

Part 1 – Initial details

1. Applicant name:
2. Contact:
 - Address
 - E-mail
 - Mobile Phone
 - Website (if applicable)
 - Social Media (if applicable)
3. Apply for: (Drop down)
 - New Business Development
 - Established Business Development
 - Decarbonisation
 - New Technology Adoption
4. Business name:
5. Business address (trading/registered office):
6. Business Registered Number (if registered)
7. Are you registered for VAT?
 - *If yes: VAT Registration Number*
8. Is the business a subsidiary of another company?
 - Yes / No
9. Company structure:
 - Sole Trader
 - Company Limited
 - Social Enterprise
 - Partnership
 - Co-operative Company
 - Other (please specify here): _____
10. Do you confirm that your business is a Small or Medium-sized Business (SME)? (please see guidance for details)
 - Yes / No
11. Business Sector:
 - Advanced Manufacturing
 - Construction
 - Creative and Digital
 - Energy and Environment
 - Financial and Professional Services
 - Food
 - Health and Social Care
 - Public Sector
 - Tourism and Hospitality
 - Other (please specify here)

Part 2 –Business Details

1. Summary of your business
2. Since when have you been operating as a business?
3. Current number of employees:
 - o Full-time:
 - o Part-time:
 - o Self-employed owner/individual
4. What is your annual profit? (average over the last 2 years)
5. What is your monthly turnover? (average over the last 6 months)
6. What are your monthly costs? (average over the last 6 months, excluding staffing costs or taxes)
7. What are your total monthly working hours within the business? (average over the last 6 months)

Part 3 – About you

It is important that Section 3 is completed by the business owner or director to ensure that the information provided accurately reflects the circumstances, priorities and experience of both the business and the individual.

1. What are the main barriers currently preventing you from adopting new technologies at present?
2. Within the next 12 months, my goal for the business is to:
3. What do you hope to achieve through this programme and with the grant funding?
4. Please explain how you (or your team) have the skills and experience to undertake this business or business development project:
5. Please give an example of a time when you encountered and overcame a challenge (in business or in your personal life):
6.
 - a. Please give an example of a time when you stepped outside your comfort zone:
 - b. What did you learn from this experience?
7. Please give an example of a time when you thought differently to solve a problem:
8.
 - a. Please give an example of a time when you worked with others to achieve a task:
 - b. What aspects of teamwork were important to you in that situation?
9. Please give an example of a time when you took responsibility for something: