



	NOTE	RELATING TO	GUIDANCE FOR COMPLETION OF THE APPLICATION (further information can be found in the accompanying Programme Rules and Guidelines)	WHY DO WE NEED THIS?
<b>PART 1</b>	1	Nature of business	A general description which tells us what your business does.	Under European funding rules, we are required to provide statistical information to inform which industries and sectors participated in the programme.
	2	Sector	A list of sectors (and the Sector Skills Council that represents your industry) is provided in the Programme Rules and Guidance – please choose the one that applies. If you cannot find one that matches, please write 'not known'.	
	3	Number of employees	Please write in the number of staff that are employed in Scotland by your business. The total headcount must be 50 or less, irrespective of whether they are part time or full time. You will be required to confirm this as part of your acceptance of the terms and conditions.	This information will be used to check eligibility and to give us statistical data around the size of businesses participating in the programme.
	4	Annual training budget	The amount you spend each year on all staff training. An estimate will suffice. If you do not know what this is, then write 'not known'.	We are required, under European funding rules, to provide statistical information regarding the profile of businesses participating in the programme.
	5	Estimated annual turnover	The annual turnover of the business – please tick the appropriate box.	
	6	Location	Any business applying for funding must be based in Scotland. Any employees participating in the programme must be resident in Scotland.	Under European rules, this funding can only be given to support training that benefits businesses and employees based in Scotland.
	7	Status of business	This programme is limited to certain classifications of business. See the Programme Rules and Guidance.	This programme aims to provide funding support for Scottish businesses that may otherwise not have access to Government funding.
	8	Eligible learning	A definition of what can, and cannot, be funded is provided in the accompanying Programme Rules and Guidance.	Programme rules dictate that only learning defined as eligible can be funded, and that the link between this learning and business priorities must be demonstrated within the application by reference to the desired outcomes.
	9	Evaluation	As in many publicly-funded projects, evaluation is an important element of this programme. This will establish how successful it has been for you and what lessons can be learned from the experience. Your feedback will be vital to this process.	Since the evaluation is such a crucial part of the programme, we need to know that you are happy to participate.
<b>PART 2</b>	10	Business statement	To help us understand the reasons for your application, please provide a brief statement outlining what business priorities the training on this application will help you with, and how you expect to see the benefits both in terms of the individual employees' skills and the overall effect on your business.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake.
	11	Effect of funding	To allow us to understand the effects of this funding, please indicate how this has affected your plans for implementing the training in your application.	We are required, under European funding rules, to provide statistical information regarding the profile of businesses participating in the programme.
	12	Current arrangements	It is useful for us to know the background to your choice of these particular courses, and what resources you have available within your business to help plan training activity.	
<b>PART 3</b>	13	Date of birth	Please enter the date of birth of the person undertaking the training.	Employees must be resident in Scotland. Also, we are required, under European funding rules, to provide statistical information regarding the geographic and age profile of individuals participating in the programme.
	14	Postcode	Please enter the residential postcode of the person undertaking the training.	
	15	Type of training	The title of the course would be ideal, otherwise a description of the training identified.	This allows us to ensure that the training identified is eligible and allows us to analyse the types of training funded through this programme.
	16	Cost of training	Please enter the cost as confirmed by the organisation delivering the training for each individual. Where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, then in the line for each person enter £200 in Box (A): (£800 divided by 4).	This will ensure that both parties understand their respective financial commitments. Please provide totals at the bottom of each column.
	17	SDS contribution	This is the amount that Skills Development Scotland will fund, in accordance with the Programme Rules. Using the above example, where more than one individual is booked on the same course, please show an average of this against each individual. For example, if four employees are attending the same course and the total cost for that course is £800, this is an average cost per person of £200. In Box (B), therefore, show the contribution sought as £100 (50% of cost – up to £500).	
	18	Funded by business	This is your outlay per training episode. Using the above example, show £100 in box (C).	
19	Objectives	A list of objectives has been provided which will help you to define your Business Statement. You can also add your own. You can tick as many as you like, but you must tick at least one box.		
<b>PART 4</b>	19	Objectives	A list of objectives has been provided which will help you to define your Business Statement. You can also add your own. You can tick as many as you like, but you must tick at least one box.	The fundamental aim of this programme is to identify key success factors which may be achieved by your business as a result of the training that you identify and undertake. This information will be used in the evaluation phase of the programme.