|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Background information** | | | | |
| Business name and address | |  | | |
| Company registration number | |  | | |
| Website | |  | | |
| Major shareholders  (including respective shareholdings) | |  | | |
| Principal activities and main products/services | |  | | |
| **2. Details about the project for which you would like grant support** | | | | |
| **Summary** | | | | |
| Project description and rationale  (including expected benefits to business) | |  | | |
| Current status of project (in terms of planning/ commitment) | |  | | |
| **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 these positions | |  | | |
| Please provide details of any project jobs with an hourly rate of less than the Real Living Wage[[1]](#footnote-1) | |  | | |
| 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). | |  | | |

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| --- | --- | --- |
| **3**. **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 (including locations)** | | |
| 1. existing | |  |
| 1. project | |  |
| (c) impact on competitors of undertaking your project | |  |
| **4. Productivity Improvement** | | |
| We measure productivity via sales per employee and look for any 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 turnover 3 years following completion of the project | £ | |
| Estimated total headcount 3 years following completion of the project |  | |
| **5. 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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| --- | --- | --- | --- | --- | --- |
| **6. The maximum grant available may be calculated with reference to (1) the size of your business/Group, (2) the location of the project, and (3) 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 operations in Europe? (e.g. factory, office, staff) | Yes/No | | Details | | |
| If yes, have any of these operations closed during the last two years? | 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  - size (sq ft)  - owned or rented/leased  - annual rental: |  | | | | |
| Address of project location |  | | | | |
|  | Full Postcode | | |  | |
| 1. **Need for assistance**   (a) Grant funding should be the final piece of the funding package. Please provide details of outline project funding. | | | | | |
| **Project 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) Why would the project not go ahead without a grant of this amount? |  | | | | |

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| --- | --- | --- |
| **7. 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 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. | | |
| **8. SUPPORTING INFORMATION** | | |
| **Please include copies of** | **Attached** |  |
| Latest year-end financial statements |  |  |
| Management accounts |  |  |
| Supporting information already prepared e.g. business plan |  |  |
| Parent company accounts if applicable. |  |  |
| **9. 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-1)