicated teams across the Local Authority network in Ireland. To find out more visit: www.localenterprise.ie

Who are Intreo Case Officers and how can they help me?

Case Officers in Intreo Centres / local Social Welfare Offices approve applications to Enterprise Allowances and the Enterprise Support Grant (ESG). They may also be able to give some smaller funding for example funding for training. For more information visit: www.welfare.ie

Where can I find more information?

Point of Single Contact www.pointofsinglecontact.ie

The Irish Point of Single Contact brings together information on procedures and services to those intending to establish a business in Ireland.

SME Online Guide www.localenterprise.ie

There are over 80 different Government supports for Irish start-ups and small businesses. This online guide is to help Irish start-ups and small businesses navigate the range of Government supports to see which you could possibly apply.

Revenue Commissioners www.revenue.ie

The main legal obligation when becoming self-employed is that you must register as a self-employed person with Revenue. You can do this by completing form 'TR1' which is available from this website.

Business Regulation www.businessregulation.ie

This website will help you identify the main regulations which affect your business and to provide links to the relevant agencies, tools and contact points.

PRSI Guide for the Self-Employed www.welfare.ie

If you are self-employed you will pay Class S social insurance contributions. For more information visit: www.welfare.ie and search for "Self Employed Contributions".

Chartered Accountants Voluntary Advice Service (CAVA)

CAVA can give you free advice on your business affairs such as bookkeeping, VAT or payroll. A full list of CAVA locations is available on www.mabs.ie or www.citizensinformation.ie

Citizens Information Service www.gettingbacktowork.ie

This website outlines a range of information if you are looking to set up a business.

The Ignite Programme www.igniteireland.com

Run by QED Training, this six-month, Dublin-based, business training programme offers free full-time training that will equip unemployed participants with the skills required to set up their own business. Successful candidates will learn business skills like market research, website construction, sales negotiation and marketing. The programme is fully funded under the Momentum Initiative and is open to people who have been on jobseekers payments for over 311 days.

INO SERVICES FINDER

Information on hundreds of
community / state-based
services

www.inou.ie



To contact the INOU call: 01 856 0088

*This leaflet has been produced with financial support from the
Department of Social Protection and Pobal.*



July 2015
FREE

Start your own business

Information to help you
bridge the gap between
unemployment and work

www.inou.ie

I am thinking of starting a business, what are my options?

There are a range of supports and services that give you advice and guidance on starting a business. You will get help to write a business plan, access funding, set up and grow your business. In some cases, you will get an allowance or be able to keep your existing social welfare payment.

I am getting a jobseeker's payment, can I get financial help to start a business?

If you are getting a jobseeker's payment you may qualify for an Enterprise Allowance. There are two types of allowance:

- The Back to Work Enterprise Allowance (BTWEA)
- Short Term Enterprise Allowance (STEA)

What is the Back to Work Enterprise Allowance (BTWEA)?

The Back to Work Enterprise Allowance scheme encourages people getting certain social welfare payments to become self-employed. If you qualify you can keep a percentage of your social welfare payment for up to 2 years.

Do I qualify for the BTWEA?

You will qualify for the BTWEA if you:

- Are 12 months unemployed and getting Jobseeker's Allowance (JA) **or** Jobseeker's Benefit (JB) and have an entitlement to JA **and**
- Are starting your own business that has been approved in advance, in writing, by a Case Officer (Intreo Centre / Social Welfare Office) or an Enterprise Officer (Local Development Company)

You may also qualify for BTWEA if you are getting other types of social welfare payments, including a One-Parent Family Payment.

For how long can I get BTWEA and how much will I get?

You can get the BTWEA for 2 years. You will get all your social welfare payment for the first year, and 75% for the second year.

How do I apply for Back to Work Enterprise Allowance?

To apply for BTWEA you will need to complete the application form 'BTW2'. This form is available to download from the website: www.welfare.ie When you complete the form you will need to bring it to the Enterprise Officer in your Local Development Company (LDC). If you do not live in such an area you should send your application to the Case Officer in your local Intreo Centre / Social Welfare office.

Your application will be examined by the Enterprise Officer or Case Officer who may want to talk to you about your business proposal / application.

What is the Short-term Enterprise Allowance (STEA)?

The Short-Term Enterprise Allowance (STEA) gives support to you if you have lost your job and want to start a business.

How do I qualify for Short-term Enterprise Allowance (STEA)?

You will qualify for the allowance if you are getting Jobseeker's Benefit. You will **not** qualify for this allowance if you are getting JB and working part-time. You must have a business plan that is approved in writing by a Case Officer or an Enterprise Officer.

What payment will I get on Short-term Enterprise Allowance (STEA)?

You will get the same rate of Short-term Enterprise Allowance as your Jobseeker's Benefit payment.

How long can I get the STEA for?

The Allowance will be paid for a maximum of nine months. It will end when your entitlement to Jobseeker's Benefit ends. If you are already on JB, you will only get the allowance for the time you have left on Jobseeker's Benefit.

How do I apply for STEA?

To apply for the Short-Term Enterprise Allowance download the 'STEA 1' form from the website www.welfare.ie complete it and return it to an Enterprise Officer or a Case Officer.

Where can I find more financial supports?

Outlined below are a number of funding options, which may provide you with financial assistance to help you set up and grow your business.

What is the Enterprise Support Grant?

If you have been approved for the Back to Work Enterprise Allowance, you can also get financial support with the costs of setting up your business. These supports are provided under a scheme called the Enterprise Support Grant (ESG). The ESG can pay a total of €2,500 in any 24-month period. You must be able to make a matching contribution of at least 20% to access grant support. For more information speak to the Case Officer in your Intreo Centre or Social Welfare Office.

What is Start Your Own Business Relief?

If you have been unemployed for at least 12 months and set up a qualifying business, this scheme provides an exemption from income tax up to a maximum of €40,000 per year for 2 years. Start Your Own Business Relief only applies to income tax payable on the profits from your business and does not extend to PRSI and Universal Social Charge (USC). For more information check out the Reliefs & Exemptions section on www.revenue.ie

What is SURE (Start Up Refunds for Entrepreneurs)?

If you are interested in starting your own business, you may be entitled to an income tax refund of up to 41% of the capital funding that you invest in the business under SURE. For more information visit: <https://sure.enterprise-ireland.com/Sure>

What is JobsPlus?

JobsPlus is an employer incentive which encourages and rewards employers who employ jobseekers on the Live Register. There are two levels of incentive, paid on a monthly basis over two years: €7,500 for recruits unemployed for more than 12, but less than 24 months, and €10,000 for recruits unemployed for more than 24 months. For more information visit: www.jobsplus.ie

Online Trading Voucher

The Online Trading Voucher offers small businesses the opportunity to develop their website or digital marketing strategy by availing of vouchers of up to €2,500 or 50% of eligible expenditure. To check out the eligible criteria contact your Local Development Company or Local Enterprise Office.