

### **Step 1. Enquiry Stage**

- An initial telephone or email enquiry is made/ received from an interest individual or organisation for more information on the programme.

### **Step 2. Introduction Pack**

- Information about the organisation along with promotional information is sent out, including our application form and promotional pack.

### **Step 3. YouCanXL Presentation**

- One of our Education Advisors will contact you to arrange on site presentation to organisation representatives or stakeholder groups.

### **Step 4. Submit Application**

- Following a Community Franchise presentation successful groups are invited to submit a Community Franchise application.

### **Step 5. Excell3 Board Review Application**

- Once an application has been agreed by the Board of Excell3, a Community Franchise contract is issued to the potential franchisee for signing.

### **Step 6. Introduction Day**

- On receipt of the signed community Franchise contract and fee, the organization is invited to the first of two Induction days. New organisations are introduced to the YouCanXL empowerment models, given training & resources.

### **Step 7. Submission of 12 Month Action Plan**

- The new franchise will be supported by Excell3 support staff to draw up a plan of action covering their main outputs, their objectives and targets for the first twelve months.

### **Step 8. Project Start**

- Once processes are in place. The project will start. Community Franchises will have access to on-going training and resources. An annual Audit visit will be arranged by appointment.