**Scottish Industrial Energy Transformation Fund (SIETF) – 3rd call for projects - 2022-23**

**Application form for capital funding to support the deployment of energy efficiency and deep decarbonisation technologies**

To help you complete the application form please read the SIETF Guidance Notes, provided separately online. You must confirm on part 7 of this application form that you accept the terms and conditions of this application and that you have read and understood the privacy policy. Further information on the handling of personal data can be found in Appendix 1. Please submit complete applications to: sietf@gov.scot by 17:00 on 30th November 2022.

To avoid delays in processing your application, please ensure that you answer every question within each part of this form and submit all supporting documentation. Help notes to assist you in completing the application are included and referred to throughout the application.

On this application form please stay within the word count indicated for:

* Section 3.9 Project Summary
* Each part of section 5 and section 6

 SIETF 3rd call - deployment form

Part 1 – Lead Organisation

|  |  |
| --- | --- |
|  **PART 1**  | **Lead Organisation**  |
| 1.1 Name of lead organisation |  |
| 1.2 Head office address |  |
| 1.3 Companies House Number |  |
| 1.4 Town/city |  |
| 1.5 Postcode |  |
| 1.6 Local Authority area |  |
| 1.7 Contact name |  |
| 1.8 Job title/position |  |
| 1.9 Telephone number |  |
| 1.10 Email |  |
| 1.11 Website |  |
| 1.12 Type of organisation | [ ] Not for Profit [ ] Private Company [ ] Public Limited Company [ ] Public Sector Organisation [ ] Research Organisation [ ] University [ ] Other  |
| 1.13 Standard Industrial Classification (SIC) code | Your company SIC code should be 5 characters long. This can be found on Companies House. If you have multiple SIC codes please refer to the one most relevant to your current application. **Refer to the guidance to ensure you have an eligible SIC code.**  |
| 1.14 What is your organisation’s main business activity? |  |
| 1.15 Is your organisation VAT registered? If so, please provide the VAT Registration no. |  |
| 1.16 How many Full Time Equivalent (FTE) employees do you currently have?  | Please provide the number of FTE employees (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Zero[ ] 1 to 10 employees [ ] 1 to 50 employees[ ] 51 to 250 employees[ ] more than 250 employees  |
| 1.17 What is your most recent (audited where applicable) annual turnover? | £ Financial Year: Audited: Yes [ ]  No [ ] Please provide your most recent annual turnover and the financial year it applies to (to be taken from your audited accounts where available).Note: In the event that the organisation has been trading for less than a year or does not produce audited accounts, please provide the information from non-audited or management accounts. Please state the reason why audited accounts are not available. |

Part 2 – Partner Details (if applicable)

|  |  |
| --- | --- |
| **PART 2**  | **Partner Details (if applicable**)  |
|  | Partner 1 | Partner 2 | Partner 3 |
| 2.1 Name of partner organisation(s)  |  |  |  |
| 2.2 Address |  |  |  |
| 2.3 Town/city |  |  |  |
| 2.4 Postcode |  |  |  |
| 2.5 Local Authority area |  |  |  |
| 2.6 Contact name |  |  |  |
| 2.7 Job title/position |  |  |  |
| 2.8 Telephone number |  |  |  |
| 2.9 Email |  |  |  |
| 2.10 Website |  |  |  |
| 2.11 Type of organisation | [ ] Not for Profit [ ] Private Company [ ] Public Limited Company [ ] Public Sector Organisation [ ] Research Organisation [ ] University [ ] Other | [ ] Not for Profit [ ] Private Company [ ] Public Limited Company [ ] Public Sector Organisation [ ] Research Organisation [ ] University [ ] Other | [ ] Not for Profit [ ] Private Company [ ] Public Limited Company [ ] Public Sector Organisation [ ] Research Organisation [ ] University [ ] Other |
| 2.12 What is the partner’s main business activity? |  |  |  |
| 2.13 How many Full Time Equivalent (FTE) employees does partner currently have? Please provide the actual number of FTE employees (if available) | Actual no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ] Zero[ ] 1 to 10 employees [ ] 11 to 50 employees[ ] 51 to 250 employees[ ] more than 250 employees  | Actual no.: \_\_\_\_\_\_\_\_\_\_\_\_[ ] Zero[ ] 1 to 10 employees [ ] 11 to 50 employees[ ] 51 to 250 employees[ ] more than 250 employees | Actual no.: \_\_\_\_\_\_\_\_\_\_\_\_[ ] Zero[ ] 1 to 10 employees [ ] 11 to 50 employees[ ] 51 to 250 employees[ ] more than 250 employees |
| 2.14 What is the partner’s most recent (audited where applicable) annual turnover? | £Financial Year:Audited: Yes[ ]  No[ ]  | £Financial Year:Audited: Yes[ ]  No[ ]  | £Financial Year:Audited: Yes[ ]  No[ ]  |
| 2.15 What is the partner’s role in the project? |  |  |  |
| 2.16 i) Describe the current contractual relationship (if any) between the partnersii) Describe any proposed contractual relationship or delivery vehicle that you are intending to put in place to deliver this project |  |  |  |

