



FOOD PROCESSING, MARKETING AND CO-OPERATION GRANT SCHEME APPLICATION FORMS

PART TWO: APPLICANTS DETAILS

To be answered by ALL applicants

1. Contact Details

Contact _____
 Company Name _____
 Address _____

 Telephone Number _____
 Fax Number _____
 E-mail Address _____

2. Status of Applicant:

	Please Tick
Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Co-operative	<input type="checkbox"/>
Informal Collaborative Group	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>
Public Sector Organisation	<input type="checkbox"/>
Other (please specify) _____	

3. Is the company registered for VAT? Yes/No

4. If a partnership, please list the names and addresses of all the partners

	Partner 1	Partner 2	Partner 3
Contact	_____	_____	_____
Company Name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
Telephone Number	_____	_____	_____
Fax Number	_____	_____	_____
E-mail Address	_____	_____	_____

5. If an informal group applying under the Food Co-operation Grant Scheme, please list all the participants in the collaborative supply chain venture.

	Group 1	Group 2	Group 3
Contact	_____		
Company Name	_____		
Address	_____		

Telephone Number	_____		
Fax Number	_____		
E-mail Address	_____		

6. If a Limited Company or Co-operative Society, please give your Registration Number and place of registration.

Registration Number _____
 Place of Registration _____

7. If a Private Limited Company, list the names and addresses of all the principal shareholders (those with a holding of more than 10%).

	Shareholder 1	Shareholder 2	Shareholder 3
Name	_____		
Address	_____		

8. Please give the current turnover of the business and total employment details as shown in the latest annual accounts.

Turnover _____
 Employment: full time _____
 Part time _____

9. Names and addresses of principal Holding Companies.

	Company 1	Company 2	Company 3
Company Name	_____		
Address	_____		

10. If the business is part of a larger group, give the current turnover and employment details for the ultimate Holding or Parent Company.

Turnover _____
Employment: full time _____
Part time _____

11. Names and addresses of principal subsidiary Companies.

	Company 1	Company 2	Company 3
Company Name	_____	_____	_____
Address	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

12. Please list all previous awards of financial assistance from the public sector, stating the amounts received and the awarding body.

Awarding Body	Reference No	Amount of Award (£)

13. Contact in the case of enquiries (if different from 1).

Contact _____
Company Name _____
Address _____

Telephone Number _____
Fax Number _____
E-mail Address _____

14. Please give a summary of the applicant’s background, including year of formation, initial operations, significant changes/acquisitions, new products and new markets over the intervening period, and the current position, together with a brief description of the project to include location, type of investment, and the rationale for undertaking the work.

15. Detail the main inputs for the project (raw materials) and outputs (finished products).

Inputs (eg Potatoes, Milk, Beef etc)	Unit (Tonnes, litres, boxes, kgs)	Amount	Outputs	Unit	Amount

16. State the total costs for which grant is being applied - £

Now sign and date the declaration.

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DECLARATION

This Section MUST be completed by ALL applicants.

I confirm that the information contained in this application is true to the best of my knowledge and belief.

I confirm that I have read and understood the Explanatory Booklet accompanying the application together with the Guidance Notes within the application, and that I am authorised to sign this application form.

I undertake to meet all obligations in relation to planning permission and any other certificates or consents required. I also undertake to meet any obligations regarding hygiene, animal welfare and environmental protection that exist at present, or in the future.

I undertake to notify The Scottish Government in advance of making any changes or variations to the project as detailed in this application form.

I confirm that no work on the project has been carried out, other than, where applicable, consultants work, site purchase, obtaining quotations, obtaining planning permission, or the drawing of site plans. Any other work on the project will not commence before the date specified in writing by The Scottish Government.

I understand that the information given in this application may be used for monitoring and evaluation purposes.

Signature

Name (Print)

Position in Company

Date