|  |  |
| --- | --- |
| Application Form |  |



Innovation Call – Space Data for Industry Denmark

**How to complete this form**

This application form has 12 sections and includes guidance notes which provide valuable information on how to answer each of these. You must fill in all sections of this application form. Please ensure your submission is complete and includes all required documents for the R&D Feasibility Funding call.

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. Only one application will be accepted per Scottish company.

The text entry areas within this form have fixed sizes and cannot be changed. The typeface, font size and color for the text boxes are predetermined and cannot be changed. Multiline text is enabled where appropriate. Any additional appendices sent in, as allowed, to support section 5 and section 9 should be submitted in pdf format and have a font size no smaller than 10 (Arial).

The document must be saved as a Microsoft Word document. Please do not submit your application in any other format and ensure editing restrictions remain enabled.

Email your completed application form along with **Fair Work Conditionality form (Appendix 1)** to **enquiries@scotent.co.uk** using the challenge title as the email subject line.

[Find the latest information on the challenge closing date](https://scotent-live-sec-cms.azurewebsites.net/support-for-businesses/funding-and-grants/business-grants-and-funding-calls/can-do-offshore-wind-innovation-feasibility-call) on The Scottish Enterprise website.

In order to comply with UK government [sanctions legislation](https://www.legislation.gov.uk/ukpga/2018/13/contents/enacted) and Scottish Government [guidance in relation to trading with Russia and Belarus](https://www.gov.scot/news/stop-trading-with-russia/), as part of our appraisal of this application Scottish Enterprise will carry out sanctions checks on your company, shareholders and in some cases directors and may ask you about the nature of your trading and/or investment links with Russia and Belarus. Depending on the outcome of these checks Scottish Enterprise may decide not to support you or your company.

**Low Carbon Statement**

Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045?

Please select from drop down

Choose an item.

**Section 1 –Details of Lead Organisation**

Organisation Name:

Registered Address:

|  |  |  |  |
| --- | --- | --- | --- |
| Town/City: | Postcode: | | Country: |
|  |  | |  |
| Company Registration: | | VAT Registration No: | |
|  | |  | |
| Type of Organisation: Select one. | SME: Select one. | | Status: Select one. |

You are required as part of this application to declare any amounts of funding of the types described below which have been received by you from any UK public sources from 1 April 2020.

* Please provide details in the table below of all of the following types of subsidy:

1. any type of de minimis aid given under the EU State aid regulations before 31 December 2020 (or after this date if by virtue of the Northern Ireland Protocol or EU funded);
2. subsidies given as small amounts of financial assistance (SAFA) under the UK-EU Trade and Cooperation Agreement after 31 December 2020;
3. Minimal Financial Assistance (MFA) given under the Subsidy Control Act 2022 on or after 1st March 2023; and
4. Services of Public Economic Interest (SPEI) assistance given under the Subsidy Control Act 2022 on or after 4 January 2023.

* You should include details of support received by you or any other entity forming part of your enterprise. Your enterprise includes all entities under common ownership or control.
* If you have received public sector support in the past, you should have been notified in writing of any de minimis, SAFA, MFA or SPEI assistance element when the funding was awarded.

Further information on Minimal Financial Assistance is available here: [Minimal Financial Assistance guidance for companies - Scottish Enterprise (scottish-enterprise.com)](https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants-and-funding-calls/minimal-financial-assistance-guidance)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date (MM/YY) | Public Authority Source and Project Title | Grant, Loan or Other Subsidy Instrument? | Amount of Aid (£) | Type of Subsidy |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |
|  |  | Select one. |  | Select one. |

**Section 1a – Challenge Partner/Customer**

Organisation Name:

Registered Address:

|  |  |  |
| --- | --- | --- |
| Town/City: | Postcode: | Country: |
|  |  |  |

**Section 2 – Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | Name: | | Position: |
| Select one. |  | |  |
| 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 (£): |  |
|  | |  |  |  |
|  | ► Are you in reception of any other public-sector funds towards the same project, or any other costs associated to the project? Select one.  ► Has the project started or are there any contractual obligations in place which mean you are already committed to carrying out this project? Select one. | | | | |

**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 (£) |  |  |  |
| Number Scottish Employees (FTE) |  |  |  |

**Section 5 – Project Proposal**

Please explain your idea and how it responds to the Challenge brief as clearly and concisely as you can. Clearly explain 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. If your project involves trade in goods and/or electricity in Northern Ireland, please provide further information. (5,000 character limit)

(7,000 characters limit).

This question is related to “XX” and “YY” on the scorecard.

**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 and how your Danish challenge partner features going forward (as detailed in Section 2) considering wider future markets and export potential. 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 (inc. academic partners) 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).

(5,000 characters limit).

0

**Section 10 –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.

(5,000 characters limit).

**Section 11 – Feasibility Project Costs**

Please describe the project finances and provide a detailed breakdown of costs in the following table. All costs should be before VAT unless your business is not registered for VAT. You must give additional details to fully justify your project costs. Please refer to the Eligible Costs Guidance for this competition, which you can find on The Scottish Enterprise website.

(5,000 characters limit).

**Project Costs Breakdown:**

|  |  |
| --- | --- |
|  | **Total Cost (£)** |
| **Salary Costs (please specify)** |  |
| **Materials Costs (please specify)** |  |
| **Sub-contract Charges (please specify)** |  |
| **Consultancy Fees (please specify)** |  |
| **Fees for Trials and Testing (please specify)** |  |
| **Overheads (if claiming overheads, this should be a flat rate of 20% of salary costs)** |  |
| **Travel & Subsistence Costs (please specify)** |  |
| **Accountancy Fees (costs for the final audit only)** |  |
| **Capital Equipment Costs (please specify)** |  |
| **Other Costs (please specify)** |  |
| **Total Costs (exc. VAT)** |  |

**Section 12 – Declaration**

**Please read this carefully before submitting**

By submitting this application, you acknowledge:

* 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 you are, or the company which you represent is, the controller of personal data contained in this application, together with any personal data you provide to Scottish Enterprise should the application proceed, and that this personal data can be processed by Scottish Enterprise and/or the Agencies (as set out below) for the purposes outlined below.
* Any personal data provided in the application will be processed by Scottish Enterprise in accordance with Data Protection Laws and held in accordance with the privacy notice which can be found at https://www.scottish-enterprise.com/help/privacy-notice. Individuals can find information on their rights in respect of the personal data we hold by also visiting our [*privacy notice*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Fhelp%2Fprivacy-notice&data=05%7C01%7CMarianne.Charrier%40scotent.co.uk%7C6948994c1f84465369bf08dad11d8519%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638052221952940144%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=alPB5R79GiFM5xFj5PDgYLmJGbc4ynp7IY7eotLtZC4%3D&reserved=0).
* 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 personal information, provided in this application may be shared and used by Scottish Enterprise, 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. Personal data shared with the Agencies will be processed by them in accordance with their privacy notices, further information on which can be obtained from them directly.
* 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); and
  + we will publish information from sections 1 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 R&D Feasibility grants.
  + If the application is unsuccessful, for R&D Feasibility grant funding, it may be passed to other departments within Scottish Enterprise and the Agencies, to enable consideration of any suitable alternatives to R&D Feasibility 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.

**NB** All applicants must complete and submit the **Fair Work** Conditionality application in order to be considered for evaluation.

By submitting your application, you 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.

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

|  |  |  |
| --- | --- | --- |
| Title: | Name: | Position: |
| Select one. |  |  |

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

Appendix 1: Fair Work Conditionality Form

|  |  |  |  |
| --- | --- | --- | --- |
| se_logo.JPG |  | | |
|  |  | | |
| APPLICATION FORM | | Valid From | 3 November 2023 |

**Purpose**

Scottish Enterprise’s (SE’s) priority is to provide support to companies that enables growth over and above that which would otherwise have happened and creates sustainable growth for the Scottish economy. Our support aims to stimulate developments in key strategic areas of the business, such as new product development, internationalisation, productivity and at the same time improving job quality, supporting transition to a low carbon economy and helping disadvantaged people and areas.

Projects eligible for support will demonstrate one or more of the following:

* Additional to the activities and costs that the business would be expected to deliver or fund as a normal part of day-to-day operations (business as usual)
* Supporting the business to stretch beyond what it could realistically achieve without SE support
* Unable to proceed without SE’s support
* SE does anticipate that companies will make every effort to pay the suppliers supported via our funding promptly in line with Scottish Business Pledge: [https://scottishbusinesspledge.scot/](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fscottishbusinesspledge.scot%2F&data=02%7C01%7CSamantha.Higgins%40scotent.co.uk%7Cabcae7dffd1e43be1e6d08d70f69b828%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C636994819043219067&sdata=Y1ad7HsGTnk%2FCrn0F8WqxoozH%2Byr%2BJWCjIVlErcaods%3D&reserved=0)

*In order to comply with UK government* [*sanctions legislation*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.legislation.gov.uk%2Fukpga%2F2018%2F13%2Fcontents%2Fenacted&data=05%7C01%7CMarianne.Charrier%40scotent.co.uk%7Cd6dc80d9f55449b34c4b08dac7eff8c6%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638042130742420297%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=lvBTE0JvO32YmCLyGYMKVW%2BJ9TTXM3XCm6Tk5FOYXaQ%3D&reserved=0) *and Scottish Government* [*guidance in relation to trading with Russia and Belarus*](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fnews%2Fstop-trading-with-russia%2F&data=05%7C01%7CMarianne.Charrier%40scotent.co.uk%7Cd6dc80d9f55449b34c4b08dac7eff8c6%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638042130742576525%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=mksMyE%2FEqlFhvMmWftM2%2FmvtAcb7CsTgL2kiajs8qwI%3D&reserved=0) *, as part of our appraisal of this application Scottish Enterprise will carry out sanctions checks on your company, shareholders and in some cases directors and may ask you about the nature of your trading and/or investment links with Russia and Belarus. Depending on the outcome of these checks Scottish Enterprise may decide not to support you or your company*

Please note that information (including any personal data) provided by you within and/or as part of this application may be shared with selected partners, including Scottish Government and other public providers of economic development finances, in support in order to avoid duplication of funding.. Please note that further information on how any personal information provided may be collected, used, shared and looked after is set out in our [privacy notice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Fhelp%2Fprivacy-notice&data=05%7C01%7CMarianne.Charrier%40scotent.co.uk%7C6948994c1f84465369bf08dad11d8519%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638052221952940144%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=alPB5R79GiFM5xFj5PDgYLmJGbc4ynp7IY7eotLtZC4%3D&reserved=0).

**Where to get additional help**

* For help please get in touch with your SE / Business Gateway Contact

|  |
| --- |
| **APPLICATION CHECKLIST** |
| **Please complete all parts of this application highlighted in green in full, making sure you:**   * Describe the project in full. Attach any specific information; for example: project plans, proposals or quotes from suppliers/contractors involved in the project’s delivery. * Explain the difference that SE support will make to the project. For example: enable the project to happen sooner; increase the scale of the project; improve the quality of the project; enable the project to happen. * Have a Director, Authorised Signatory or Company Secretary of the company complete and sign the declaration * Confirm whether the applicant business is a large company or an SME. For the purposes of our funding eligibility rules, including eligibility under our Subsidy Schemes an SME has fewer than 250 employees, a turnover of less than €50m or a balance sheet of less than €43m. Where the applicant is a “linked enterprise” or “partner enterprise” under the EC SME definition, the data of any linked or partner enterprises needs to be taken into account in considering whether the applicant business is an SME. Further information is available at: [User guide to the SME definition - Publications Office of the EU (europa.eu)](https://op.europa.eu/en/publication-detail/-/publication/756d9260-ee54-11ea-991b-01aa75ed71a1)   **If applying for funding support, complete all the sections in this form,**   * Your company must have a business bank account which will be used for expenditure relating to the grant * You are required to declare any amount of funding that have been received by you from any UK public sector sources since 1st April 2020   **We are unable to process your application without this information.**  **Your SE contact will be able to provide support as you complete this form. When your application is complete, send by email to your SE contact**  If applying for funding, the application will be accepted from an authorised signatory as follows :   1. Print, sign (wet signature), scan and then email your signed form, supplier quotes and any other additional information as a PDF or image to your SE / Business Gateway Contact. 2. The signature can be entered electronically, by the authorised signatory using a stylus to sign in where indicated, or by them inserting a photo of their signature 3. The authorised signatory must also provide an accompanying email when returning the application confirming that the stylus signature, photo signature or typed name represents their electronic signature. We reserve the right to ask for further evidence of a signatory’s authority to bind the Grant Recipient.   Where funding has been applied for, we will review your application and if it is successful, we shall issue a grant offer letter to you by e-mail (if you do not receive this within 2 weeks please check your junk mailbox). You must sign and return this to accept the grant before starting the project. We shall also contact you if your application is unsuccessful, and if possible, signpost you to other support that may be available to you. |

## **Fair Work**

We work with companies committed to or aspiring to fair work practices. Which of the following fair work practices are you committed to? Demonstrating these practices will be a condition of accessing our funding and grants and we may ask for evidence of payment of the real Living Wage and evidence based on your selections for Effective Voice.

Please refer to Scottish Government Guidance on what these criteria mean in [Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/)

Apart from the Directors listed on Companies House, do you have any employees (including those contracted to act or carry out works on your behalf for this project)? YES/NO

If NO, you do **not** need to complete the remainder of this section.

|  |  |  |
| --- | --- | --- |
| Do you have a Fair Work Action Plan? | **Select from dropdown** | *YES, Please attach your Fair Work Action Plan* |
| Have you accessed the Fair Work Employer Support Tool? | **Select from dropdown** | *YES, Please upload your report*  *This will not affect the outcome of your application. For more support, please refer to* [*https://fairworktool.scot/*](https://fairworktool.scot/) *and complete a short, online diagnostic to help you fully understand and adopt fairer work practices.* |

|  |  |
| --- | --- |
| Do you pay RLW to all employees aged 16 and over including apprentices and those contracted to act or carry out works on your behalf?  You can find out what the latest real Living Wage rate is here <https://www.livingwage.org.uk> | **Select from dropdown**  Evidence may be requested. |
| If Working Towards or Unable to Commit, please give details of why you cannot meet this condition and how many staff are affected. |  |
| Do you employ anyone using a zero-hours contract? | **Select from dropdown** |
| YES, please tick all that apply.  How many staff are on zero hour contracts?  Where you use zero hours contracts, are they? | Number \_\_\_\_\_  Mutually agreed with the employee;  Minimum hours are guaranteed;  Reasonable notice of shifts given;  T&Cs for zero hour contracts are the same as for full time employees  Other (please explain)  Evidence may be requested. |
| Do you invest in, and develop, your workforce? | **Select from dropdown** |
| YES, please tick all that apply. | formal training plan for each of your employees  staff induction programme  employee mentoring and/or coaching  offering on the job training; external training provision  participation in apprenticeship and graduate support schemes  undertaking performance reviews with your employees  Other (Please explain) |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition? |  |
| Do you offer appropriate and proportionate communication channels to support employee feedback and engagement? | **Select from dropdown** |
| YES  Please select at least one box for Collective and Individual channels (unless you have less than 21 employees, then select at least one box for Individual channels). | **Collective voice channels**  Recognising trade unions and making workers aware that they can join a union of their choice  Involving trade union/worker representatives in key governance and decision-making structures  Intranet or Social media platforms (eg Slack, Yammer)  Company ‘Town Hall’ meetings  Employee Forums and focus groups  Other (Please explain)  **Individual voice channels**  Regular staff surveys and improvement plans  One-to-ones between workers and management  Team meetings  Performance appraisal/feedback processes  Clear route for resolving issues such grievance  Other (Please explain)  Evidence may be requested.  Based on your selection, we may ask for evidence of the outputs. |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition? |  |
| Do you calculate the gender pay gap and, if required, identify actions to reduce it? | **Select from dropdown** |
| You can find more information on Gender Pay Gap reporting here:  <https://www.gov.uk/government/collections/gender-pay-gap-reporting>  If your organisation has 250 employees or more, you must provide the URL link to your Gender Pay Gap report as required by UK Law. |  |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition?  The Close Your Pay Gap toolkit <https://www.closeyourpaygap.org.uk/> provides a range of guidance and advice to help employers calculate the gender pay gap and identify actions to reduce it. |  |
| Do you actively take steps to create a more diverse and inclusive workplace? | **Select from dropdown** |
| YES, please select all that apply. | Recruitment, retention and promotion processes that prevent bias and barriers  Increasing diversity and the gender balance in leadership roles  Gather data to understand workforce diversity and take action to reduce gender, disabled and race pay gaps and to address under-representation  Equality and diversity training  Other (Please explain) |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition? |  |
| Do you offer flexible and family friendly working from day one of employment that meets the needs of the individual, the team and the employer? | **Select from dropdown** |
| YES, please select all that apply.  If you have a Flexible Working Policy please attach. | Part Time  Term Time  Flexitime  Staggered Hours  Compressed Hours  Job Share  Working Remotely  Flexible Learning and Development  Shared parental leave  Other (Please explain) |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition? |  |
| Do you oppose the use of fire and rehire practices in your organisation? | **Select from dropdown** |
| If Working Towards or Unable to Commit, please explain why you cannot meet this condition? |  |

