|  |  |
| --- | --- |
| **1. Background information** | |
| Business name and address |  |
| Company registration number |  |
| Website |  |
| Major shareholders  (including respective % shareholdings) |  |
| Principal activities and main products/services |  |

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| **2. The maximum grant available may be calculated with reference to: (1) the size of your business/group and (2) our assessment of how much is needed for the project to go ahead. To enable us to make this determination, please provide the following information.** | | | |
| 1. **Company size data** | | | |
| Current employment analysis: | Standard Hours per Week | | No of Staff |
| 0–15 hours | |  |
| 15–30 hours | |  |
| 30+ hours | |  |
| Total | |  |
| Does your business have any other operations in the United Kingdom? (e.g. factory, office, staff) | Yes/No | Details: | |
| If yes, is there any plan to relocate these operations? | Yes/No/ N/A | Details: | |
| Is your company part of a group? | Yes/No | Parent company name: | |
| If yes, please provide: |  | | |
| * Group turnover from latest year end accounts |  | | |
| * Group net assets from latest year end accounts |  | | |
| * Group employees |  | | |
| 1. **Premises** | | | |
| 1. Existing location   - size (sq ft)  - owned or rented/leased  - annual rental |  | | |
| (b) Project location (if different from above)  - size (sq ft)  - owned or rented/leased  - annual rental |  | | |
| ( c) Full address of project location |  | | |

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| **3. Details about the project for which you would like grant support** | | | | | |
| **Summary** | | | | | |
| Project description and rationale  (including expected benefits to the business) | | |  | | |
| Current status of project (in terms of planning/ commitment) | | |  | | |
| **If your project involves capital expenditure, complete section (1). If your project is a research and development project, complete section (2). If both are applicable, complete both sections.** | | | | | |
| **(1)- Capital expenditure** | | | | | |
| Project capital expenditure: | | | £ | Details | |
| Land and buildings | | |  |  | |
| Plant and machinery | | |  |  | |
| IT & office equipment | | |  |  | |
| Other | | |  |  | |
| Total | | |  | Over \_\_\_\_\_ years | |
| **Project jobs** | | | | | |
|  | During year 1 | | During year 2 | | During year 3 |
| Created |  | |  | |  |
| Safeguarded/protected |  | |  | |  |
| Of these jobs, how many are considered green |  | |  | |  |
| Total |  | |  | |  |
| Average salary (£) |  | |  | |  |
| Please provide details as to why the project will safeguard/protect jobs (if applicable) | | |  | | |
| Please provide details of any project jobs with an hourly rate of less than the Real Living Wage[[1]](#footnote-2) | | |  | | |
| Please provide details of any new jobs that will be partly or wholly carried out away from the project premises (e.g. sales staff, staff working at home/customer premises). | | |  | | |
| **(2)- Research and Development[[2]](#footnote-3)** | | | | | |
| Will the project result in a new product, process or service and which market(s) will it target | |  | | | |
| Will the project drive forward any productivity improvements in the business? If so can you quantify or describe these productivity gains? | |  | | | |
| Please describe why this project is considered innovative and technically challenging | |  | | | |
| Project duration (6 months minimum - 3 years maximum) | |  | | | |
| Current status of project (in terms of planning/ commitment) | |  | | | |
| Location of R&D Project activity | |  | | | |

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| If the project will safeguard jobs, please describe why these jobs are at risk and how the project will protect these jobs |  |
| Average salary on the project (£) |  |

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| **4.Potential grant impacts** (please note, this should comprise all of the applicant company’s locations in Scotland) | | | | |
| JOB IMPACTS | **WITH SE SUPPORT** | | **WITHOUT** **SE** **SUPPORT** | |
| JOBS | Non-R&D JOBS | JOBS | Non-R&D JOBS |
| Total number of FTE jobs at project start |  |  |  |  |
| Number of FTE jobs to be created by project end |  |  |  |  |
| Total number of FTE jobs by project end |  |  |  |  |
| Forecast number of FTE jobs in the company at project end +5 years |  |  |  |  |
| If the project will safeguard jobs, please specify how many; describe why these jobs are at risk and how the project will protect these jobs |  | | | |
| Average salary of company staff working on the project (£) |  | | | |
| REVENUE IMPACTS |  | | | |
|  | **WITH SE SUPPORT** | | **WITHOUT SE SUPPORT** | |
| Estimated annual turnover by project end (£) |  | |  | |
| Forecast annual turnover by project end +5 years (£) |  | |  | |
| Percentage of this forecast turnover from international sales (%) |  | |  | |