Part 3 – Project Eligibility and Project Details

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| --- | --- |
| **PART 3**  | **Project Eligibility and Project Details**  |
| Eligibility CriteriaPlease select the relevant box below | To help us assess your project’s eligibility for support under this invitation please read the statements below and select the relevant box in the blue column to the left. **In Part 5 you are required to submit full supporting evidence to demonstrate how you meet the criteria you select.** |
| 3.1a Yes [ ]  No [ ]  | Does your project demonstrate the ability to meet the funding invitation theme: **Energy efficiency deployment**  |
| 3.1b Yes [ ]  No [ ]  | Does your project demonstrate the ability to meet the funding invitation theme: **Decarbonisation deployment**  |
| 3.2 Yes [ ]  No [ ]  | Does your project have the potential to deliver significant reduction of greenhouse gas emissions (MtCO2e) and energy consumption; or greenhouse gas emissions (only for decarbonisation/ fuel switching project proposals)? |
| 3.3 Yes [ ]  No [ ]  | Does your project have the ability to secure other sources of funding/finance that contribute **a minimum of 30%** towards the capital cost of the project? |
| 3.4 Yes [ ]  No [ ]  | Does your project have the potential to support a just transition to net zero in Scotland? |
| 3.5 Yes [ ]  No [ ]  | Does your project demonstrate innovation of technology and/or can it be replicated? |
| 3.6 Yes [ ]  No [ ]  | Are you able to provide a clear case for the requirement for SIETF support and the added value that support would bring to your project? |
| 3.7 Yes [ ]  No [ ]  | Will your project be complete by 31 March 2026, where this means the completion of such procedures and tests in order to demonstrate that the installed technology is capable of commercial operation? |

|  |
| --- |
| **Project Details** |
| Building a picture | To help us understand the reasons why you are applying for support, please provide key details of the project. |
| 3.8 Project title |  |
| 3.9 Project SummaryPlease provide a brief summary of the project clearly describing your vision.(max 500 words)Please include a copy of any existing feasibility studies with this form. | State here the aims of your project, how these fit with the aims of the SIETF outlined in the deployment guidance, and set out clear, measurable objectives through which you intend to achieve the successful delivery of the expected outcomes. Explain how expected outcomes will improve energy efficiency and reduce greenhouse gas emissions (or greenhouse gas emissions only for decarbonisation/fuel switching proposals), as well as how your bid contributes to delivery of Scotland’s national just transition outcomes.Detailed demonstration of this point, with measures or metrics, should be added in section 5. |
| 3.10 Net Zero Context Please provide a brief summary of how this project aligns with Scotland’s net zero target.  | Industrial businesses seeking grants should place their projects in context of a commitment to reduce greenhouse gas emissions at a level consistent with Scotland’s 2045 net zero target. This is a requirement for all grants over £500,000 |
| 3.11 Project LocationPlease provide the postcode(s) of area(s) where the project will be delivered | If you don’t have a postcode please provide a full address. Postcode: If unsure of local authority area of the project, use: [Find your local council - GOV.UK (www.gov.uk)](https://www.gov.uk/find-local-council) |
| 3.12 Key Project DatesPlease provide confirmation that you will be able complete your project by 31 March 2026 | Project start date: Click here to enter a date.Project end date: Click here to enter a date. |