**Low Carbon Statement**

|  |  |
| --- | --- |
| Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045 at the latest? | **Select from dropdown** |

**SECTION 1:** **COMPANY INFORMATION**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **COMPANY INFORMATION** | | | | | **GUIDANCE NOTES** |
| **Company Name** | | | | | The full name of the applicant business. If the application is successful, this is the legal entity that SE will contract with. |
|  | | | | |
| **Registered Address** (if not provided in previous application) | | | | | The full address. Include post code of where the company is registered to. Please provide details if changed within the last 12 months. |
|  | | | | |  |
| **Trading Address** (if not provided in previous application) | | | | | The full address. Include post code of the location where the company trades. Please provide details if changed within the last 12 months. |
|  | | | | |  |
| **Project Address** | | | | | The address, including post code where the project is being undertaken. |
|  | | | | |  |
| **Companies House registration number** (if not provided in previous application) | | | | | The registration number of the applicant business at Companies House. |
|  | | | | |
| **Is the company a Small to Medium Enterprise (SME) or a large enterprise?**  *Please tick one box* | | | | | Definitions contained within the annex at the rear of this document. |
| **An SME** |  | | **A large enterprise** |  |
| **Company Annual Turnover** | | | | | Company annual turnover at most recent year end in pounds sterling. |
|  | | | | |
| **Company International Sales** | | | | | Company International Sales at most recent year end in pounds sterling. |
|  | | | | |
| **Number of Employees** | | | | | Total full-time equivalent jobs currently based in Scotland,  FTE defined as working more than 30 hours a week |
|  | | | | |
| **Group Structure** (If applicable) | | | | | If part of a group structure; list any other companies within the group involved in this project or paying associated costs |
|  | | | | |  |  |  |  |
| **Trading Names** (If applicable) | | | | | Please provide any ‘trading as’ or ‘known as’ name(s) associated with the company which could appear in documentation submitted to SE (e.g. invoices) |
|  | | | | |
| **Company Contact** | | | | | The contact details of the person within the applicant business to whom any queries relating to this application may be directed. Any personal data collected here will be used and stored in accordance with SE’s privacy notice. |
| **Name** | |  | | |
| **Job title** | |  | | |
| **E-mail** | |  | | |
| **Telephone** | |  | | |

**SECTION 2:** **ABOUT THE PROJECT**

| **PROJECT DETAILS** | | | | **GUIDANCE NOTES** |
| --- | --- | --- | --- | --- |
| **Project Title** | | | | Provide a project title – we will use this throughout your project, including contract documentation. |
|  | | | |
| **Project Description** | | | | Please describe the project in full. The description should clearly demonstrate the link between this project and the company's strategy, and how the project is expected to contribute toward the future growth of the business.  Consider making a single application for SE’s support - with a larger-scale and more ambitious project, rather than making multiple applications for smaller-scale support.  You can append any specific information, for example: project plans or proposals from suppliers or contractors. |
|  | | | |
| **What challenges are you facing in implementing this project and why is Scottish Enterprise support is required?** | | | | Explain the difference that the support will make to the project. For example: it will provide your company with access to expertise to develop market opportunities etc. |
|  | | | |
| **Detail any non-financial support required from SE to:-** | | | | SE has a range of Specialist skills and expertise. Can you detail any specific support required to enable the project? |
| **Reduce carbon or improve sustainability**  **Develop new products or services**  **Improve productivity**  **Implement a new business model or strategy**  **Improve your resilience**  **Explore new Markets, grow your business internationally**  **Improve your workplace practices, culture, or leadership**  **Identify or expand business premises**  **Access funding**  **☐ Identify, protect or commercialise Intellectual Property** | | | |
| **Give specific details on support required** | | | |
|  | | | |
| **Project Timescale** | | | | The proposed start and finish dates of the project. **NB: the project cannot start until Scottish Enterprise has made a decision regarding its support.**  All final claims must be made within 4 weeks of the project completing. |
| **Start date** |  | **Completion date** |  |

