



SMART:SCOTLAND

BUSINESS PLAN

- Entrants for a SMART Award must provide a “business plan” containing the information asked for in the Guidance Notes. If you do not have a business plan you may find this leaflet useful in providing the information required. However, you do not have to use it. You may wish to set out your answers differently.
- If you use this form it is important that you give a full response to each request for information.

BUSINESS DETAILS

1. Name of business
2. Address

Name

Address

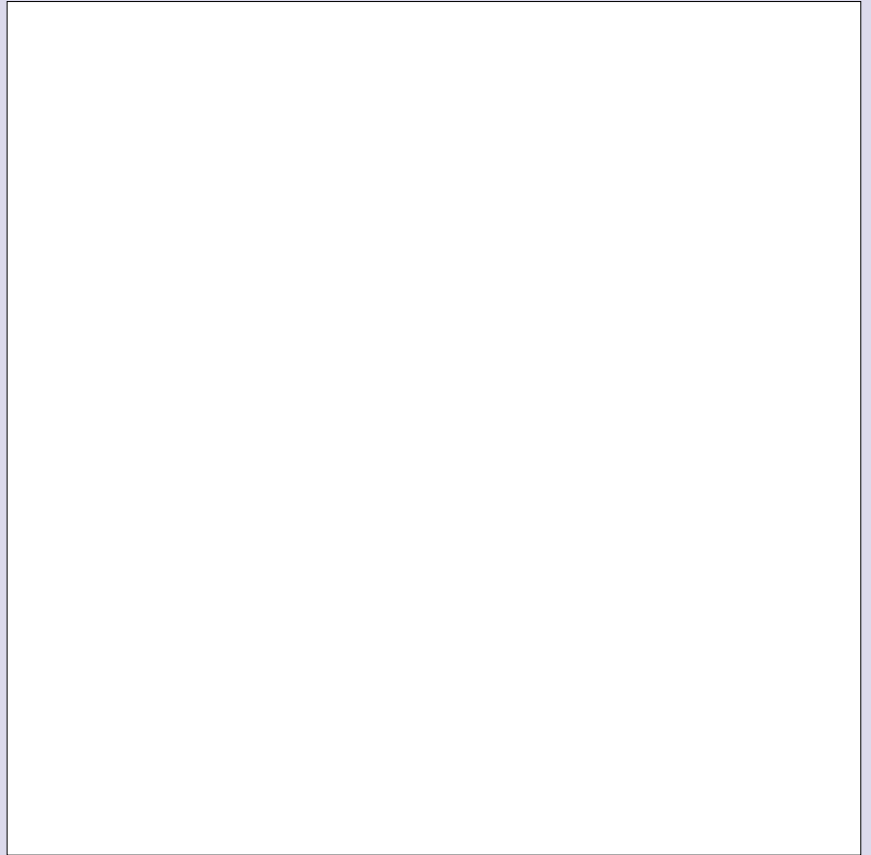
Postcode

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Description of business

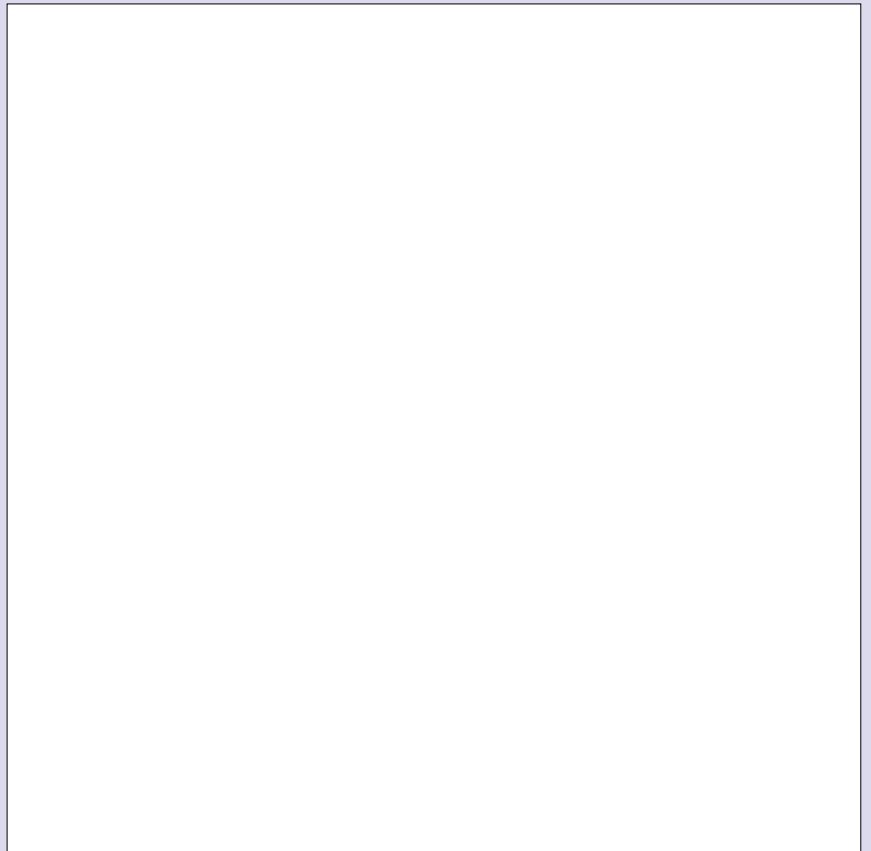
3. Describe the products you make or distribute, or the services you provide. (*Attach a catalogue or brochure if available.*)

4. Give details of names, roles, qualifications and experience of key personnel engaged in the business and the project for which grant is sought.

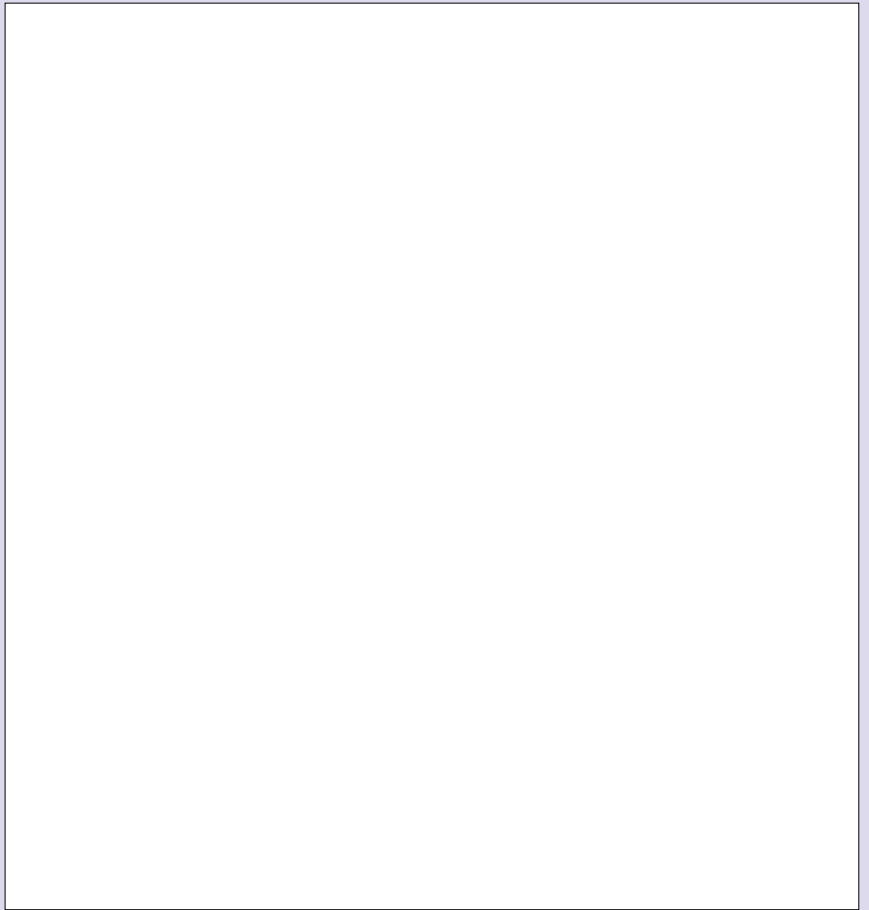


***DEVELOPMENT OF BUSINESS
OVER NEXT FEW YEARS***

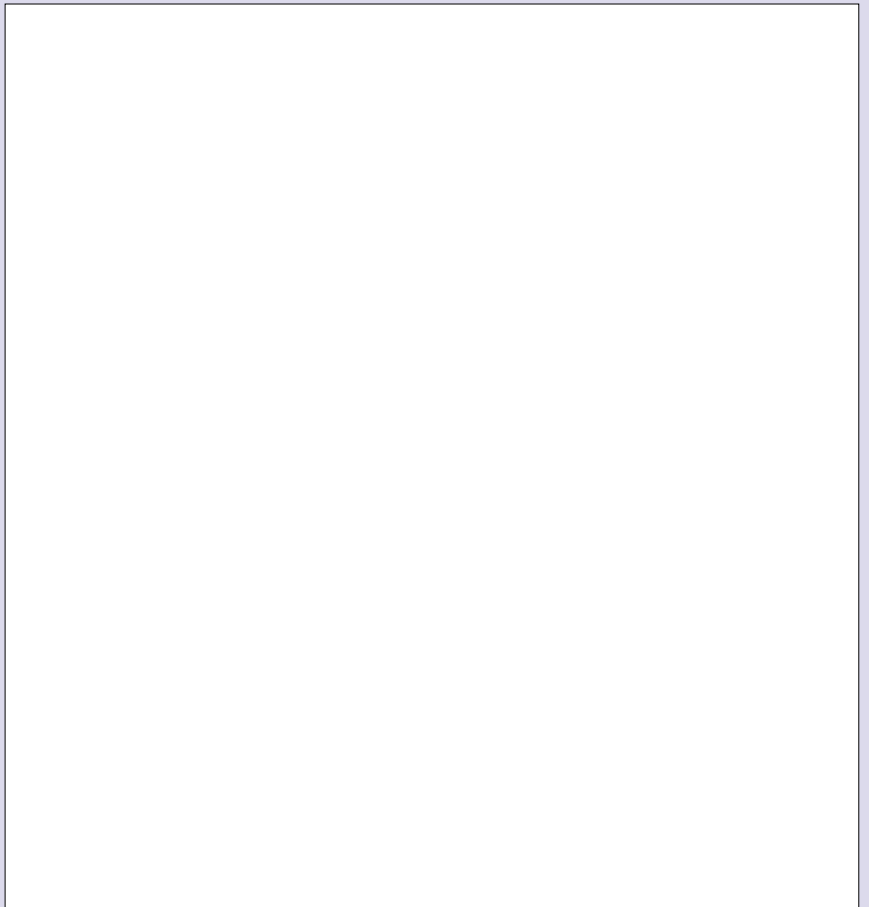
5. What market do you serve or are you aiming to serve?



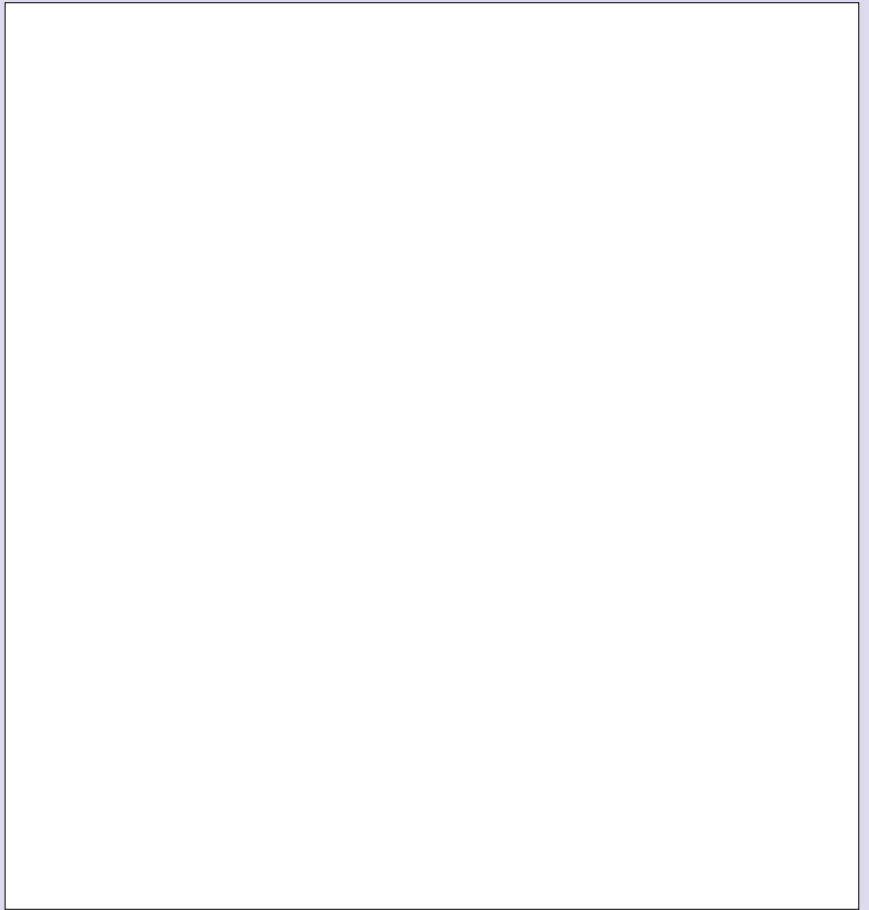
6. Who will be your major customers?



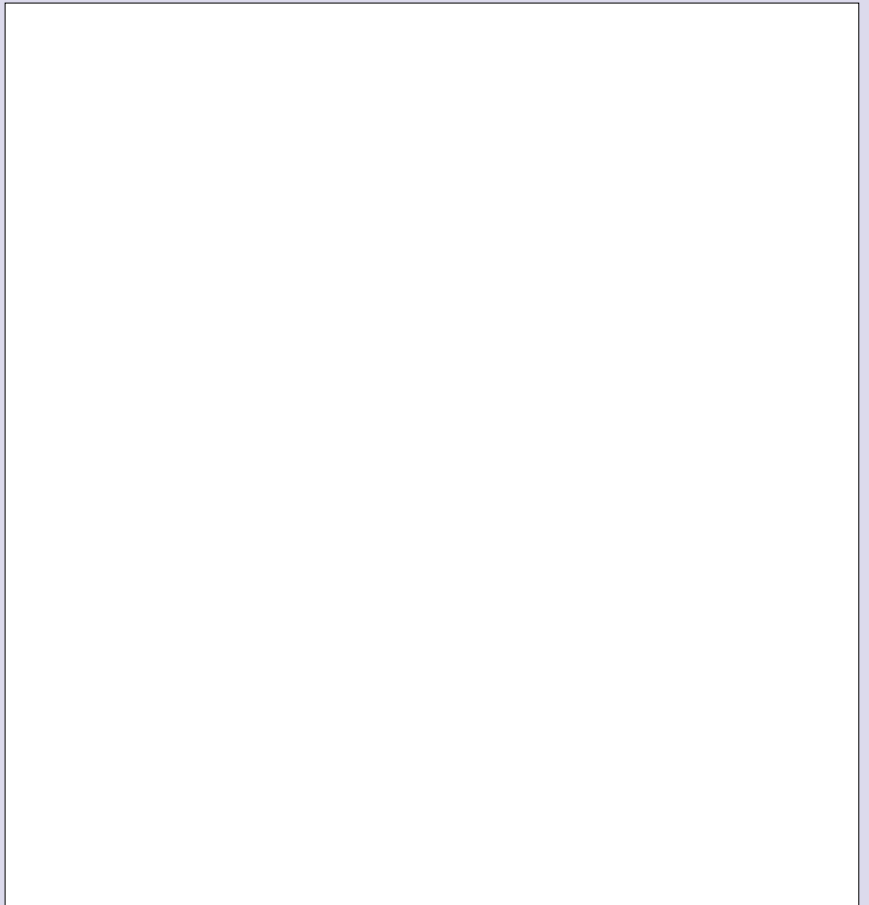
7. Where are they located?



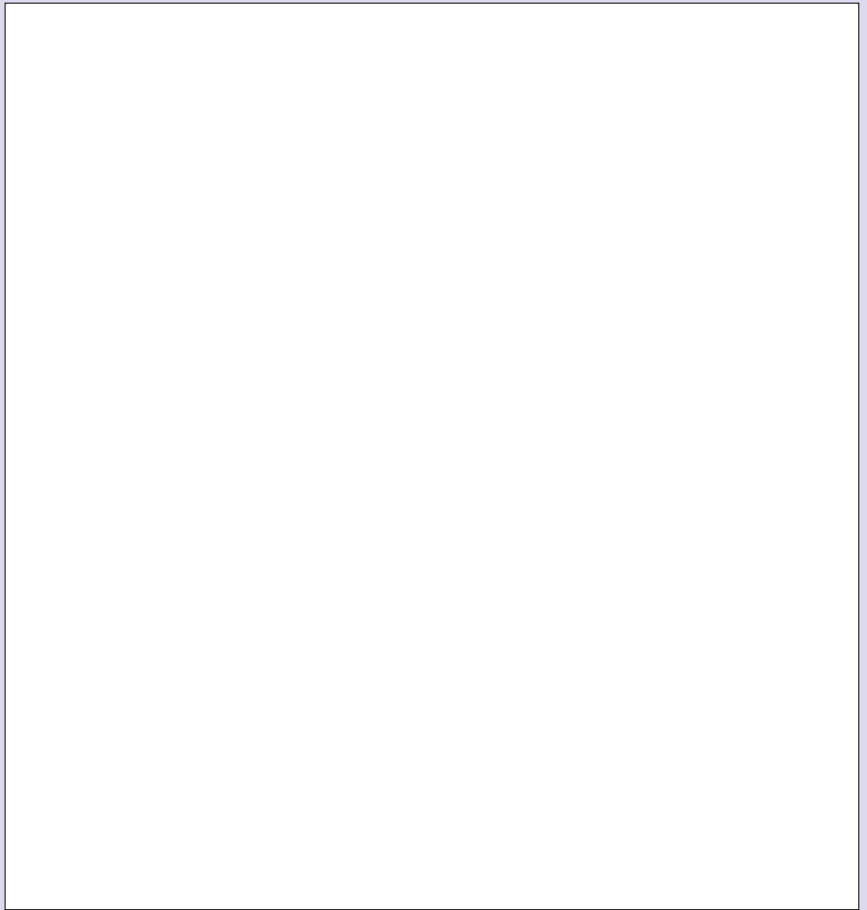
8. What competition for your innovation do you have or expect?

