



Online Funding Application Guide

Thank you for your interest in applying for funding.

To improve the efficiency of the application process and reduce response times, we have digitalised this process. In this guide, you will find step-by-step instructions of how to complete your application.

If you have any difficulty completing your application, please email invest@westlothian.gov.uk or contact your dedicated adviser directly.

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Application Process Overview

01.

Once your adviser has confirmed that you can go ahead and complete an application, you will receive an email with a link taking you to the start of the application process

02.

Please complete the application form as accurately as possible. There is a 'Save and Submit Later' button that you can use if you want to start the application and complete it periodically

03.

Submit your completed application form with supporting documents attached

04.

Once your application has been submitted, it will be reviewed by your dedicated adviser initially, and then by management

05.

You will receive an email updating you on the status of your grant and the next steps

Pre-Application

Once your adviser has confirmed that you can go ahead and complete an application for funding, you will receive an email with a link to complete your application online.

Before completing the application, you will need the following information:

- Baseline carbon footprint (only required if you are applying for the Low Carbon Grant)
- Environmental policy
- Quotes for work
- Latest accounts
- Business plan/project plan
- Financial projections

There is a 'Save and Submit Later' button that you can use if you want to start the application and complete it periodically.

Application

The application should state what type of grant you are applying for so before completing make sure you are applying for the correct grant – this is displayed in Grant type.

Financial Details Section

Please refer to the table below for guidance on how to answer each question within the 'Financial Details' section of your application form:

Question	Guidance
Is the business independently owned?	Yes or No (If no and you are part of a Group then you will also be asked how many employees are part of the group)
How many people do you currently employ?	State the current number of staff
Do you have plans for additional recruitment within the next 12 months?	Yes or No
Current Turnover	Please state the amount in £'s
Current Balance Sheet Value	Please state the amount in £'s
Why do you need financial assistance for this project?	Please give a reason why you seek financial support
Have you received any grants within the last three years?	If Yes, please provide a breakdown of any funding you have received in the last 3 years, Year and the amount of funding

Project Details Section

Please refer to the table below for guidance on how to answer each question within the 'Project Details' section of your application form:

Question	Guidance
What is the estimated cost of the project?	Please give the costs of the project
What is the nature of the proposed project?	Please give an overview of what the project involves
What will be the outcome of the project and how will this impact your business?	Please tell us the expected results/outcomes of the project and how they will benefit/improve the business
What is the projected timescale from commencement to completion?	Please indicate how long the project will take – expected start and end dates

Financial Projections Section

Please complete this section showing the projected growth of the business over the next 3 years. For example:

	Current Financial Year	Year 2	Year 3
Turnover	£250,000	£400,000	£500,000
Profit	£25,000	£40,000	£50,000
Balance Sheet	£10,000	£50,000	£100,000
Employment	4	6	8

Document Uploads Section

You will be required to upload the following documents as part of the application:

Document	Guidance
Baseline Carbon footprint (only required for Low Carbon Grant)	Please upload a report illustrating your Carbon Footprint Calculations
Environmental Policy	Please upload your current Environmental Policy
Quotes for Work	Please upload any quotes related to the project costs. This can include things like Proforma invoices, proposals from suppliers, emailed quotes, screenshots of equipment costs from online retailers, etc
Last Year Accounts & Recent Management Accounts	<p>Please can you upload the following documents:</p> <ul style="list-style-type: none">• New Business – If you are a new business you will be required to upload your Business Plan and Financial Forecast• Sole Trader – Last Year's Tax Return and Management Accounts (Preferably from accounts package software or if you have other manual ones on Excel etc)• Limited Company – Last set of Full Annual Accounts (including P&L) and Management Accounts (Preferably from accounts package software if you have other manual ones on Excel, etc)

Submitting Your Application

Once you have completed all the sections you should then be able to submit your application.

Once your application has been submitted it will be reviewed by your adviser initially and then by management, and you should get a decision within 10 working days. You will receive another email updating you on the status of your grant and the next steps.

Further Support

If you require further support with completing the application form or you have any questions, please contact your dedicated adviser directly, or email invest@westlothian.gov.uk