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| **5**. **Economic impact**: to demonstrate that any new jobs are not at the expense of a local competitor i.e. job displacement | | |
| **Markets served** | | |
| (a) existing   * industry sectors * geographical coverage * growth prospects | |  |
| (b) project   * industry sectors * geographical coverage * growth prospects | |  |
| **Main customers** | | |
| 1. five largest existing customers | |  |
| 1. project | |  |
| **Main competitors (names and locations)** | | |
| 1. existing | |  |
| 1. project | |  |
| (c) potential impact on competitors of undertaking your project | |  |
| **6. Productivity Improvement** | | |
| We measure productivity via sales per employee and look for a supported project to deliver an improvement within 3 years of the project completion. To enable us to assess this please provide the following data: | | |
| Actual turnover in your most recent financial year | £ | |
| Estimated total headcount 3 years following completion of the project |  | |
| **7. Wider impacts** | | |
| Estimate the additional exports that the project will deliver after the project is complete. Provide a cumulative figure for the three years after project completion |  | |
| Estimate the CO2 savings that the project will deliver after the project is complete. Provide a cumulative figure for the three years after project completion |  | |
| What is your current Scottish supply chain spend? |  | |
| What additional Scottish supply chain spend could the project deliver? |  | |

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| **8. Need for Assistance**  (a) Grant funding should be the final piece of the funding package. Please provide details of outline project funding. **If your project is a research and development project you should not consider applying for SE grant funding until you have a clear line of sight to private match funding for the project.** | | |
| **Estimated Total costs of project ( £)** |  |  |
| **Proposed Project match funding** | **£** | **Source/details** |
| Equity |  |  |
| Loans |  |  |
| HP/lease finance |  |  |
| Internal funds |  |  |
| Other grants |  |  |
| **Total** |  |  |
| (b) You need to demonstrate that your project needs grant funding to proceed | | |
| (a) Amount of grant requested | £ | |
| (b) How have you calculated this amount of grant? |  | |
| (c) Could debt or equity finance, either from the private sector or from SE and its partners, be used instead of grant? |  | |
| (d) Why would the project not go ahead without a grant of this amount? |  | |
| (e) Do you currently have any director loans, or intercompany loans in place? If so, please describe. |  | |
| (f) Do you propose to pay dividends from the business during the project period? If so, please describe. |  | |
| (g) A portion of the proposed grant may be offered on a repayable basis to be agreed during any appraisal. Are there any barriers, such as debt covenants, that would preclude such repayment terms being explored? |  | |
| 1. Grant is needed to: | **Provide a full explanation below for each box checked** | |
| Fill a gap in funding | Yes  e.g. refer to overdraft limits, funding gap(s) in cashflow forecasts. | |
| Reduce gearing/risk | Yes  e.g. refer to impact on existing gearing of proposed new debt funding, risk of targeting new customers/markets, scale of new project, etc | |
| Meet established investment criteria | Yes  e.g. Payback, Internal Rate of Return | |
| Influence the location of the project | Yes  Include alternative location costs, risk  assessment, sensitivity analysis etc | |