Part 4 – Funding

|  |  |
| --- | --- |
| **PART 4**  | **Funding**  |
| 4.1 Project CostsPlease provide the breakdown of capital expenditure (CAPEX) for the delivery of your project, net of VAT.  | TOTAL CAPEX: £

| **Detail of the Cost**  | **Amount** | **% of total capital cost** |
| --- | --- | --- |
|  | £ |  |
|  | £ |  |
|  | £ |  |
|  | £ |  |
| TOTAL CAPEX | £ | 100% |

 |
| 4.2 Funding HistoryPlease list other sources of funding that your organisation **has received in the last 3 years.** This includes any Government Agency, Local Authority, or Public Body. | **Source** **Funding Amount (£)****Date (month/year) of award** **Subsidy control status**       |
| 4.3 Support History Have you ever been a proprietor, partner or director of a business which have applied for any financial incentives to increase the uptake of renewable heat and/or electricity under any Government scheme?This includes any other partner in the application.  | For example, Non-Domestic Renewable Heat, Renewable Obligation or other environmental programmes. |
| 4.4 SIETF Support RequestedThis award offers up to 70% of the total capital value to cover financial costs associated with the build and installation of the energy efficiency or deep decarbonisation project (e.g. purchase of physical assets).Please indicate the anticipated SIETF support requested for your project. |

|  |  |  |
| --- | --- | --- |
| **Project work packages** | **Work package detail** | **Total anticipated cost** |
| [ ]  financial / commercial expertise |  |  |
| [ ]  technical expertise  |  |  |
| [ ]  legal expertise |  |  |
| [ ]  project management |  |  |
| [ ]  other - please state: |  |  |

TOTAL SIETF SUPPORT BEING REQUESTED: £\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 4.5 Other contributions to this project. Please indicate all other match funding and/or support that you have secured or are providing for this project. All public sector funding must be listed for subsidy control purposes | What activity is being funded?: Amount (£) of finance secured: Funder: Sector (public/ private/ community): We require evidence of match funding/ current level of commitment for example: board minutes or a letter of support from management stating the funds will be made available on demand. MOU/ agreement in principle/ signed commercial contract or other means may support your application. **Total match funding secured/to be provided:** **£\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| 4.6 Alternative funding sources. Please indicate if you have or intend to apply for funding elsewhere for this project.  |  |

PART 5: Assessment

5.1 TRANSFORMATIONAL ASSESSMENT (25% of assessment scoring)

|  |  |
| --- | --- |
| **Technology justification** (max. 200 words) | Please provide a technology justification statement, explaining the main motivation for the project, why you have chosen to deploy this technology as the best option for your project, the nature of the outputs you expect from the project, and additional benefits from carrying out the project (for example streamlining an industrial process) |
| **Emissions reductions** (max. 200 words) | State what percentage of both your site and process CO2 emissions will be removed by implementing this project, providing evidence to justify your answer.We are looking for you to provide a percentage and a full explanation of how you reached that number. |
| **Social impacts, wider economy and ecosystem**(max. 200 words) | What social benefits – such as on local employment (levels or security of employment, either directly or indirectly) or local energy systems - would result from your project?How might it benefit local, or more sustainable supply chains - referencing jobs, emissions reductions or energy saved where possible?How would your project contribute to a Green Recovery? |
| **Net Zero Plans**(max. 200 words) | Explain how your project fits into your site and wider company's plans to reach Net Zero aligned with government commitment to reach net zero by 2045. Outline what other changes you expect to carry out to both the production process where the project is being applied, and to the site as a whole, in order to meet Net Zero, and how this project aligns with those plans. (You may refer to plans or proposals that are ‘off-site’ but that impact on the site or sites where this project sits) |
| **Replicability, scalability and dissemination**(max. 200 words) | Provide an outline of how the proposed technology could be replicated and/or scaled across your own site(s), sites within your sector/other sectors or, internationally. Please justify your answer.Information sharing: Within commercial constraints, outline plans to disseminate decarbonisation information and lessons learned from this project. Please justify your answer. |
| **Novelty** **You are only required to answer this section if your project involves deep decarbonisation such as fuel switching** (max. 200 words) | Referring to the Technology Readiness Levels (TRL) descriptions provided in the applicant guidance, outline what TRL your proposed technology use is. Justify your answer.We are looking for you to demonstrate how novel your project is. Consider:* What TRL you consider your project to be, including a justification
* A review of whether you are a first mover, whether in sector or technology
* Any evidence of the technology/solution being used elsewhere detailing how much of that industry currently uses this proposed technology or its application
* A description of how your project could either:
	+ Drive technology development (increasing TRL); or
	+ Improve commercial prospects and market understanding of low TRL measures.
 |

