**Economic Development – Enquiry Form Details/Questions**

**(THIS IS NOT AN ENQUIRY FORM)**

**Information**

The Economic Development Service has a range of financial support options which can be accessed to mobilise change and deliver positive outcomes for Shetland and its communities.

We are keen to support economic and community development in Shetland by investing in infrastructure, community capacity building, developing community assets and encouraging inclusive growth.

In our scheme guidance, you will find information about who can apply for financial support and the types of projects we may agree to provide funding for, in connection with supporting local industry through business development.

We appreciate that the amount of information you may be able to provide is related to how advanced planning is for your project.  You should however in this enquiry form aim to provide as much relevant detail as possible.  This enables us to deal with your enquiry in the manner that will benefit you best.  We aim to respond to your enquiry within 5 working days.

Please note that the fields on the form with the red asterisk (\*) are mandatory. You will not be able to submit the form until all mandatory fields have been completed.

Have you been in contact with Business Gateway Shetland, specifically in connection with this project?

* Yes / No

**Privacy Information**

The information provided by you is processed in accordance with the Data Protection Act 2018 to allow us to effectively assess your enquiry for grant funding.  The Data Protection Act 2018 gives you the right to know how we will use your data.

Further information about how we use your personal data is available from Economic Development Service or the [Council’s website](http://www.shetland.gov.uk/information-rights/PrivacyStatements.asp).

**Applicant’s Details**

* Applicant organisation name
* Contact Name
* Position
* Organisation type
* Contact Address
* Top of Form
	+ Postcode (Please ensure there is no space at the beginning and the end of the valid UK postcode)
	+ Address
* Bottom of Form
* Contact Phone number
* Email address
* Principal Website/ Social Media

**Project Details**

* Project title
* Project location
* Proposed project start date
	+ For grant enquiries, you should note that projects which commence before Council funding has been approved will be **ineligible** for support.
	+ You should bear this in mind if you plan to submit a formal application for support following on from this enquiry.
	+ Where necessary, enquirers requiring funding of over £25,000 will need to allow additional time to a project start date as a final decision will require Shetland Islands Council Development Committee approval.
* Proposed project end date
* Please clearly explain the project which you would like to carry out.
	+ Please provide as many details as possible at this stage, including:
		- Main purpose of the project
		- How it will be delivered
		- Market opportunity for the proposal
		- What your challenges will be in delivering it
	+ This will help us assess the best routes of support for you
		- May include referral to Business Gateway Shetland and Other free, professional services
	+ Max 2000 characters

**Project Costs**

* Estimated total costs
	+ Please provide an overview of the main project costs for your project along with estimated amounts
* Proposed project funding
	+ Please provide an overview of how you propose to fund your project.
		- Including the financial support you need from Shetland Islands Council.
	+ Your proposed funding should be equal to your total proposed costs.
	+ Please note that the maximum grant level from the Council’s Economic Development Grant Scheme is £25,000 or 30% of total project costs whichever is the lesser.
* Amount requested from Shetland Islands Council (if known)
* Are you enquiring about grant support?
	+ Yes / No
* Are you enquiring about loan support?
	+ Yes / No

**Outcome**

* What positive outcomes and benefits will arise from the delivery of this project?
	+ For example, number of jobs created, turnover generated, new service or product introduced to Shetland, new technology or innovation brought into your business, new business start etc.
* Which of the Shetland Economic Development Strategy priorities will this project contribute toward?
	+ For more information see website for details at: [Shetland Economic Development Strategy](http://www.shetland.gov.uk/directory-record/3812/economic-development-strategy)
* Please select 1 or more of the following
	+ Encourage growth, development and diversification in the private sector
	+ Improve economic participation in local communities
	+ Link skills, research and development to economic need
	+ Ensure Shetland’s interests are represented in national, regional and external policy making
	+ Improve the attractiveness of Shetland as a place to live, work, study, visit and invest
	+ Increase the pace of innovation and adoption of new technologies.

**Declaration**

* I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct.
* I am also aware that Shetland Islands Council staff may contact me to seek further information which is considered necessary to progress this enquiry to a full application.
	+ Signature
	+ Date
* Following submission, confirmation that your enquiry has been received will be sent within 5 working days.
* Officers in the Council’s Development Services will then begin assessing your enquiry and will be in touch with you to discuss your project further and the most appropriate way to support you going forward.