**PROJECT OUTPUTS**

**Please complete only the areas that are applicable and the outputs are as a direct result of the project**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of new full time equivalent (FTE) jobs created in Scotland e.g. (forecast for 3 years after project completion)-** FTE defined as working more than 30 hours a week | | *(Insert Job numbers)* | |
| **How many of these new full time equivalent (FTE) jobs will pay the real living wage ?** FTE defined as working more than 30 hours a week  <https://scottishlivingwage.org/> | | *(Insert Job numbers)* | |
| **Please comment on what types of roles will be created** | | | |
|  | | | |
| **Number of full time equivalent (FTE) jobs safeguarded in Scotland** FTE defined as working more than 30 hours a week | | | *(Insert Job numbers)* |
| **How many of these (FTE) safeguarded jobs will pay the real living wage ?** FTE defined as working more than 30 hours a week  [**https://scottishlivingwage.org/**](https://scottishlivingwage.org/) | | | *(Insert Job numbers)* |
| **Please comment on what types of roles will be safeguarded\***  **(\*defined as existing permanent jobs that will be lost if this Project/Opportunity does not happen)** | | | |
|  | | | |
| **We plan to reduce our company’s carbon emissions through new or improved processes, technologies, or supply chain** | | | |
|  | **Through improved processes (energy efficiency, renewables, waste, water, materials)** | | |
|  | **By adopting new technologies to enhance environmental performance** | | |
|  | **By engaging/ influencing sustainability of supply chain** | | |
| **Please detail the total forecast CO2 (tonnes) savings as direct result of this project (forecast for 3 years after project completion)**  (If you are unaware of how to calculate this speak to your SE / Business Gateway contact) | | | *(Insert CO2 Tonnes)* |
| **Do you plan to:** | | | |
|  | **Improve existing product with lower embedded carbon** | | |
|  | **Introduce new product to market with enhanced environmental credentials** | | |
|  | **Development of circular economy related product or service** | | |
|  | | | |
| **Please detail Sales growth from New Products, Services or Business models as a direct result of this project. (forecast for 3 years after project completion)** | | | *(Insert Sales Growth in £)* |
| **Please detail Growth funding to be raised by business in the current financial year which supports the project (From the public and private sector)** | | | *(Insert funds raised in £)* |
| **We plan to Improve Productivity/reduce costs** | | | |
|  | **By introducing new technology or equipment** | | |
|  | **By introducing new working practices or patterns** | | |
|  | **By diversifying our supply chain** | | |
| **Please detail the Total forecast savings in £ as a direct result of this project (forecast for 3 years after project completion)**  (Please see annex project outcomes for details) | | | *(Insert financial savings £)* |
| **Please detail UK Sales growth as a direct result of this project (forecast for 3 years after project completion)** | | | *(Insert Sales Growth in £)* |
| **Which new UK markets or sectors you plan to target and why?** | | | |
|  | | | |
| **Please detail International Sales growth as a direct result of this project (forecast for 3 years after project completion** | | | *(Insert Sales Growth in £)* |
| **Which new International markets or sectors you plan to target and why?** | | | |
|  | | | |
| **Does your project involve trade in goods and/or electricity in Northern Ireland? If yes, please provide further information below.** | | | |
|  | | | |
| **Please detail Planned R&D Investment as a result of expenditure for this project** | | | *(Insert Planned R&D Investment in £)* |
| **Please detail Planned Capital Investment as a result of expenditure for this project** | | | *Insert Planned* Capital Investment *in £)* |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROJECT ACTIVITIES** | | | | | | | |
| For funding applications, please provide a breakdown of all costs associated with delivery of your proposed project, this should include the feasibility, development and implementation stages. SE could potentially support eligible activities delivered using a combination of the following - Consultancy (Not on Payroll), temporary Specialists (On Payroll), Graduates (On Payroll), Sub-Contract Costs, Project Specific Internal Staff Costs (on Payroll), Materials, Capital Equipment.  Detail key phases of your proposed project below - summarise the various activities and/or phases within the project, including:   * At the end of each phase – list your activities. Phase them in the order that they will be delivered to help us fully understand your proposal and where SE might assist. * SE support for salaries has a minimum timing phase of quarterly payments. * How much will each phase cost and when is it due to start and complete. (Ensure appropriate outputs are recorded against each phase). * Who will carry out the work (i.e. your internal staff, short-term contract staff – on payroll or external contractors – not on payroll). * Any additional information relating to the project, such as project plans or proposals from suppliers or contractors involved in the project’s delivery should be attached. If appropriate, attach a detailed breakdown of costs. * In addition, you should also list all costs that are key to the success of the proposed project - this should demonstrate the scale of the overall project and your level of commitment. | | | | | | | |
| **List all project activities (Phased in order)** | **Describe costs/activities** | **Delivered by whom?**  **(SE, internal, external supplier or company)** | **Starts (mm/**  **yy)** | **Ends (mm/**  **yy)** | **Output: what will be delivered? (e.g. SE support, report, technical drawings, physical & operational prototype)** | **Costs** | **Time spent on delivery of project** |
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| **EXTERNAL CONSULTANTS** | | | | **GUIDANCE NOTES** |
| **Only complete this section if you are using an external consultant over £5K.** | | | |  |
| **Have competitive quotes been obtained?**  *Please tick one option* | | | | If ‘yes’, please attach 2 quotes obtained and explain the rationale for your selection. If ‘no’, please explain the rationale for your choice of consultant. |
| **Yes** |  | **No** |  |
| **Please explain** |  | | |
| **Is there any potential conflict of interest for either party?**  *Please tick one option* | | | | Covers both personal and business relationships. |
| **Yes** |  | **No** |  |
| **If ‘yes’, please explain** |  | | |

