

Application Form

Scotland Can Do Zero Emissions Heavy Duty Vehicle Innovation Challenge - R&D Feasibility Funding Call

How to complete this form

Please ensure your submission is complete and includes all required documents for the R&D Feasibility Funding call.

This application form has 12 sections and includes guidance notes which provide valuable information on how to answer each of these.

The text entry areas within this form have fixed sizes and cannot be changed. Scroll up/down bars appear automatically to allow inputting text up to the specified maximum number of characters. The typeface, font size and color for the text boxes are predetermined and cannot be changed. Multiline text is enabled from Section 4 onwards. Any additional appendices sent in, as allowed, to support section 5 and section 7 should be submitted in pdf format and have a font size no smaller than 10 (Arial).

Before submitting your application, please ensure you confirm compliance with the declaration in section 12 by checking the relevant box.

Please note that this form can be used for a single application only. If you wish to submit multiple proposals, these require separate applications.

Email your completed application form to: enquiries@scotent.co.uk

[Find the latest information on the challenge closing date](#) on the Scottish Enterprise website.

Section 1 – Details of Lead Organisation

Organisation Name:

Registered Address:

Town/City:

Postcode:

Country:

Company Registration:

VAT Registration No:

Type of Organisation:

SME:

Status:

Section 2 – Contact Details

Title:

Name:

Position:

Correspondence Address:

Town/City:

Postcode:

Country:

Phone/Mobile:

Email:

Section 3 – Project Details

Project Title (100 characters limit):

Brief Abstract for Publication (1500 characters limit):

Where in Scotland is the main work to be done?

Project duration (in months):

Total project spend (£):

Total grant requested (£):

Section 4 - Project Impact

Please confirm your current annual turnover and number of Scottish employees, and the projected growth in your business without and with the grant.

	Current	+3 years without grant	+3 years with grant
Annual Turnover (£)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number Scottish Employees (FTE)	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 5 – Project Proposal

Please explain your idea and how it responds to the Challenge brief as clearly and concisely as you can. Explain clearly the specific challenge you are addressing, how your proposed solution will solve it, and the current state of development (or readiness) of the idea. Please describe the key technical challenges associated with this project and the research and development activities involved in solving these challenges.

Please provide any additional drawings and images that help to explain your proposal but limit these to a single A4 page in PDF format.

(7,000 characters limit).

Section 6 – Innovation

Please explain the key technical innovations in your proposed project. Describe how your proposed approach will improve on current solutions in the marketplace. Describe this project's background IP and your freedom to operate. Please also describe what foreground IP will be generated as a result of this project and your plans to protect and exploit this.

(5,000 characters limit).

Section 7 – Commercial Potential

Please describe the commercial opportunities you will exploit with your proposed innovation, considering wider markets and export potential. Provide details of your proposed routes to market and describe who are your target customers. Explain your solution's unique selling point/value proposition and describe your competitive advantage.

(5,000 characters limit).

Section 8 – Business, Team and Resources

Please provide a brief description of your business, and biographies of the technical team, with a focus on experience and skills relevant to this application. Specify the time that each team member will allocate to the project. Comment on commercial and business expertise available within your team and organization and how these may support the successful commercialization of the outcomes of this project. Identify any other resources required to successfully implement the proposal and if there are gaps, please briefly describe the plan to address these. Please also identify subcontractors or consultants working in the project and describe their contribution.

(5,000 characters limit).

Section 9 – Project Plan

Please provide a separate single sheet (A4) Gantt chart in PDF format to illustrate the proposed project plan. This should clearly show key milestones and deliverables, along with a breakdown of work-packages. Activity owners should be identified, along with any subcontractors, consultants, and, in general, any third parties working in the project by adding their names next to relevant activities. The space below can be used to provide further details that support the project Gantt chart.

Detail your approach to project management and describe the main technical, commercial and broader risks associated to the proposed project and explain your proposed mitigation strategies. An additional risk analysis matrix can also be provided as a separate single sheet (A4-size, PDF format).

(2,500 characters limit).

Section 10 – Feasibility Project Costs

Please provide a detailed breakdown of the feasibility project finances in the following table. All costs should be before VAT unless your business is not registered for VAT. Give additional details to fully justify the costs.

(2,500 characters limit).

Project Costs Breakdown:

Project Costs Breakdown:	Total Cost (£)
Salary Costs (please specify) <div data-bbox="113 203 1046 450" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 203 1286 450" style="border: 1px solid black; height: 110px;"></div>
Materials Costs (please specify) <div data-bbox="113 517 1046 763" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 517 1286 763" style="border: 1px solid black; height: 110px;"></div>
Capital Equipment Costs (please specify) <div data-bbox="113 831 1046 1077" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 831 1286 1077" style="border: 1px solid black; height: 110px;"></div>
Sub-contract & Consultants Costs (please specify) <div data-bbox="113 1144 1046 1391" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 1144 1286 1391" style="border: 1px solid black; height: 110px;"></div>
Travel & Subsistence Costs (please specify) <div data-bbox="113 1458 1046 1704" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 1458 1286 1704" style="border: 1px solid black; height: 110px;"></div>
Overheads (please specify) <div data-bbox="113 1771 1046 2018" style="border: 1px solid black; height: 110px;"></div>	<div data-bbox="1098 1771 1286 2018" style="border: 1px solid black; height: 110px;"></div>

Other Costs (please specify)	
Total Costs (exc. VAT)	

Section 11 –Need for Support

You must demonstrate that you need a grant to proceed with the project. Explain why you need financial help and how it would affect the project. For example, you may otherwise not carry out the project at all, or it may be at a reduced scale, or over a longer period.

(2,500 characters limit).

Section 12 – Declaration

Please read this carefully

By submitting this application, you acknowledge that the information provided in this application may comprise company information and personal data (as defined in the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018 (“Data Protection Law”). Any personal data provided in the application will be processed by SE in accordance with Data Protection Laws and held in accordance with Scottish Enterprise’s privacy notice, which can be found at <https://www.scottish-enterprise.com/help/privacy-notice/your-rights>. Individuals can find information on their rights in respect of the personal data we hold by also visiting our privacy notice.

The information provided in this application may be shared and used by Scottish Enterprise, The Scottish Government, Highlands and Islands Enterprise, South of Scotland Enterprise and other associated bodies such as local delivery organisations, consultants and agents collectively referred to as ‘the Agencies’, to assess its suitability for support. If the application is successful, the Agencies will use the information provided in this application form for administration and management purposes, including carrying out appropriate checks and audits. Some information may also be passed to auditors, the European Commission or its agents for administrative purposes.

By submitting this application, you are confirming that you are the data controller of personal data contained in this application and that this personal data can be processed by Scottish Enterprise for the purposes outlined above. If successful you will also be the data controller for the personal data provided as evidence.

By submitting this application, you are giving “the agencies” (Scottish Enterprise, The Scottish Government, Highlands and Islands Enterprise, South of Scotland Enterprise and other associated organisations such as local delivery organisations, consultants and agents) permission to use the information you have provided in this application, including personal information, to assess your suitability for support. If your application is successful, the agencies will use the information in this application form for management purposes, including carrying out appropriate checks, audits and marketing. Some information may also be passed to auditors, the European Commission or its agents.

The information you provide in this application form will be kept confidential, except where any law or regulation that applies states that we need to release it (for example, under the Freedom of Information (Scotland) Act 2002 or any code relating to providing access to information held by public bodies).

If your application is successful, we will publish information from sections 1 and 3 of this form, both in hard copy and on the internet, to make potential applicants, investors, the general public and other interested parties aware of the types of projects and businesses receiving this type of grants.

If your application is unsuccessful, we would generally pass your name and address (but not details of your project proposal) to other departments within Scottish Enterprise, Highlands and Islands Enterprise and South of Scotland Enterprise. This is so that Scottish Enterprise, Highlands and Islands Enterprise and South of Scotland Enterprise can consider whether there are any suitable alternatives to this funding, or whether they can help you in any other way.

The information you provide will not be given to any other organisation for any purpose other than detecting or preventing fraud. To detect or prevent fraud, information may be given to:

- subcontractors employed by Scottish Enterprise for the purpose of preventing and detecting fraud;
- other Scottish Enterprise departments (and their subcontractors) responsible for providing grant support in Wales and Northern Ireland;
- Highlands and Islands Enterprise, South of Scotland Enterprise, Invest Northern Ireland, Innovate UK, local authorities and their subcontractors;
- The Department for Work and Pensions;
- HM Revenue and Customs; and Law enforcement agencies.

Scottish Enterprise’s representative for the purposes of the Data Protection Act is: Corporate Office, Scottish Enterprise, Atrium Court, 50 Waterloo Street, Glasgow G2 6HQ Telephone 0141 228 2636. If you give information which you know is untrue or misleading, you may be committing an offence which could lead to you being prosecuted.

By cheking the box and filling in your details below, you are agreeing that the following statement is true:

I declare that as far as I know and believe, the information on this form, and any other information given to support this application, is correct. I authorise you to make any enquiries you consider necessary (including checks with credit-reference agencies) for my application, as long as the information will not be used for any purpose other than assessing the grant. I agree that all or part of this application may be copied or stored, and copies made available to internal and external assessors. I understand that any copies made for assessment purposes will be destroyed after the assessment is over. I agree that if this application is successful, the information given in sections 1 and 3 of this form can be published in hard copy and on the internet.

(Please note this must be someone authorised to sign on behalf of the company)

I hereby confirm that I fully comply with the declaration as stated above (please click).

Title:

Name:

Position: