**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 or R&D 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
* A clear line of sight to private match funding for the project

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.

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| 1. **Enquiry Type** | |
| About which SE grant fund are you enquiring (pick one only) | SMART: SCOTLAND R&D Fund (for SMEs only)  Large R&D Fund (for SMEs and large companies) |

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| 1. **Company information** | |
| Company name and head office address |  |
| Company registration number |  |
| Principal activities and main products/services |  |
| Company size – Small, Medium, Large |  |

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| 1. **Details about the R&D project for which you would like grant support** | |
| Project description and rationale for carrying out the project - (including expected benefits to business) |  |
| 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 (in months) |  |
| Current status of project (in terms of planning/ commitment) |  |
| Location of R&D Project activity (if different from business address) |  |

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| 1. **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** | |
| R&D JOBS | Non-R&D JOBS | R&D 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 |  | | | |
| Turnover as per most recent audited or management accounts (£) |  | | | |
|  | **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 (%) |  | |  | |
| NET ZERO IMPACT |  | | | |
| Estimate the CO2 savings that the project will deliver post-completion if successful. This should be the cumulative figure for the three years post-completion of the project. |  | | | |
| SUPPLY CHAIN IMPACT |  | | | |
| What is your current Scottish supply chain expenditure per annum? |  | | | |
| What additional Scottish supply chain expenditure could the project deliver? |  | | | |

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| 1. **Need for grant assistance**   Grant funding should be the final piece of the funding package. You will be expected to demonstrate that you have made best efforts to secure private funding for all project costs before applying for an SE grant and why a funding gap remains. **You should not consider applying for SE grant funding until you have a clear line of sight to private match funding for the project.** Please provide details of outline project funding. | | |
| Estimated total costs of R&D project (£) |  |  |
| Proposed total project match funding (£) |  | Source/ Status |
| Comprising (£) Equity |  |  |
| Loans |  |  |
| HP/lease finance |  |  |
| Internal funds |  |  |
| Other grants |  |  |
| Total amount of grant requested (£) |  | Explain how you have calculated this GRANT amount |
| Do you currently have any director loans, or intercompany loans in place? If so please describe. |  | |
| Do you propose to pay dividends from the business during the project period? If so please describe. |  | |
| **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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| 1. **FAIR WORK PRACTICES**   **Does the company have any employees other than its directors?**  Yes  check the box and complete the table below No  check the box and go to Section 7  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 cannot progress your application 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. |
| |  |  |  |  | | --- | --- | --- | --- | |  | 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. |

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| **7. SUPPORTING INFORMATION - (If available)** | | |
| **Please include copies of** | **Attached?** |  |
| Latest year-end financial statements |  |  |
| Current year management accounts |  |  |
| Company business plan |  |  |
| Parent company accounts (if applicable) |  |  |

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| **8. CONTACT INFORMATION** | | |
| **Contact details** | **Applicant Company** | **Advisor (if applicable)** |
| Contact name |  |  |
| Position |  |  |
| Telephone number |  |  |
| Email address |  |  |
| Have you engaged with a member of Scottish Enterprise’s Large Grants Appraisal Team or anyone else from SE? If yes, please provide details. | | |
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| Should you have any questions on the form, please contact us at [**grantappraisalsadmin@scotent.co.uk**](mailto:grantappraisalsadmin@scotent.co.uk)and we will be happy to advise.  Full information on SE’s R&D grants is available at:[**Business grants and funding calls | Scottish Enterprise**](https://www.scottish-enterprise.com/support-for-businesses/funding-and-grants/business-grants-and-funding-calls) |

***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)