5.2 ECONOMIC ASSESSMENT (40% of assessment scoring)

|  |  |
| --- | --- |
| Download and complete the **project benefits calculator.**Please attach the project benefit calculator when you send us your completed application form. (max. 300 words) and answer the three Yes/No questions in addition. | Provide annual energy use by fuel both **before and after** completion of the project. Explain how you have calculated figures with evidence to justify answers. It is advisable to explain inputs and outputs.Will any of your energy consumption either before or after completion of your project include the use of electricity as a fuel?[ ] Yes [ ] No Will any of the fuel you use either before or after completion of the project be generated onsite?[ ] Yes [ ] No Will your project lead to a change in the production output of the process impacted by your project?[ ] Yes [ ] No  |
| In the project benefits calculator you are asked to estimate the asset lifetime of the deployed technology. (max. 300 words) | Explain the rationale and provide evidence to justify your answer. Include details of when any maintenance or replacement of parts is expected to be required throughout the lifetime of the technology.We are looking for a full explanation of the economic lifespan of the equipment needed and an explanation of expected upgrade or replacement dates. A good answer will include product information, lifespan and predicted details (including estimated dates) of any retrofitting or replacement of parts. |
| **Additionality** and need for SIETF support(max. 300 words) | Explain what would have happened to the project without SIETF funding, outlining the extent to which any of the project would still have occurred and why. Where some or all of the project would not have gone ahead without SIETF funding, describe how you would have instead used funds. Would any of this have been used on a different energy efficiency project, and if so, how would the benefits of that project compare to the project in this application? Explain why you are not able to wholly finance the project from your own resources or other forms of private sector funding. You may provide evidence to justify your answer such as by:* Internal analysis of investment options, for example, this project alongside other investment options showing that without SIETF this it is not competitive
* Evidence of a funding gap where SIETF can be a tipping point for adequate return, for example, clear discounted cash flow analysis, IRR analysis
* Proof of decision making such as Board minutes
* Evidence that the project cannot be fully funded by partners or that other funding sources such as commercial loans or other financial options are not available; for example proof of declined credit.

Details of company investment criteria and how much investment is made annually on energy improvement projects.* Providing a statement, with evidence, that identifies by how many years and/or months SIETF grant funding will accelerate the deployment of the project
 |
| **Financial modelling**(max. 300 words) | To underpin the assessment, present appropriate financial information to help demonstrate the financial and commercial merits of a project. The provision of more detailed financial information, in the form of a spreadsheet, can demonstrate the added value of grant funding and fully explain the merits of the project. More detail is required where projects influence product throughput and profit, or where financing arrangements have commercial partners |

5.3 DELIVERABILITY (25% of assessment scoring)

|  |  |
| --- | --- |
| **Project plan** **\*\*\* max 1200 words overall for section 5.3, \*\*\***(up to 200 words per answer, note overall section limits) | We are looking for you to identify and describe the actions, milestones and deliverables associated with the project. Good answers will detail deliverables and any interdependencies between tasks, and will discuss the project management strategy and provide details relating to specific contents of individual work packages.* Please include a separate Gantt chart to show the project plan including work packages, milestones and deliverables.
* Give a brief overview of each work package, including the responsible owner, expected costs and timelines of each.
 |
| Describe how the project will be managed, outlining any major tools and mechanisms you will use to get a successful project outcome. |
| Describe what level of contingency (with regards to personnel, timescales etc.) has been allocated within the project and why. |
| Outline any project dependencies, lead-in times, assumptions or decision-making timescales. |
| Describe the resources, equipment and facilities needed for the project and how you will access them. |
| **Project team**(up to 200 words per answer, note overall section limits) | Outline the project team structure, including the roles, skills and experience of key members and personnel, how their skills and experience will help deliver the project. |
| If applicable - Where subcontractors will be employed as part of the project, please describe their roles and expertise, how they are essential for the effective completion of the project and how they will be managed. |
| **Risk management** (up to 200 words per answer, note overall section limits) | The key risks associated with the project should be identified from a range of sources (for example technical, delivery, project team, financing), with these evaluated in the risk register for their likelihood and potential severity.* Please upload a risk register, taking care to include project risks associated with the technology, delivery, project team and financing of the project.
* Give a brief overview of the risk management process that will be associated with the project, including how new risks will be added and managed.
 |
| Please describe the three main challenges associated with delivery of the project and how these will be mitigated. |
| Outline if there are any key health, safety and environmental risks associated with delivering the project, and if so, how will these be overcome. Please include details of any permitting or consents that will be required for this project. |

