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

Any organisation referring a business (referrer) to Skills for Growth – SME Support needs to be known to the business being referred, through an existing professional relationship.

The business being referred must meet the below criteria:

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| **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**  |

What makes a referral eligible for us to work with:

The business being referred must meet SME eligibility criteria and must be trading in and have an operational base within Greater Manchester with at least 1 employee under contract of employment. Referrals of businesses to us who are already known to the Skills for Growth – SME Support programme are not eligible.

We will make 3 attempts to contact the referred business, after which we will close the referral and referral payment will not be possible.

At what point is a referral subject to payment:

Payment will only be possible when the referred business has engaged and registered with the Growth Company Skills for Growth - SME Support team and a business wide Skills Productivity Plan (SPP) and a minimum of 1 employee Individual Skills Development Plan (ISDP) has been completed and verified by the programme commissioner, the Greater Manchester Combined Authority.

What is the payment process:

Once a referrer has been notified the businesses they referred has been verified, they will receive a request to complete the Growth Company New Supplier Form. Referrers only need to complete this registration process once therefore subsequent referrals will not require this to be repeated.

After commissioner verification of SPP and ISDP, SFG – SME Support will email a purchase order to the referring organisation.

Referrer will raise an invoice addressed to **GM Business Support Ltd** and send tofinance@growthco.uk with a copy to associates@skillsforgrowthsme.co.uk. Payment will be made on 30 day terms from invoice date.

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

Please address queries to the team via associates@skillsforgrowthsme.co.uk