**SMART: SCOTLAND Enquiry form**

**Please note, you should only complete this form if:**

* Your company has, or is planning to have, a suitable presence in Scotland
* Your company is considering undertaking a technical feasibility project
* Your company has access to any and all background and/or foreground intellectual property
* A robust business case for your proposed project has been developed
* Exploitation of the project’s outputs will lead to company growth

If any, or all, of these DO NOT apply to you, then you may wish to visit [**https://findbusinesssupport.gov.scot/**](https://findbusinesssupport.gov.scot/) for information on other forms of business support across Scotland’s public sector.

**1. Company details:**

|  |  |
| --- | --- |
| Company Name |  |
| Registration No. |  |
| Company Contact Name |  |
| Company Contact Email |  |

**2. SME:** - Yes/No

*Please note SMART: SCOTLAND is only available to SMEs; however, if you are a large company you may still be eligible for other forms of R&D support, find out more at* ***https://scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants-and-funding-calls/research-and-development-grants***

**3. Project description:**

Please describe in 50 words, or fewer, the main aims and objectives of the project

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**4. Project innovation:**

Please describe in 50 words, or fewer, the main technical innovation of the project

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**5. Total project Costs: £ k**

Please provide the spend intended on the largest three items (e.g. salary, consumables, equipment, etc.)

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| --- |
| 1 |
| 2 |
| 3 |

**6. Project technical challenges:**

Please provide a short description of the highest-ranking technical challenges in the project

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| 1 |
| 2 |
| 3 |

**7. Commercial opportunity:**

Please describe in 50 words, or fewer, the commercial opportunity of the project

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**8. Growth prospects for company:**

Please describe how you intend to grow your business after the project. What is the maximum growth potential for your business within the next 5 years both in terms of headcount and revenue. Explain how you have determined these figures. You can use a longer period than 5 years if you think it is appropriate.

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**9. Sustainability impacts:**

Please estimate any CO2savings that the project will deliver after the project is complete. Provide a cumulative figure for the three years after intended project completion

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**10. Fair work practices:**

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| **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. |

**11. Have you engaged with a member of the SMART: SCOTLAND team (or anyone else from SE):**

Should you have any questions on the form, please also contact us at [**grantappraisalsadmin@scotent.co.uk**](mailto:grantappraisalsadmin@scotent.co.uk)and we will be happy to advise. Full information on the SMART: SCOTLAND scheme is available at:

[**https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/growing-your-business/smart-scotland-grant**](https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/growing-your-business/smart-scotland-grant)

***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 email your completed form to:** [**enquiries@scotent.co.uk**](mailto:enquiries@scotent.co.uk) **and a member of the team will be in touch, thank you**.