5.4 PROJECT COSTS (10% of assessment scoring)

|  |  |
| --- | --- |
| Please describe how much the project will cost and how it represents value for money for the taxpayer (max. 500 words) | In terms of the project goals, describe or explain:* the total eligible project costs and the grant you are requesting
* how you have ensured good value for money for the taxpayer by obtaining the best cost for the project (for example through competitive tenders)
* how firm the costs are (for example whether they are quotes or tenders)
* how budgets will be managed
* how you have worked out the minimum SIETF grant required to enable the project to go ahead
* any sub-contractor costs and why they are critical to the project

Prior to offering a grant, we will require evidence of corroborated costs for example from suppliers quotes. If you are already in receipt of these documents, please provide them to support your application.  |

PART 6: Fair Work First

|  |
| --- |
| **FAIR WORK FIRST**  |
| 6.1 Please provide a brief summary of how your working practices align with the Fair Work First. (max 500 words) | Please show how your company applies the Fair Work First criteria in practice. * Appropriate channels for effective voice, such as trade union recognition
* Investment in workforce development
* No inappropriate use of zero-hours contracts
* Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
* Payment of the real Living Wage
* Offer flexible and family friendly working practices for all workers from day one of employment.
* Oppose the use of fire and rehire practice employment
 |

PART 7: Declaration and Understanding

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you, or any other partner or director of your business, ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or been the proprietor, partner or director of a business subject to an investigation (completed, current or pending) undertaking under the Companies, Financial Services or Banking Acts? |[ ] [ ]
| If **YES**, please give details on a separate sheet of paper. This does not necessarily affect your chances of obtaining SIETF support. |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you, or any other partner or director of your business, ever been bankrupt or subject to an arrangement with creditors? |[ ] [ ]
| If **YES**, please give details on a separate sheet of paper. This does not necessarily affect your chances of obtaining SIETF support. |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Have you, or any other partner or director of your business, ever been a proprietor, partner or director of a business subject to any formal insolvency procedure such as Receivership, Liquidation, Administration or was subject to an arrangement with its creditors? |[ ] [ ]
| If **YES**, please give details on a separate sheet of paper. This does not necessarily affect your chances of obtaining SIETF support. |  |  |
|  |  |  |
|  | **Yes** | **No** |
| Have you, or any other partner or director of your business, ever been a proprietor, partner or director of a business requested repay a grant under any Government scheme? This includes any company requested to pay grant while subject to any insolvency procedure, where the director/company secretary knew or ought reasonably to have expected that any request to pay grant could be made? |[ ] [ ]
| If YES, please give details on a separate sheet of paper. This does not necessarily affect your chances of obtaining SIETF support. |  |  |

PART 7: Checklist

Please confirm you have provided all the relevant **mandatory** supporting documentation using the checklist below:

|  |  |
| --- | --- |
| Have you completed all the questions on the Application Form? | [ ]  |
| Have you enclosed/attached the following **mandatory** documents: |
| Documentation evidencing the project partnership and planned delivery vehicle | [ ]  |
| Confirmation of match funding | [ ]  |
| Documentation relating to the confirmation of project site location | [ ]  |
| A detailed delivery programme for anticipated activity | [ ]  |
| Detail of delivery team including identified Project Manager and CVs of key personnel  | [ ]  |
| Confirmation of the Procurement Route selected and associated timelines | [ ]  |
| A risk register identifying the risks to delivery of the programme  | [ ]  |
| It is advisable to include this additional information to support the project proposal:* feasibility study
* financial model
* proposed monitoring and evaluation approach – i.e. how outcomes/benefits will be captured and recorded?
 | [ ] [ ] [ ]  |

Declaration – Please read this carefully before signing

I/we understand that if I/we give information that is incorrect or incomplete, grant may be withheld or reclaimed and action taken against me/us. I/we declare that the information I/we have given on this form is correct and complete.