A large, empty rectangular box with a thin black border, intended for the respondent to provide an answer to question 8.

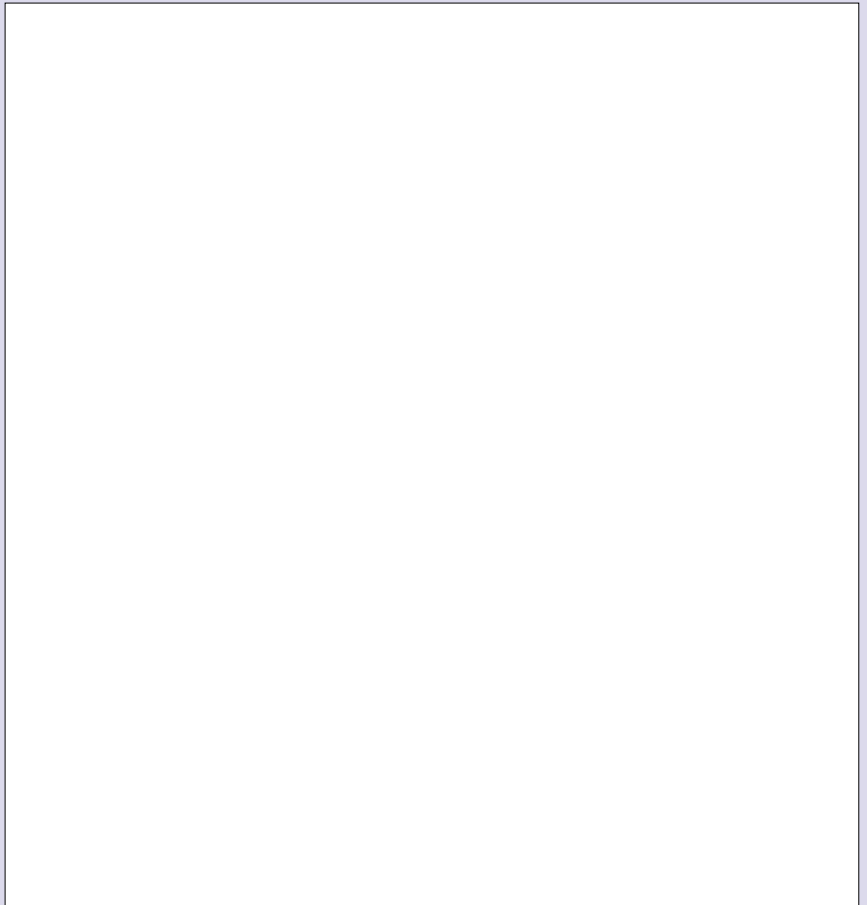
9. How have you determined this?

A large, empty rectangular box with a thin black border, intended for the respondent to provide an answer to question 9.

10. What benefits does your innovation have over the competition?



11. How do you see your business developing over the next few years?



IN CONFIDENCE

12. Do you expect your products and market to change?

Yes

No

If **Yes**, why?

13. What are the main risks (for example Marketing, Finance, Technical)?

DETAILS OF YOUR PROJECT

14. How does the project for which you are seeking a SMART Award fit into your business plans for the next few years?

15. What effect do you expect your project to have in volume and value terms on:

Sales?

Profit?

16. When do you expect benefits from the project, in terms of sales and profits, to commence?

DECLARATION

If you are a company, an Executive Director must sign. If you are a firm, the Proprietor or a Partner must sign.

Remember if you deliberately give false information you may be prosecuted.

I certify that to the best of my knowledge the factual information contained in this form is correct and the forecasts I have provided represent my best estimate of business performance.

Signed

Date

Name (BLOCK LETTERS)

Position in Organisation

Copies of this form are available in alternative media from our website on:

www.scotland.gov.uk/innovationgrants

Alternatively, a disk version can be obtained from SEELLD on:

Tel: 0141 242 5532

Fax: 0141 242 5589

E-mail: smart@scotland.gsi.gov.uk