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| **9. FAIR WORK PRACTICES - As part of our appraisal we will consider your approach to the Scottish Government’s seven Fair Work First and Net Zero criteria. Fill in the table below to self-declare your ability to demonstrate/work towards/or if you are unable to commit to the Fair Work First criteria and Net Zero criteria. Please note that if you are either working towards or unable to commit to any of the Fair Work criteria, Scottish Enterprise may not be able to offer you an award at this time. If you are either working towards or unable to commit to any of the criteria, please contact SE’s grant appraisal team (**[Grant Appraisal Admin](mailto:grantappraisaladmin@scotent.co.uk)**) to discuss before applying** | | |
| |  |  |  |  | | --- | --- | --- | --- | |  | Demonstrate | Working Towards | Unable to Commit | | Payment of Real Living Wage to all employees over the age of 16 including apprentices and sub-contractors |  |  |  | | No inappropriate use of zero hours contracts |  |  |  | | Appropriate channels for effective voice such as trade union recognition |  |  |  | | Investment in workforce development |  |  |  | | Take action to tackle the gender pay gap and create a more diverse and inclusive workplace |  |  |  | | Offer flexible and family friendly practices for all workers from day one of employment |  |  |  | | Oppose the use of fire and rehire practice |  |  |  | | Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045 at the latest? |  |  |  | | | |
| As a condition of funding, companies will be expected to demonstrate all seven Fair Work practices in respect of ALL employees including apprentices and those contracted to act or carry out works on your behalf. Any companies using zero hour contracts will need to declare that this is appropriate, as outlined within [Fair Work First guidance](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/9/). Any company employing over 250 staff require by law to publish their Gender Pay Gap.  All companies will need to demonstrate they have a plan in place (or working towards putting one in place) to reduce operational greenhouse gas emissions to [Net Zero](https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/) by 2045 at the latest. | | |
| **10. SUPPORTING INFORMATION** | | |
| **Please include copies of** | **Attached** |  |
| Latest year-end financial statements |  |  |
| Latest management accounts |  |  |
| Supporting information already prepared e.g. business plan |  |  |
| Parent company accounts (if applicable) |  |  |
| **11. CONTACT INFORMATION** | | |
| **Contact details** | **Applicant** | **Advisor (if applicable)** |
| Contact name |  |  |
| Position |  |  |
| Telephone number |  |  |
| Email address |  |  |
| Scottish Enterprise contact/Business Gateway Advisor (if applicable) |  |  |

***Data protection Declaration***

Please read this carefully before [signing/submitting]

By [signing/submitting] this application, you acknowledge:-

* and confirm that your company does not currently or intend to: trade; act on behalf of; provide services to; have investment links with; or otherwise have any presence in Russia and/or Belarus.
* the information provided in this application may comprise company information and personal data (as defined in the UK GDPR and the Data Protection Act 2018 (“Data Protection Laws”)).
* and confirm that your company is the controller of personal data contained in this application and that this personal data can be processed by Scottish Enterprise or the purposes outlined below.
* personal data provided in the application will be processed by Scottish Enterprise in accordance with the Data Protection Laws and held in accordance with the privacy notice which can be found at [Privacy notice - Scottish Enterprise (scottish-enterprise.com)](https://www.scottish-enterprise.com/help/privacy-notice). Individuals can find information on their rights in respect of the personal data we hold by reading this privacy notice.
* the information provided in this application form will be kept confidential, except as set out in the application or 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).
* the information, including any personal data, provided by you within and/or as part of this application may be shared with selected partners including the Scottish Government (which includes departments of 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’), and used by them to assess its suitability for support. Please note that further information on how any personal information may be collected, used, shared and looked after is set out in our [privacy notice](https://www.scottish-enterprise.com/help/privacy-notice).
* 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, audits and marketing (including contacting you with surveys about your experience). Some information may also be passed to auditors, the European Commission or its agents for administrative purposes; and
* we will publish information from sections 1, 2 and 3 of this application, 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 RSA grants.
* if the application is unsuccessful, your name and address (but not details of the project proposal) may be passed to other departments within Scottish Enterprise and the Agencies, to enable consideration of any suitable alternatives to RSA funding, or whether support can be provided in any other way.
* Information may also be used for the purposes of detecting and/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;
* departments of other Agencies in the UK, responsible for providing grant support in other parts of the UK, and their subcontractors;
* Highlands and Islands Enterprise and its subcontractors,
* local authorities and their subcontractors;
* The Department for Work and Pensions;
* HM Revenue and Customs; and
* Law enforcement agencies.
* If you give information which you know is untrue or misleading, you may be committing an offence which could lead to you being prosecuted.
* Signature
* Date:
* Name (BLOCK CAPITALS):
* Position in your organisation:

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

**PLEASE SUBMIT THIS FORM TO:**

[enquiries@scotent.co.uk](mailto:enquiries@scotent.co.uk)

1. For further details and the current hourly rate please see <https://www.livingwage.org.uk/what-real-living-wage> [↑](#footnote-ref-2)
2. If your proposed project involves the development of a new or improved product or process and the work to reach that objective is technically challenging, then we may be able to consider R&D support for that work. [↑](#footnote-ref-3)