**SECTION 3:** **FINANCIAL SUPPORT**

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| --- | --- |
| **SUPPORT FROM SCOTTISH ENTERPRISE** | |
| How much financial support from Scottish Enterprise is needed to enable your project to proceed as outlined? | **Amount £** |

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| **OTHER PUBLIC SUPPORT** | | | | | |
| **Do you expect to receive support for this project from public sources other than Scottish Enterprise (including any applications pending)?** | | | | | |
| If yes, please provide further details, including pending applications. | | **Yes** |  | **No** |  |
| **Source of funding** | **Amount (£)** | **Pending** | | **Approved** | |
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**SECTION 4:** **SUBSIDY – MINIMAL FINANCIAL ASSISTANCE**

You are required as part of this application to declare any amounts of funding of the types described below which have been received by you from any UK public sources from 1 April 2020. More detailed guidance on MFA including what to expect if you are applying for or offered MFA from Scottish Enterprise is available h A company or corporate group can only receive up to £315,000 over the current and previous two fiscal years in the UK. ere

Please provide details in the table below of all of the following types of subsidy:

* any type of de minimis aid given under the EU State aid regulations before 31 December 2020 (or after this date if by virtue of the Northern Ireland Protocol or EU funded);
* subsidies given as small amounts of financial assistance (SAFA) under the UK-EU Trade and Cooperation Agreement after 31 December 2020;
* Minimal Financial Assistance (MFA) given under the Subsidy Control Act 2022 on or after 4 January 2023; and
* Services of Public Economic Interest (SPEI) assistance given under the Subsidy Control Act 2022 on or after 4 January 2023.

1. You should include details of support received by you or any other entity forming part of your enterprise. Your enterprise includes all entities under common ownership or control.
2. If you have received public sector support in the past, you should have been notified in writing of any de minimis, SAFA, MFA or SPEI assistance element when the funding was awarded.

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| **MINIMAL FINANCIAL ASSISTANCE** | | | | | |
| List all offers of Minimum Financial Assistance public support from a United Kingdom source received by the applicant business or any entity in the same corporate group during the previous two company fiscal years and the current company fiscal year. **Please see Annex for guidance on completing this section.** | | | | | |
| **Fiscal year (yy/yy)** | **Public sector source and title of project/scheme** | **Grant, loan or other aid instrument?** | **Amount that is Minimum Financial Assistance**  **£ €** | | **Type of Minimum Financial Assistance** |
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|  |  | **Total** |  |  |  |

**SECTION 5:** **DECLARATION**

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| --- |
| **HOW WE WILL USE THE INFORMATION PROVIDED IN THIS APPLICATION** |
| By signing this application, the applicant acknowledges that 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”). Any personal data provided in the application will be processed by SE in accordance with Data Protection Laws and held in accordance with the privacy notice which can be found at  [https://www.scottish-enterprise.com/help/privacy-notice](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.scottish-enterprise.com%2Fhelp%2Fprivacy-notice&data=04%7C01%7CNikki.Wyness%40scotent.co.uk%7C3c3681a53416467f5f7e08d900c1c020%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C637541654408730731%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=WitdzdSsK9EBziAhokN5B4uzSBPvwKkD7Zy%2BOTvLbzY%3D&reserved=0). Individuals can find information on their rights in respect of the personal data we hold by also visiting this 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, EU Commission auditors and other associated bodies such as local delivery organisations, consultants and agents collectively referred to as ‘the Agencies’, to assess its suitability for support.  By signing this application, you 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 for the purposes of administration and management of this application. |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION BY APPLICANTS** | | | |
| **Company statement**: I certify that the information given on this form is accurate to the best of my knowledge. I also confirm the form is signed by a Director, Authorised Signatory or Company Secretary and understand that we may be required to provide evidence of the signing authority of any individual.  By signing this application,] you 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. | | | |
| **Name of applicant (print)** |  | | |
| **Position** |  | | |
| **Signature** |  | **Date** | Click or tap to enter a date. |

**ANNEX**

**Guide to Completing the Application**

When completing Section 2 Project Activities, you should give a detailed breakdown of your total project costs.

Please note that we shall not disclose any information which you designate as confidential or which should be reasonably regarded as confidential to any third parties (which does not include our employees, officers, contractors, agents, representatives or public partners) without obtaining your prior written consent.

This will not apply to disclosure of information required by law or applicable regulatory requirement or code, including the Freedom of Information (Scotland) Act 2002, or to disclosure to regulatory bodies.

Companies considering applying for SE financial support for projects should be aware of the rules regarding supporting evidence that SE is required to work to. These require companies receiving support to supply evidence to show that the funding provided to them is supporting activity that has actually taken place and been paid for. SE would like to ensure that companies seeking financial support are aware of what they will have to do before they apply.

As a company receiving support, you must provide detailed information to us to verify that:

* Expenditure for which you have requested support has been paid from your **business bank account** to relevant suppliers and/or staff where appropriate.
* Project activity that should have taken place has taken place.

You will need to retain and make available on request all original documentation relating to expenditure and activity for monitoring and audit purposes for the period specified in any offer letter from us.

All requests for payment made to us must be backed up by appropriate evidence that you have incurred the expenditure on eligible costs directly related to the approved Project.

