**Refer a Friendly SME – Referral T&C’s**

Any organisation / individual referring a business to Skills for Growth – SME Support needs to be known to the business through an existing professional or personal relationship

The business being referred must meet the below criteria:

|  |
| --- |
| **I / We confirm that the business being referred has a trading base in Greater Manchester and a minimum of 1 employed status employee** |
| **I / We confirm that we have spoken to the business being referred and we have made them aware of the Skills for Growth – SME Support programme** |
| **The business being referred has given permission for us to submit their details** |
| **The business being referred understands they will be contacted by a representative of Skills for Growth – SME Support with view to them registering on and participating in the programme for 26 weeks** |

What makes a referral eligible for us to work with:

At what point is a referral subject to payment:

What is the payment process:

What do you do if you have any questions / queries in relation to this process: