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**PATHWAYS TO SCALE PROGRAMME - COHORT 2 – 2024/25**

**IMPORTANT – PLEASE READ BEFORE YOU PROCEED**

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**Main Programme Sessions [November 2024 – March 2025]**

As a *mandatory minimum*, the cohort must attend:

* **11 Nov 10:00-12:00 - Welcome Meeting [Online]**

Meet your SE support team, cohort peers and learn all about the programme.

* **20+21 Nov - 2-day Leadership Retreat [In Person]**

Two day fully funded retreat with inspiring leadership training and development masterclasses and coaching. Time away from the laptop to work on the business, not just IN the business. Central location close to the M8 *and* with public transport links. You must be able to attend both full days including the cohort dinner during the evening of the 20th.

* **25 Nov – 6 Dec - Coaching Hour 1:1 [Online]**

At a time/day to suit, you’ll meet online with the Programme Facilitator to discuss your growth goals and make a plan of action to get the most from the Programme.

* **25 Nov 10:00-11:00 - Pathways Journey Grant Fund: How to Apply [Online]**

You’ll find out how to apply for the Pathways to Scale Journey Fund of up to £20,000 per company which companies accepted to the cohort can apply for once in-programme.

* **14 Jan 2025 – 09:30 – 16:30 - Strategic Finance for Scaling Your Business [In Person]**

In-person workshop to help you make sure your business is in strong financial shape for scale and investment.

* **28 Jan 2025 – 09:30 – 16:30 - Advanced Pitching Skills Workshop [In Person]**

In-person masterclass from a professional presenter who will help you build high level skills and different ways to pitch to customers and investors.

* **4 Feb 2025 – 09:30 – 16:30 - Strategic Sales for Scaling Your Business [In Person]**

In-person workshop that will help you explore ways to boost your sales, understand the customer and buying process, here and overseas.

* **25/26 Feb 2025 - 1:1 Hour session with Advanced Pitching Expert Trainer [Online]** Day/time to suit.
* **Early March 2025 – Pathways to Scale Cohort Showcase** **[In Person]**

Meet the other Pathways to Scale cohorts, show off your pitching skills, meet investors and build your networks with senior business influencers.

**Please only apply if you can attend the mandatory sessions above.**

**A range of other masterclasses, skills sessions and opportunities will also be on offer throughout your time on the Programme as *optional.***

**Important:** To comply with UK government sanctions legislation and Scottish Government guidance in relation to trading with Russia and Belarus, as part of our appraisal of this Proposal, 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.

Questions? Email the project team entrepreneurship@scotent.co.uk

Ready to submit your application? Ensure it is **complete, signed and dated** before submitting to **enquiries@scotent.co.uk** by the deadline.

**Application Form Tips:**

* Your application will be reviewed by a panel of different people reading many applications, keep it succinct but capture all your main points and make your strongest case as places are strictly limited.
* This is your first opportunity to ‘pitch’ your business – don’t assume the panel know your company or your sector; explain what you do and how you do it in simple terms.
* Don’t go over the word limit (150 words approx.) as very long answers are rarely any better than succinct ones.
* It’s a good idea to send us your pitch deck or summary business plan for background reading, but make sure your main points are in the application form.
* Be upfront about your business and your financial situation as a company.
* If accepted to the Programme you will be eligible to apply for the Programme Grant, however, this is a separate process and is not guaranteed – therefore you should be sure that the Leadership Retreat, peer support and learning Programme itself will be of benefit to you and your business at this time, whether or not you also secure a grant.

**1. COMPANY INFORMATION**

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| **COMPANY INFORMATION** | **GUIDANCE NOTES** |
| **Company Name & Registered Address** | The full name of the applicant business. If the Proposal is successful, this is the legal entity that SE will contract with.The full address. Include post code of where the company is registered to. Please provide details if changed within the last 12 months.  |
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| **Companies House registration number**  | The registration number of the applicant business at Companies House. |
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| **Please confirm the company is a Small to Medium Enterprise (SME) and number of years trading.** | Definitions contained at Note 1 at the end of this form. |
| **An SME\*** |[ ]  **Business Age** |  |  |
| **Industry Sector**  |  |  |
| **Please confirm your organisation’s legal business structure**  | As registered with Companies House e.g., Ltd., Partnership, LLP, Charity/CIC etc.. |
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| **Turnover Projected – 2024-2025** | Company annual turnover at most recent year end in pounds sterling. |
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| **Last 3 Years Turnover** | Please enter the last 3 years’ turnover to provide a picture of the company’s recent growth journey. |
|  **2021-2022 2022-2023 2023-2024** |  |
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| **Current Headcount - Number of Full Time Equivalent Employees - Not including company Directors** | Total full-time equivalent jobs currently based in Scotland. FTE defined as working more than 30 hours a week. |
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| **Applicant**  | If applying as co-founders, please add both names and details here - rather than have to complete 2 separate forms. |
| **Applicant Name** |  |  |
| **Role** |  |  |
| **E-mail** |  |  |
| **Mobile** |  |  |

