

**Innovation Support request form**

**Please note that this service is not a primary grant mechanism, and is a route for you to to discuss your idea with an innovation adviser.**

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| SECTION ONE: **COMPANY INFORMATION**

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| **COMPANY INFORMATION** | **GUIDANCE NOTES** |
| **Company name** |  | Please include your company name. |
| **Name** |  | Please include your contact details. |
| **Job title** |  |
| **E-mail** |  |
| **Telephone** |   |
| **Website** |  |
| **Mailing address** |  | Please include your full business mailing address. |
| **Registered address** |  | Please include your full registered business address. |
| **Company registration number** |  | Please include your company registration number. |
| **Date of incorporation/ formation** |  | Please include your date of incorporation or founding. |
| **Have you started trading?** |  | Please indicate whether or not you have started trading. |
| **What sector does your business currently operate in?** |  | Please include all the sectors in which your business currently operates |
| **No. of paid employees** |  | Please let us know how many employees are directly paid by your company. |
| **Turnover**  |  | Please let us know what your business turnover for the last financial year was. |
| **Company background and principal activities** |  | Please let us know about your company’s existing business offering.If you have not yet started trading, please leave this space blank.Between 75 and 200 words. |

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| SECTION TWO: **DESCRIPTION OF BUSINESS IDEA**

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| **PRODUCT/ SERVICE OUTLINE** | **GUIDANCE NOTES** |
| **Summary** |  | Please describe your proposed new product or service. Tell us how it will differ from what your business currently offers. Between 75 and 200 words. |
| **Target market** |  | Please describe where you’re looking to sell your product, and who you’re looking to sell your product to.Between 75 and 200 words. |
| **Route to market** |  | Please describe how you intend to sell your product to your customers.e.g. online, direct, one to one relationships, via distributors.Between 75 and 200 words |
| **Competitive advantage** |  | Please describe what your product or service has that will give you an advantage over your competitors**.** Between 75 and 200 words. |
| **Project work to date** |  | Please describe what activities you have carried out to date to develop your product or service.Between 75 and 200 words. |
| **Project work still to be carried out** |  | Please describe what activities you need to carry out to get your product ready for market.e.g. prototyping, testing.Between 75 and 200 words. |
| **Cost of project work still to be carried out** |  | Please give us an estimate of how much the development activities described above will cost. |
| **Do you have a Business or Project Plan?** |  | If so, please attach a copy of your business or project plan with this application. |

SECTION THREE: **ADDITIONAL INFORMATION/QUESTIONS**

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| **Do you have any questions?** |  | Please detail any queries you have to enable our advisers to better prepare for any future discussions. |

**What happens next?**An adviser will contact you shortly after reviewing this request to discuss your application and, if appropriate, invite you to attend a business surgery to discuss your project idea. The result of any subsequent discussion is likely to be advice around how to progress your idea and signposting to public and private sector support.**Where to get additional help:**For help filling out this form, contact the Scottish Enterprise Enquiry Helpline on 0845 607 8787. The helpline may also be able to signpost to support on market research, routes to export markets, intellectual property, and validation of innovation ideas. Data protection**Confidentiality:** All information provided will be for use only by Scottish Enterprise and will be treated confidentially. No information will be provided to any other parties without the explicit permission of the provider.**Non-Disclosure Agreements:** All our advisers will treat your information confidentially and therefore Non-Disclosure Agreements are not normally necessary, However, If companies feel the need to have a Non-Disclosure Agreement signed, then please request this upfront and Scottish Enterprise will provide an approved form for this purpose.**Once completed, please email this form, along with your business or project plan to** **innovationsupport@scotent.co.uk** |  |