BLACK SCOTTISH BUSINESS FUND

Application Form

A fund designed to help give young local creatives, entrepreneurs and business owners much needed grants to move their businesses forwards and realise their dreams, whether it be equipment, vital learning or simply a cash injection so they can focus on their goal full time.

WHO IS IT FOR

The business must be located in Scotland, be at least 50% Black owned and employing less than 50 people in total.

The business owner must reside in Scotland and own and operate the business themselves. Where there is more than one owner of a business, for instance in a partnership or limited company, all owners must apply. UK residents and those ‘granted leave to stay’ in the UK are eligible to apply for support. Evidence may be required.

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| APPLICATION CHECKLIST |
| Please complete all parts of this application in full with appropriate answers, making sure:* A fully completed, signed application form accompanied by a budget plan for the project.
* Applicants must provide proof of trading e.g. evidence of a business bank account and identification (passport or birth certificate).
* A completed project plan is required (found in section2)
* you attach copies of all supplier proposals and quotes – we can’t process your application without these
* a Director of the company completes and signs the declaration

**When your application is complete please reupload to the website via the application form** Too Gallus will review your application and if your application is successful will approve the grant to support your project. We will not be able to contact you if your application is unsuccessful  |

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| SECTION ONE: **COMPANY INFORMATION** **COMPANY INFORMATION** **Company name**  **Registered address** **Web address:** **Contact details:****Name:** **Job title:****E-mail:**  **Telephone:****Business sector** **Aerospace, Defence & Marine** ☐**Chemical Sciences** ☐ **Construction** ☐ **Creative Industries** ☐ **Financial & Business Services** ☐ **Food and Drink** ☐ **Life Sciences** ☐ **Technology & Engineering** ☐ **Textiles** ☐ **Other (please specify)** **No. of paid employees** 4 **Turnover in the last financial year** **Company background and principal activities**  Provide a brief summary of your business activities, including what you do and sell, and who your main customers are. 20-100 words. |
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SECTION TWO: **ABOUT YOUR PROJECT**

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| PROJECT OUTLINE | GUIDANCE NOTES |
| **Project title** |  | Provide a meaningful name for your project. |
| **Project summary –include milestones and outputs** |  | Tell us about the new product or service you are creating. Indicate how your project is new or different to your business. **Please include project milestones and outputs** (20-100 words) |
| **Route to market** |  | Describe how you will sell to the identified market(s). Describe your current use or experience of using your chosen route to market. E.g. online, direct, one-to-one relationships, via distributors. (20-100 words) |
| **Project timescale** | **Proposed start date** |  |  |
| **Completion date** |  |
| PROJECT OUTPUTS | GUIDANCE NOTES |
| **Which of the following impacts/outputs will be realised by this project?** | Answer yes or no for each one. |
| **New product/service** |  |
| **Improved product/service** |  |
| **New markets entered** |  |
| **Additional profits** |  |
| **Increased competitiveness** |  |
| **Additional sales** |  |
| IMPACT ON MARKET PLACE (DISPLACEMENT) | GUIDANCE NOTES |
| **This project will:** | Answer yes or no for each one. |
| **Create a new product or service which is new to the market** |  |
| **There are a few competitors and it is a large market** |  |
| **My product or service will be sold internationally** |  |
| **None of the above** |  |

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| COST BREAKDOWN – HOW YOU WILL SPEND THE GRANT**Activity 1****Supplier name** **Supplier contact** **Full postal address** **Telephone** **Description of activity Quote attachedCost (ex VAT)**    **Activity 2****Supplier name** **Supplier contact** **Full postal address** **Telephone** **Description of activity Quote attachedCost (ex VAT)**     **Activity 3****Supplier name** **Supplier contact** **Full postal address** **Telephone** **Description of activity Quote attachedCost (ex VAT)**     **Total project cost**     WHAT YOU CAN AND CAN’T USE THIS GRANT FOR**The start-up grant can be used:** to buy capital equipment towards marketing costs towards training costs as a contribution towards the combined start up costs:patentingintellectual propertystock and consumables**The start-up grant cannot be used for the following costs:** property redecoration alonelegal or statutory fees/chargesworking capitalwage subsidy debt repaymentgeneral running costs of the business. |
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| DATA PROTECTIONI/we understand that Too Gallus, and other associated bodies such as local delivery organisations, consultants and agents collectively referred to as ‘the Agencies’, will use the information that I/we provide on this application form to assess my/our suitability for support. I/we understand if my/our 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. Your details may also be passed to auditors, the European Commission or its agents for administrative purposes. DECLARATION BY APPLICANTS **I confirm that: Confirm** The company is a small to medium sized enterprise (SME)The company will use the grant for identified eligible activities only **Company statement:**I certify that the information given on this form regarding my company and project is accurate to the best of my knowledge. I understand that if it is later established that my company does not qualify for this programme then the company will be required to repay any grant awarded in full. A director of the company must complete this declaration. .**Name of owner****Signature** **Date** |

### TERMS AND CONDITIONS

**Important information for companies considering applying for Too Gallus financial support**

It is important to note that the information you provide in this application form will be treated in the strictest of confidence, except where Too Gallus requires to disclose by law or applicable regulatory requirement, including any disclosure required under the Freedom of Information (Scotland) Act 2002 and/or any code applicable from time to time relating to disclosure and access to information held by public bodies.

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

A company receiving support, the Recipient, will be required to provide detailed information to Too Gallus to verify that the defrayed expenditure, What they have requested support for, and activity that should have taken place in terms of the project being supported, has actually taken place also, they will need to retain and make available the original documentation for monitoring and audit purposes on request.

Appropriate evidence includes, but is not limited to, the following:

* Receipted invoices or statements from suppliers which confirm that payment has been received from the Recipient. If a statement is used, this should include reference to the invoice number, payment value and payment date.
* If receipts/statements are not available copies of bank statements that show payments being made will be required instead. Where payments are made by BACs, a transaction list will be required to show the relevant expenditure / invoices included in the overall BACs payment, in addition to the bank statement showing that this amount has been paid.
* For staffing costs, payroll information, including employers NI contributions, together with evidence of payment will be required. Where staff spend only part of their time on the approved Project, detailed time sheets (certified by the staff member and their supervisor) or information from a suitable electronic time recording system will be required.