



EUROPE & SCOTLAND  
European Regional Development Fund  
Investing in a Smart, Sustainable and Inclusive Future



## BUSINESS SUPPORT APPLICATION FORM

### Purpose

The primary purpose is to deliver support to companies that will make a difference to the growth of the business. The focus is to create change in key strategic areas, through the delivery of Projects. The projects should be discussed between the applicant and their Scottish Enterprise or Business Gateway contact, which will ensure that the proposed activities best fit and adds value to the Company's proposition and supports the acceleration of growth.

### Where to get additional help:

- For help please get in touch with the contact you discussed your project with – they may also be able to signpost you to support with market research, routes to export markets, intellectual property, and validation of innovation ideas.

### APPLICATION CHECKLIST

Please complete all parts of this application in full with appropriate answers, making sure you:

- ✓ Describe the project in full. Attach any specific information; for example: project plans or proposals from suppliers/contractors involved in the project's delivery. We are unable to process your application without these.
- ✓ Explain the difference that Scottish Enterprise support will make to the project. For example: enable the project to happen sooner; increase the scale of the project; improve the quality of the project; enable the project to happen.
- ✓ List the public sector support you have received over the previous two company fiscal years and the current company fiscal year.
- ✓ Confirm a Director, Authorised Signatory or Company Secretary of the company completes and signs the declaration
- ✓ Confirm whether the applicant business is a large company or an SME - an SME has fewer than 250 employees, a turnover of less than €50m or a balance sheet of less than €43m and is an independent enterprise. (*Independent enterprise: No more than 25% of the capital or voting rights are owned by one or more enterprises which fall outside the SME definition.*)

**When your application is complete: Print, sign, scan and then email your signed form, supplier quotes and any other additional information as a PDF or image to your contact at Scottish Enterprise or Business Gateway.**

We will review your application and if it is successful we shall approve the grant to support your project. We shall also contact you if your application is unsuccessful, and if possible, signpost you to other support that may be available to you.

## SECTION 1: COMPANY INFORMATION

COMPANY INFORMATION				GUIDANCE NOTES
<b>Company name</b>				The full name of the applicant business.
Chemring Energetics UK Ltd				
<b>Companies House registration number</b>				The registration number of the applicant business at Companies House.
SC237472				
<b>Is the company an SME or a large enterprise? - Please tick one box</b>				See definition on page 7
<b>An SME</b>	<input type="checkbox"/>	<b>A large enterprise</b>	<input checked="" type="checkbox"/>	
<b>Company turnover</b>				The total global turnover of the applicant business at its latest financial year end in pounds sterling.
£31.2m				
<b>Employees</b>				Total global full time equivalent job numbers at latest financial year end.
287				
<b>Company contact</b>				The contact details of the person within the applicant business to whom any queries relating to this application may be directed.
<b>Name</b>				
<b>Job title</b>				
<b>E-mail</b>				
<b>Telephone</b>				

s38(1)(b)

## SECTION 2: ABOUT THE PROJECT

PROJECT DETAILS	GUIDANCE NOTES
<b>Project title</b>	Provide a meaningful name for your project.
Devices and Chemicals Graduate Programme Scheme	
<b>Project description</b>	Describe the project in full. Append any specific information, for example: project plans or proposals from suppliers or contractors. You should explain clearly how this project contributes to your business strategy.
<p>This project is specifically focussed on product and process improvement of an existing product to support strategic growth of a range of pyromechanical products. Product applications which will benefit from the improvement project include automotive, aerospace, and defence (missile batteries, safety and arming devices, actuators etc.) The placement project will see the candidate plan and conduct small scale trials, carry out analysis using relevant tools, report findings to senior management, and implement design and process improvement actions. The nature of the project will require the candidate to spend time in laboratory, production, and test areas, as well as being office based.</p> <p>The candidate will also assume project management responsibility in coordinating activities to ensure schedule adherence, and completion of project closure documentation.</p>	
<p>The product range under consideration is a key growth area within the business five year plan. Improvements in both product design and process manufacture are seen as critical to deliver the desired growth projections. The proposed role will form part of a focussed team and providing project engineering support in the improvement programme of critical manufacturing processes. The project is expected to deliver efficiency savings and reduce the cost of non-conformance in support of CEUKs plans for growth in key areas of the business.</p>	

PROJECT DETAILS				GUIDANCE NOTES
<b>Why Scottish Enterprise support is required</b>				Explain the difference that Scottish Enterprise support will make to the project. For example: it will enable the project to happen sooner; it will increase the scale of the project; it will improve the quality of the project; it will enable the project to happen.
Scottish Enterprise support is required to allow the role to be linked to the ScotGrad Graduate Placement Programme providing access to a tailored graduate business skills training course. ScotGrad placements also offer a unique opportunity to connect with a vast network of graduates and ScotGrad alumni. All graduates appointed through the programme are encouraged to use the ScotGrad LinkedIn group to communicate with other ScotGrad participants, learn about any professional development opportunities, including any relevant networking events and build up a professional network.				
<b>Project timescale</b>				The proposed start and finish dates of the project. <b>NB: the project cannot start until Scottish Enterprise has made a decision regarding its support.</b>
<b>Start date</b>	May 2017	<b>Completion date</b>	May 2018	

PROJECT OUTPUTS				GUIDANCE NOTES
<b>Business benefits</b>				Explain all of the business benefits of the project. For example: increased sales; increased profits; new or improved product, service or process; improved leadership or management capability; improved ICT or other infrastructure; new markets entered; improved knowledge; efficiency gains.
s33(1)(b)				
<b>Benefits to the environment</b>				Describe and quantify any positive environmental impacts of this project. For example: resource efficiency; clean technology; carbon reduction; reduced waste; CO <sub>2</sub> savings, reduced travel etc.
None				
<b>Outputs forecast as a DIRECT result of THIS PROJECT (in Scotland)</b>				The total turnover forecast as a <b>direct result of this project</b> – not for the business as a whole – after the 3 <sup>rd</sup> year following project completion and what percentage will be savings?  Full Time Equivalent (for a definition, see page 7) employee numbers as a <b>direct result of this project</b> . High Value Jobs are the number of jobs that will have a salary greater than £36,321.
	<b>Current</b>	<b>Total at the end of Year 3</b>		
<b>Total turnover forecast (£)</b>	s33(1)(b)			
<b>Savings (£)</b>				
<b>Employee numbers</b>		1		
<b>High Value Jobs</b>				
<b>Jobs safeguarded</b>				
	<b>Current</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>
<b>International revenue (£)</b>	s33(1)(b)			
Estimated additional international revenue per annum				

EXTERNAL CONSULTANTS		GUIDANCE NOTES
<b>Only complete this section if you are using an external consultant.</b> If you are using more than one external consultant, please append additional information to this application		
<b>Have competitive quotes been obtained?</b> – Please tick one option		If 'yes', please attach the quotes obtained and explain the rationale for your selection. If 'no', please explain the rationale for the costs included.
<b>Yes</b>	<b>No</b>	
<b>Please explain</b>		
<b>Is there any declared interest from either party?</b> – Please tick one option		
<b>Yes</b>	<b>No</b>	
<b>If 'yes', please explain</b>		

PROJECT ACTIVITIES						
Key activities/phases of the project						
Summarise the various activities and/or phases within the project, including who will carry out the work (i.e. internal business costs, external consultant etc.), how much each activity and/or phase will cost, and when it is due to start and complete. Ensure that all costs are noted against the relevant output, where there is more than one output. Append any specific information, such as project plans or proposals from suppliers or contractors involved in the project's delivery. If required, append a further breakdown of costs to this application. <b>NOTE: external costs are all costs a company will be billed for from a 3<sup>rd</sup> party.</b>						
Activity	Who	Starts (mmyy)	Ends (mmyy)	Output: what will be delivered?	£ Int.	£ Ext.
Graduate Placement	TBC	May 17	May 18		s33(1)(b)	
<b>TOTALS</b>						
<b>GRAND TOTAL (int + ext)</b>					s33(1)(b)	

### SECTION 3: FINANCIAL SUPPORT

#### SUPPORT FROM SCOTTISH ENTERPRISE

How much financial support from Scottish Enterprise is needed to enable the project to proceed as outlined?	Amount (£)	6,000
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#### OTHER PUBLIC SUPPORT

Do you expect to receive support for this project from public sources other than Scottish Enterprise (including any applications pending)?

If yes, please provide further details, including pending applications.		Yes		No	✓
Source of funding	Amount (£)	Pending		Approved	

#### PROJECT MATCH FUNDING

What is the source of the funding you will be using to meet your share of the project costs (e.g. bank loan, company funds, additional investment)

Source of funding	Amount (£)
Company Funds	

### SECTION 4: DECLARATION

#### DE MINIMIS AID

List all offers of *de minimis* public support from a United Kingdom source (including the type of *de minimis* aid) received by the applicant business, and any enterprise linked to the applicant business, during the previous two company fiscal years and the current company fiscal year. Please see Terms and Conditions for guidance on completing this section.

Fiscal year (yy/yy)	Public sector source and title of project/scheme	Grant, loan or other aid instrument?	Amount that is de minimis aid		Type of de minimis aid
			£	€	
2014/15	SE – Organisational Development	Grant	£13,500		General
2014/15	SE - Business Improvement – Culture Change Programme	Grant	£18,000		General
2014/15	SE – International Strategy Workshop	Grant	£1,344		General
2014/15	SE - International Marketing Expert Support (pending)	Grant	£2,280		General
2015/16	SE – Company Growth Business Support	Grant	£31,092		General
2015/16	SE – Company Growth Business Support – Advanced Engineering Conference Attendance	Grant	£1,500		General
2016/17	SE – Company Growth Business Support - Metron Actuators NFPA Conference	Grant	£1,950		General
2016/17	SE – Metron Actuators Business Expansion	Grant	£6,870		General
		<b>Total</b>	<b>£76,536</b>		

## CONSENT TO USE OF INFORMATION PROVIDED IN THIS APPLICATION

By signing this application, the applicant acknowledges that the information provided in this application may comprise company information and personal data (as defined in the Data Protection Act 1998). The applicant consents to the use of the information provided in this application by Scottish Enterprise, The Scottish Government, Highlands and Islands Enterprise and other associated bodies such as local delivery organisations, consultants and agents collectively referred to as 'the Agencies', to assess its suitability for support. 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. Some information may also be passed to auditors, the European Commission or its agents for administrative purposes.

In the event that support is received from the European Structural and Investment Funds (ESIF), Scottish Enterprise will provide information regarding the applicant and the grant claimed (including supporting evidence) to auditors, the European Commission or its agents for administrative purposes.

The Agencies would also like to use this information to help identify services, new products and/or information on seminars that maybe of interest to you or the development of your business.

**Please confirm if you wish to receive such information:** Yes/No

The applicant confirms that any individual whose personal data is contained in this application has given their consent to the collection, use and storage of their personal data for the purposes of this application. Any personal data that is collected within the application is held in accordance with the Data Protection Act 1998 and our privacy statement, which can be found at [www.scottish-enterprise.com/help/privacy](http://www.scottish-enterprise.com/help/privacy). Where personal data is held about an individual, that individual has the right to request a copy of the information that we hold about them. We may make a small charge for this. Individuals may also contact us to correct any inaccuracies in their information held by us. Should an individual wish their details to be removed from our database please contact Scottish Enterprise, Atrium Court, 50 Waterloo St, Glasgow, G2 6HQ in writing or by phone on 0845 607 8787 or 0300 013 3385.

## DECLARATION BY APPLICANT'S

**Company statement:** 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 and understand that we may be required to provide evidence of the signing authority of any individual.

<b>Name of applicant (print)</b>	s38(1)(b)		
<b>Position</b>	Finance Director		
<b>Signature</b>		<b>Date</b>	4 <sup>th</sup> April 2017

## TERMS AND CONDITIONS

### Important information for companies considering applying for Scottish Enterprise (SE) 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 Scottish Enterprise 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 as well as the requirements of the ESIF funding regulations.

Companies considering applying for Scottish Enterprise (SE) financial support for projects should be aware of the rules regarding supporting evidence that SE is required to work to. These require companies receiving support to supply evidence to show that the funding provided to them is supporting activity that has actually taken place and been paid for. SE 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, must provide detailed information to SE to verify that:

- Expenditure for which the Recipient has requested support has actually been paid from the Recipient's bank account to relevant suppliers and/or staff where appropriate;
- Project activity that should have taken place has actually taken place.

The Recipient will need to retain and make available on request all original documentation relating to expenditure and activity for monitoring and audit purposes for the period of time specified in any offer letter from SE.

All requests for payment made to SE must be backed up by appropriate evidence that the Recipient has incurred and defrayed the expenditure on eligible costs directly related to the approved Project. Requests for payment must only include expenditure which has been defrayed prior to submission of a claim to SE, and for which the appropriate evidence can be provided. Grant recipients should note that they can redact any data which is not related to the specific grant claim.



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

- Copies of bank statements that show payments being made will be required. Additionally, 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. The total value of the BACs payment must be shown to enable confirmation of the value to the bank statement.
- If copies of bank statements are not available, 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. Where recipients' invoices are used, these must be signed by an authorised accountable officer, such as a company secretary/director/partner/authorised signatory of the supplying company.
- Where overhead costs are charged e.g. for staffing costs, overheads or materials are included, an appropriate methodology to calculate the proportion of these costs which can be attributed to the Project, together with evidence of defrayment of actual expenditure, as above is required.
- For staffing costs, full payroll information, such as payslips, timesheets, BACs runs and bank statements, 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. Grant recipients must demonstrate the actual cost of employers' NI or pension contributions.

Please note that without the supporting evidence showing that the relevant invoices etc have actually been paid SE cannot approve claims for payment and this requirement does form part of the contract between SE and the Recipient.

### **European Structural and Investment Funds (ESIF)**

Scottish Enterprise has secured funding from the European Commission's European Structural and Investment Funds (ESIF) as a contribution towards the support provided to eligible SME's. If you are awarded a grant and meet ESIF eligibility criteria, the grant offer letter will confirm this. If successful in securing a grant and eligible for ESIF support, your company will be required to provide evidence to support claims as a condition of grant – details of this will be included in the offer of grant.

### **De Minimis Aid**

If you have had public sector support, you should have been notified in writing of any de minimis element when the aid was awarded. You should have also been notified of the type of de minimis aid that you have received. The most common type of deminis aid is 'general' de minimis. However, other types of de minimis are given for the fishery and aquaculture sector, agricultural sector and services of general economic interest. If applicable, prior to granting de minimis aid, Scottish Enterprise must obtain a declaration from the company concerned, in written or electronic form, about any other de minimis aid. You are required in the application form to declare any such aid previously provided by a public body to your company or any company that you are linked to.

Under *EC Commission Regulation No 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty to de minimis aid ("the Regulation")*, there is a ceiling of €200,000 for all de minimis aid provided to any one recipient over a 3 year period (or €100,000 for de minimis aid given to the road transport sector). Any award of grant given under the Regulations will be relevant if the Recipient wishes to apply, or has applied, for any other de minimis aid. For the purposes of the Regulation, the Recipient must retain details of the Grant for 3 years from the date on which the Recipient receives the last instalment of the Grant and produce it on any request by the UK or European public authorities.

### **Definition of a Small or Medium Enterprise (SME)**

An SME is an enterprise which employ fewer than 250 persons and which has an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro and is independent. An independent enterprise: no more than 25% of the capital or voting rights are owned by one or more enterprises which fall outside the SME definition.

### **Full Time Equivalent (FTE)**

As jobs within an organisation can be full time, part time or seasonal, it is necessary to adjust the total number of employees into FTEs. As an example, where staff are employed 40 hours per week (1 FTE), an employee working 20 hours a week would be 0.5 FTE. FTE units should be aggregated to reach the total standardised FTEs for the organisation. FTE hours should be calculated excluding annual, public holidays, sick and other leave where appropriate. Sub contractors are not included. The FTEs reported should be based on the total number for the company, not just in Scotland.