Requests for payment must only include expenditure for work completed and which has already been invoiced from the supplier and paid prior to submission of a claim to us, and for which the appropriate evidence can be provided. Grant recipients should note that they can redact any data which is not related to the specific grant claim.

**Zero Hour Contracts**

By appropriate use of zero hours contracts we mean for example that:

* They are mutually and explicitly agreed with staff;
* Staff have the option to request guaranteed hours;
* They are linked to seasonal work, resilience or other functions where workloads are highly variable;
* Any employees on zero hours contracts have comparable employment rights to other staff.

Stability and security of employment are important in allowing individuals not only to better plan their daily lives, but also to make future plans.

**Project closure requirements**

The expected outputs and project closure should include one or more of the following:

* A copy of the consultant’s report on the project undertaken, if appropriate
* E-mail confirmation from the company updating-
  + your expected project outcomes as detailed in the application above.
  + confirmation the project is now compete in line with the contract.
  + If appropriate, as a result of receiving SE support did you launch a new/improved product or service?
  + Confirm the product/service is new to the company
  + Confirm the product/service is new to the market

A contract specialist will contact you to go through the evidence requirements in full detail.

**Evidence Requirements**

**Below is list of eligible costs, however, not all costs will be applicable to all projects. Please confirm eligible costs with your Advisor.**

**Consultancy / Sub-Contract Costs:**

|  |
| --- |
| **Consultancy / Sub-Contract Invoice (no single invoice or receipt of less than £100 excluding VAT can be included in your claim)**  You must supply an invoice from the Consultancy / Sub-Contractor addressed to your company which must include:   * A summary and breakdown of the services provided to you and completed days * The costs of the service provided with Net cost, VAT and Gross costs detailed.   ***NB. VAT is an ineligible cost. Your grant will be based on Net Costs.*** |

|  |
| --- |
| **Salaries - Temporary Specialists / Graduates:**  **When SE has agreed to pay a contribution to part of an employee’s salary you must provide the following:**   * Copy of payslip(s) of individual being supported. This payslip should show the company who applied for the grant, the employee name, the date, the gross salary costs and monthly/weekly net salary amount. * A copy of the employee’s job description   Only Gross pay is an eligible salary cost.  Our grant will be calculated on the gross pay at the start of project. Salary increases will be ineligible. Other payments such as staff commission, bonuses and company employer costs are also ineligible for grant support and must not be included in the claim.  Should the Gross pay be less than the eligible costs set out in your offer SE’s contribution cannot exceed the agreed % even if this results in less total grant paid.  Where individual payslips are not available we will accept payroll information providing it contains the full details that would be on a payslip. |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Salaries – Internal Project Costs:**   * Copy of payslip(s) of individual being supported. This payslip should show the company who applied for the grant, the employee name, the date, the gross salary costs and monthly/weekly net salary amount. * Number of days claimed in the claim period should be detailed on the claim form.   Use the table below to determine whether gross salary or a day rate should be calculated. To calculate a day rate take the annual basic gross salary and then divide by 260 (the number of working days in a year).   |  |  |  | | --- | --- | --- | | **Employment Status** | **Time on Project** | **Salary Calculation** | | Full Time | Full Time | Gross Salary | | Full Time | Part Time | Daily Rate | | Part Time | Full Time | Gross Salary | | Part Time | Part Time | Daily Rate |   Our grant will be calculated on the gross pay at the start of project. Salary increases will be ineligible. Other payments such as staff commission, bonuses and company employer costs are also ineligible for grant support and must not be included in the claim.  Should the Gross pay be less than the eligible costs set out in your offer SE’s contribution cannot exceed the agreed % even if this results in less total grant paid.  Where individual payslips are not available we will accept payroll information providing it contains the full details that would be on a payslip. |

|  |
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| **Other Costs:**  **Only for International Entry Projects - Travel** **– International Air or Rail Travel** – economy class bookings only supported. NO OTHER travel class is supported and no internal UK travel costs are supported unless part of the overall overseas travel.  Flight/Rail Costs - Acceptable Evidence Documents  Acceptable evidence for flights/rail can be in the form of either an invoice, booking confirmation or an e-ticket - providing the document states the following details:   * + Supplier name (eg Airline/Rail company, Travel agent (where applicable))   + Passenger Name(s)   + Date of booking   + Destination   + Date of Travel   + Class (Economy Only)   + Cost Breakdown   SE accepts that the evidence is likely to be in the name of the employee, not the company. SE expects claims from companies are for their employees only. However, we still expect the company have paid for the costs.  **Only for International Market Entry Projects - Accommodation**  Hotel accommodation is limited to a £50 per person, per night contribution with a maximum of 2 company representatives per trip supported.  Hotel Accommodation – Acceptable Evidence Documents  Final Invoice from supplier(s) with a breakdown of room and other costs as appropriate, the number and names of travellers, the net costs and VAT costs.  **Materials**  **Invoice** from supplier(s) detailing the goods/materials provided to you and the costs of the goods/materials, including net costs and VAT costs. No single invoice or receipt of less than £100 excluding VAT can be included in your claim.  **Capital Costs**  You must supply an invoice from the supplier addressed to your company which must include:   * A summary, breakdown and Net cost, VAT and Gross costs as well as details of the equipment provided to you   ***NB. VAT is an ineligible cost. Your grant will be based on Net Costs.*** |

|  |
| --- |
| **Ineligible Costs**   * Consultant / sub-contractor travel & accommodation costs * Website development * Owners’ exit planning * Legal cost (excluding specific Intellectual Property costs) * Accountancy costs relating to normal business requirements * Non-Executive Directors’ fees * VAT |

**Definition of a Small or Medium Enterprise (SME)**

*For the purposes of our funding eligibility rules, including eligibility under our Subsidy Schemes, a small or medium sized enterprise (“SME”) has:*

* *fewer than 250 full-time equivalent employees; and*
* *an annual turnover of no more than €50 million and/or an annual balance sheet total of no more than €43 million.*

*Where you are part of a corporate group or have close connections with other enterprises, you may also have to take their data into account. You can find further guidance on this* [here](https://www.gov.uk/government/publications/fcdo-small-to-medium-sized-enterprise-sme-action-plan/small-to-medium-sized-enterprise-sme-action-plan#what-is-an-sme)*. If you have any questions regarding the data to use when calculating staff numbers and financial amounts, please contact us before submitting this application.*

**Minimal Financial Assistance**

The Subsidy Control Act 2022 provides for a mechanism called Minimal Financial Assistance (MFA) to allow authorities to provide grants that are considered small enough to support individual business without giving them an unfair advantage which replaces similar mechanisms commonly referred to as de minimis or Special Drawing Rights.  If a subsidy is being provided under this mechanism, it will be described as a “Minimal Financial Assistance Subsidy”. Minimal Financial Assistance can be provided in a number of different ways, including:

* A grant (this is the most common way to deliver MFA)
* A loan
* A guarantee
* A free or subsidised service
* Rates relief from local authorities
* Investment schemes run by HMRC

More detailed guidance on MFA including what to expect if you are applying for or offered MFA from Scottish Enterprise is available here [Minimal Financial Assistance guidance for companies - Scottish Enterprise (scottish-enterprise.com)](https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants/minimal-financial-assistance-guidance#:~:text=What%20is%20the%20Minimal%20Financial%20Assistance%20limit%3F%20A,of%20bodies%2Fbodies%20corporate%20under%20common%20ownership%20or%20control.).

**Project Outcomes**

* Cumulative is defined as the “Total amount of successive additions over the three-year period calculated from your project completion date” e.g. How to calculate Forecast increase in Turnover as a result of this project
* Assume a baseline of zero (0) at the date your Project is due to complete
* From that completion date, estimate for each of the 3-following year
* Total for the following 12 months (Year 1)
* Total for the next 12 months (Year 2)
* Total for the next 12 months (Year 3)
* Add the 3 years together and enter as the ‘Cumulative Total for the 3 years’

For guidance – see worked example below

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Project Completion Baseline** | **Year 1 Total after project completion** | **Year 2 Total after project completion** | **Year 3 Total after project completion** | **Cumulative Total for the 3 years** |
| **Total Project Related Turnover or International** | 0 | £100k | £200k | £300k | £600k |

How to calculate **Total Planned increase in jobs as a direct result of this project**

* Estimate increase in jobs over the next three-year period from your project completion date

**Project Activities**

Under ‘**Project Activities (Phased in order)’** - For each stage of your proposed project - What will be delivered at the end? Phase them in the order that they will be delivered, to help us fully understand your proposal and where SE might help. This should include all stages of the project, including those areas where SE is not expected to contribute.

Under **‘Describe your Costs’**, SE can potentially support project cost activities, see the headings below. You may choose to select one or more of these headings to best describe the range of activities that will be undertaken. Your project might also include additional headings unique to your project. Your completed ‘Project Activities’ should offer SE a view of the whole project, not just the elements that you are seeking support for.

1. Consultancy (Not on Payroll)
2. Temporary Specialists (On Payroll)
3. Graduates (On Payroll)
4. Sub-Contract Costs
5. Project Specific Internal Staff Costs (on Payroll)
6. Materials
7. Capital Equipment

For each of your ‘**Project Activities (Phased in order)’** where you are seeking assistance from SE, enter one of the following options under **‘Delivered By’.**

* Temp Specialist and Graduates (on payroll) - Full time & Part Time specialists on your payroll for a fixed period, temporary members of staff\*
* Consultants and Contractors - Full time & Part Time specialists who are contributing towards delivery of the project, who are not on your payroll and invoice you for their time/services
* Company – no expectation that SE will fund this element

[Miro Board Content.pptx](https://scotent.sharepoint.com/sites/InnovationTeam/_layouts/15/Doc.aspx?sourcedoc=%7B256BE26F-A922-4303-BA70-282D4A8040B1%7D&file=Miro%20Board%20Content.pptx&action=edit&mobileredirect=true)

*\* see note above regarding data controller status of applicant*

Under the ‘Starts’ and ‘Ends’ columns, you should enter the month/year dates for when you plan to start & finish each of your ‘**Project Activities (Phased in order)’**.It is important that these dates are carefully considered and realistically achievable (including any tolerance dependencies), as they will be used by SE at the project appraisal, approval, and contract documentation stages.

Moving to the ‘**Output: what will be delivered?’** column you should clearly state what you will physically be in receipt of when that ‘**Project Activities (Phased in order)’** is completed. For example – a detailed report on market opportunities, a set of detailed designs for a new product, a working prototype, a stand at a major international trade show or your management team having improved competencies in achieving productivity gains.

Use the final column **‘Costs (£)’** to detail your costings for each of your ‘**Project Activities (Phased in order)’**.These should be realistic, market competitive costings and where appropriate supported by proposals or quotes. They will be used by SE at the project appraisal, approval and contract documentation stages.