**2. DATA PROTECTION**

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| **HOW WE WILL USE THE INFORMATION PROVIDED IN THIS PROPOSAL** |
| By submitting this Proposal, you are acknowledging that the information provided in this Proposal may comprise company information and personal data (as defined in the UK General Data Protection Regulation and the Data Protection Act 2018 (“Data Protection Laws”). Any personal data provided in the Proposal 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>. You can find information on your rights in respect of the personal data we hold by visiting this privacy notice. Information you provide in this Proposal may be shared and used by Scottish Enterprise, 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 Partners’, to assess your suitability for the Programme.  |

**3. SANCTIONS CHECKS**

In order to comply with UK government sanctions legislation (Sanctions and Anti-Money Laundering Act 2018 (legislation.gov.uk) https://www.legislation.gov.uk/ukpga/2018/13/contents/enacted) and Scottish Government guidance in relation to trading with Russia and Belarus ([Stop trading with Russia](https://www.gov.scot/news/stop-trading-with-russia/)) as part of our appraisal of this Proposal 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, we may decide not to support you or your project.

**4. FAIR WORK PRACTICES**

We work with companies committed to or aspiring to fair work practices. 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. Refer to Scottish Government Guidance for guidance on [Fair Work First](https://www.gov.scot/publications/fair-work-first-guidance-2/pages/6/). Details of the real Living Wage can be found [**https://www.livingwage.org.uk**](https://www.livingwage.org.uk/)

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| If you have employees, do you pay the real Living Wage? | Yes/No |
| If you are working towards it, but not there yet, or you do not pay rLW, please give details of why you cannot meet this condition and how many staff are affected:   |  |

**5. NET ZERO COMMITMENT**

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| Scotland’s ambitious climate change legislation sets a target date for net zero emissions of all greenhouse gases by 2045. Our contribution to climate change will end, definitively, within one generation. To meet Scotland’s targets, a rapid transformation across all sectors of our economy and society is required. The Scottish Government published the [Climate Change Plan update](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.scot%2Fpublications%2Fsecuring-green-recovery-path-net-zero-update-climate-change-plan-20182032%2F&data=05%7C01%7CAngela.Bashir%40scotent.co.uk%7C816a72fa6cac400a3ee208db9eedf25e%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638278517033283544%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4AD3Ku94mkHBelg019g9wrN2aBHVvRS5HcV0hvM4eMg%3D&reserved=0) in December 2020 which reflects the increased ambition of the new targets set by the Climate Change (Emissions Reduction Targets) (Scotland) Act 2019. **Your Organisation’s Commitment to Net Zero** You can find further information on the Scottish Government Policy and context on [Net Zero Targets - Climate change](https://www.gov.scot/policies/climate-change/) - and [Home | Net Zero Nation](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.netzeronation.scot%2F&data=05%7C01%7CAngela.Bashir%40scotent.co.uk%7C816a72fa6cac400a3ee208db9eedf25e%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638278517033283544%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=D2YFeiuZlDOriwoL940z98JJuOUgISvVkrJUqK%2BVZfE%3D&reserved=0) If you do not currently have a plan in place recommend completing the Net Zero Tool to support the development of your plan - <https://www.scottish-enterprise.com/support-for-businesses/business-development-and-advice/business-sustainability/sustainability-support> |
| **Does your business have a credible plan in place to reduce operational greenhouse gas emissions to net zero by 2045 at the latest?** *[Please TICK one of the responses below]* |
| [ ]  **Yes** – we have a credible plan in place and do not require further support [ ]  **Developing** – we are committed to developing our plan and would welcome SE advice  |
| Applicants are advised that they are required to have or be able to demonstrate working towards a credible plan to reduce operational greenhouse gas emissions by 2045 at the latest. If working towards having a credible plan, it will be mandatory for participants to have their plan in place within 12 months. Help from SE’s sustainability team to help develop their Net Zero roadmap will be offered. |

**6. PUBLIC SUBSIDY RULES**

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| 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.** 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. 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.
* 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.**

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/minimal-financial-assistance-guidance#:~:text=What%20is%20the%20Minimal%20Financial%20Assistance%20limit%3F%20A,of%20bodies%2Fbodies%20corporate%20under%20common%20ownership%20or%20control.).Inaccurate or incomplete declarations may result in your application being deemed ineligible for consideration. |
| **If your organisation has *not* received any public funding in the last 3 years, you can leave the table blank but must confirm that you have not received any public funding support by ticking HERE:** [ ] **If you have received any public subsidy, you should review the notes above and complete the table below.** |

**7. APPLICANT DETAILS**

Please complete the sections below. This is no word limit. Short and sweet or bullet points is fine - but please present your best case to the selection panel as this is a competitive programme with very limited space.

*Please refrain from using ChatGPT or other AI language tools to complete this section – we want to hear your story in your own words.*

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| **1. Tell us about your Entrepreneurial Journey to date.** Please share about some of the opportunities and challenges you’ve faced in your business growth journey to date. | *Max 150 words please.*  |
| **2. Tell us about your current business.**What you do, your target market, industry opportunities and challenges.What is your market advantage? | *Max 150 words please.*  |
| **3. Tell us about your senior team structure/skills.**What are their roles and any plans you have for growing your team as you scale up. | *Max 150 words please.*  |
| **4. Tell us about any current international sales and future international market entry plans?**Current international sales activity, what markets are you in and what markets do you plan to enter?  | *Max 150 words please.*  |
| **5. Tell us about your investment raising activities to date.** What financial support have you had to get the business growing, what level of investment have you had and will need to scale up over the next 12 months+? | *Max 150 words please.*  |
| **6. What is your current funding/investment need?** Please specify what is required in the next 12 – 18 months for the company to grow. | *Max 150 words please.*  |
| **7. What are the main challenges you are facing with your financial growth strategy?** | *Max 150 words please.*  |
| **8. Tell us why you want to join the Pathways to Scale Cohort Programme.**What do you hope to gain from participating? | *Max 150 words please.*  |
| **9. Have you participated in any other public or private Accelerator/Scale up programmes?** What were your main takeaways? | *Max 150 words please.*  |
| **As a cohort-based programme, the right combination of participants is important.****Tell us what you would hope to bring to the cohort to support your peers in terms of skills, networks, and experience.** | *Max 150 words please.*  |

**8. DECLARATION**

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| **DECLARATION BY APPLICANT** |
| 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 of the Company and understand that we may be required to provide evidence of the signing authority of any individual.By signing this Proposal:* you acknowledge that the information provided in this Proposal 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 Proposal will be processed by Scottish Enterprise and our partners 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://www.scottish-enterprise.com/help/privacy-notice). Individuals can find information on their personal data rights in this privacy notice.
* you confirm that your company is the controller of personal data contained in this Proposal and that this personal data can be processed by Scottish Enterprise for the purposes outlined above*.*
* you agree that as part of our appraisal of this Proposal 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.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.

**Please use a valid electronic signature where possible.** |
| **NAME OF LEAD APPLICANT:** **DESIGNATION/ROLE:****SIGNATURE:****DATE:** |  |
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**PLEASE SEND YOUR COMPLETED APPLICATION TO**

**ENQUIRIES@SCOTENT.CO.UK**

**WITH ‘PATHWAYS TO SCALE APPLICATION’ IN THE TITLE**

**\*Note. Definition of company sizes**

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

* a small-sized enterprise is one which has fewer than 50 full-time equivalent employees and has either an annual turnover and/or an annual balance sheet total of no more than €10m; and
* 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 link [User guide to the SME definition - Publications Office of the EU (europa.eu)](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fop.europa.eu%2Fen%2Fpublication-detail%2F-%2Fpublication%2F756d9260-ee54-11ea-991b-01aa75ed71a1&data=05%7C01%7CMarjory.Sweeney%40scotent.co.uk%7Cc27f82bd34c54a3d68c608db9efd1d01%7C50374495fdde4d04bc5c574982680e19%7C0%7C0%7C638278582164532930%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ywMfuQ%2BYqFkgTaFzp4qbNtGAa7NjQUsEeTe2RIoKueo%3D&reserved=0). If you have any questions regarding the data to use when calculating staff numbers and financial amounts, please contact us before submitting this Proposal.