



TE HUNGA HAUĀ MAURI MŌ NGĀ TĀNGATA KATOĀ

## **About *My Business***

### **What is *My Business*?**

*My Business* is a free, one-year service offered by CCS Disability Action to support disabled people who want to be employed in their own business. *My Business* also supports people who want to improve a business they already have. Even if you don't have a business idea yet you can apply to *My Business* and get support to explore ideas.

### **What sort of recommendations can you make?**

We can recommend and fund actions that support you to get the skills, knowledge and resources you need. You can choose to follow some or all of these recommendations. We can connect you to local organisations that can provide support. This support may include business mentoring, co-working office space, training in practical skills, finance, tax and IT-related services, training and equipment.

CCS Disability Action's Service Coordinators can assist you with accessing the supports. We may also be able to support your personal access requirements.

### **Who is the *My Business* team?**

*My Business* offers you the expertise of the *My Business* team. The coordinator, Jenny Douche, is the National Manager, Business Innovation, at CCS Disability Action.

Jenny has a passion for business, and holds a doctoral degree in business strategy and a master's degree in business administration. Jenny developed programmes to help people establish new businesses in her roles at the Wellington economic development agency and at Victoria University of Wellington. She also created a successful international book-publishing social enterprise, among other businesses.

Jenny and the team of experienced service staff, will look at your application and recommend how CCS Disability Action can support you to start or grow your business.

## **What sort of support can I get from *My Business*?**

The funded support that *My Business* offers will be different for every person, every business and every location. Our aim is to recommend support found in your local area. Support may include, but is not limited to funding for:

- Mentoring and coaching from members of the business community.
- Shared co-working office space.
- Accounting software and banking services.
- Marketing advice and assistance.
- Internet and mobile services.
- Online and in-person business courses.
- Funding for equipment and training.
- Support with writing a business plan and setting up the business.
- Practical support from CCS Disability Action staff to engage with the above services, and to meet your access needs, such as communication, mobility, transport and personal care.

## **Will I be connected to other people on the *My Business* programme?**

Not yet, but we intend to develop an online community of programme participants so that you can share ideas, experiences and wisdom. We will let participants know when this is set up.

## **Applying to *My Business***

### **Who is eligible to apply to *My Business*?**

You can apply if:

1. You are a New Zealand resident
2. You are a disabled person who is eligible to receive government-funded disability supports.
3. You are between 16 and 65 years old and, if still at secondary school, must be in your final year.

### **Do I have to be registered with CCS Disability Action before applying?**

No, you do not have to already be registered with CCS Disability Action before applying. However, if you do decide to apply for *My Business* we will ask you to first register with CCS Disability Action by completing a self-referral form and meeting with a support person at your local CCS Disability Action branch.

### **Do I need to have any qualifications?**

Not to be on the *My Business* programme, but you may need qualifications depending on the type of business you create, that is, your chosen profession or

industry sector may require you to have specific qualifications as a pre-requisite, e.g. a trade qualification.

### **How do I know if self-employment is right for me?**

There are many reasons why a person might choose to be self-employed. These reasons could include pursuing a passion, having flexibility and autonomy, or gaining fulfilment, self-worth, financial independence and community connection.

Some people are naturally entrepreneurial and are skilled at bringing their ideas to life. Others may have the ideas and passion but need more guidance and support to realise their goals.

If you have a business idea, large or small, that you want to pursue and would like support to make this happen, then *My Business* may be right for you.

### **How do I apply to *My Business*?**

Once you are already registered with CCS Disability Action you can apply by filling out an application form, online at [www.mybusiness.org.nz](http://www.mybusiness.org.nz) or by contacting [Jenny.Douche@ccsDisabilityAction.org.nz](mailto:Jenny.Douche@ccsDisabilityAction.org.nz) or your local CCS Disability Action office.

### **What sort of questions are on the application form?**

We will ask for your name and contact details, and the names of anyone else you want involved in your business. We will ask you to tell us as much as possible about your business or business idea. This might include the skills, knowledge, resources and support you already have for your business. Of course we definitely want to know what support you most want from the *My Business* programme. The more you tell us the better we can understand how best to support you.

### **What happens after I put in my application?**

The *My Business* team reviews new applications and will:

- Find out about support options
- Create a *My Business* Support Plan which includes recommendations
- Provide the *My Business* Support Plan to your CCS Disability Action support person who will meet with you to discuss it.
- Assign a contact person who will meet with you to discuss your *My Business* Support Plan

You can:

- Take time to think about the Support Plan and discuss it with friends or family if you want to
- Discuss changes to the plan with your contact person
- Agree to the *My Business* Support Plan

- You can change your mind and leave the *My Business* programme at any time.

### **Is everyone who applies to *My Business* accepted onto the programme?**

All applicants will receive recommendations and some applicants will receive ongoing support depending on their goals and identified needs. Some applicants may need to provide more information before we can accept them into the programme and make recommendations.

### **Are there any rules I need to know about before I join *My Business*?**

We will make an agreement with you about what you can expect from us and what we expect from you when we work together. Our Service Agreement includes things like respecting each other's opinions and what we are each responsible for. You can take up to a month to think about this agreement before signing up it.

### **Can I apply again after my year with *My Business* ends?**

Our aim is that you become as independent as possible in running your business. However, you are welcome to apply more than once to *My Business* if think you need more support.

### **How will we follow *My Business* progress during the year?**

We really want to know how things are going for you and whether you need any more support and advice during the year. One way to do this is through a Progress Report. We will ask you to send your Progress Report to:

[Jenny.Douche@ccsDisabilityAction.org.nz](mailto:Jenny.Douche@ccsDisabilityAction.org.nz) every six months but you can send it more often if you want to. For example, you may have lots of changes happening in your business and want to apply for additional support. Let us know if you need support to complete your Progress Report.

## **About the money**

### **If I get funding will the money go into my account?**

Normally the funding may be paid directly to your account after the *My Business* Service Agreement is confirmed.

### **Where can I get additional money from to start or grow *My Business*?**

If you need funding over and above what is provided in your Support Plan we may be able to help. We can connect you to people who know about business finances and support you to look for and apply for funding.

## **How do I keep track of my spending?**

You will need to keep good records about how the money is spent, so that means keeping all your invoices and receipts, as you normally would when operating a business. You will also need to provide details of how you have used your funding on your Progress Report. We may be able to connect you to people who can support you to keep track of your money.

If you don't provide receipts for approved supports (as detailed in your Support Plan) or if you don't spend the full amount that was paid to you in advance for supports, you are required to return the balance of the funds to CCS Disability Action at the end of the 12-month period.

## **What happens if I don't know much about managing business finances?**

We can support you to gain knowledge and skills about managing finances. This might be through courses or connecting you to people and organisations that specialise in money management.

## **How much money can make if I'm self-employed?**

Our aim is to support you to get an income from your business. How much money you can make depends on many things such as how big you want your business to be and if there demand for your products and services. Also businesses often don't make much money to begin with because of set-up costs. We can support you to get good advice about this.

## **Is CCS Disability Action responsible if my business doesn't work out?**

No. CCS Disability Action and its partner organisations and suppliers cannot be held responsible if, for whatever reason, your business doesn't work out. The business is your responsibility and it is up to you to decide whether or not to act on any advice that you receive. Therefore we recommend that you also seek professional advice and advice from family and friends as needed, before making any important decisions.

## **Contacts**

### **Where do I go for more information?**

- Contact your CCS Disability Action Service Coordinator for general information about the programme or the *My Business* Coordinator [Jenny.Douche@ccsDisabilityAction.org.nz](mailto:Jenny.Douche@ccsDisabilityAction.org.nz).
- See the CCS Disability Action website: [www.ccsDisabilityAction.org.nz](http://www.ccsDisabilityAction.org.nz)