I/we understand that the SIETF partner organisations; The Scottish Government, Scottish Enterprise Highlands and Islands Enterprise, Scottish Futures Trust, Resource Efficient Scotland and other associated bodies such as, technical consultants and agents collectively referred to as “the Agencies”, will use the information that I/we provide on this application form to assess my/our suitability for support. I/we understand if my/our application is successful, the Agencies will use the information provided in this application form for administration and management purposes, including carrying out appropriate checks, audits and marketing. Your details may also be passed to auditors for administrative purposes.

I/we understand that any offer may be publicised by means of a press release giving brief details of the project and the grant amount.

I/we understand that should support be awarded, I/we must actively engage with SIETF to develop the project and monitor the project’s progress.

I/we agree to accept the final decision of the SIETF Evaluation Panel in respect to this application.

**Acceptance of terms and conditions**

* The information I have provided is accurate and true to the best of my knowledge.
* I have provided all of the relevant mandatory supporting information as detailed in Part 7.
* I have read, and agreed to, the rules as outlined above, and accept the terms and conditions.
* Privacy Policy – you can find the privacy policy at Appendix 1

[ ]  **I have read and understood the privacy policy**

Signatory one: This section should be completed and dated by the primary contact person named in Part 1, Question 1.6.

|  |  |
| --- | --- |
| Signature |  |
| Name (printed) |  |
| Position |  |
| Organisation |  | Date |  |

**Counter signing senior officer:**

Signatory two: This should be the senior person in your organisation who is authorised to approve the application on behalf of the organisation e.g. the chair, chief executive or person of similar authority in your organisation.

|  |  |
| --- | --- |
| Signature |  |
| Name (printed) |  |
| Position |  |
| Organisation |  | Date |  |

**Appendix 1**

Scottish Government privacy policy

The Scottish Government seeks to ensure that the data gathered through this application form is fairly and lawfully processed in accordance with Data Protection Laws as detailed under the Data Protection Act 2018 (DPA). Any personal data collected through this application will be treated as confidential in line with the principles of the Data Protection Laws. For the purposes of SIETF, Article 6(1)(b) of the General Data Protection Regulation (GDPR) , will apply.

“Data Protection Laws” means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the GDPR. [www.privacy-regulation.eu/en/6.htm](http://www.privacy-regulation.eu/en/6.htm)

We will use the information provided to process and assess your SIETF application. Processing the information is obligatory in order to fully assess your application before a funding decision can be made.

The SIETF is a partnership between Scottish Government, Scottish Enterprise, Highlands and Islands Enterprise, Scottish Futures Trust and Resource Efficient Scotland. We may share the information you provide with other Scottish Government departments and the partner organisations listed above for the management of any potential SIETF project support. The information we share with the above organisations will be used in a number of ways, for example:

* evaluation of project eligibility
* administering and monitoring project development and support needs
* auditing compliance
* research and statistical analysis

The information supplied may be used to accelerate the development of future projects. Any data shared will refer to the business only, and no individual employee data will be shared. The Scottish Government may include on its website in the public domain the amount of any support offered to your project through this programme.

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law that such action is necessary to comply with a current judicial proceeding, a court order or legal process. We have a duty to protect the public funds we handle, and we may use the information you have given on this form to prevent and detect fraud.

Third Party Intermediaries
We may use an outside contractor to provide procured support to the project and/or undertake due-diligence as well as our appointed independent client engineer.

Document Retention

The SIETF is required to provide returns to UK Government detailing aid provided under this scheme, and to maintain detailed records regarding individual aid provided under the scheme. Such records must contain all information necessary to establish that the conditions laid down in the Regulation are fulfilled. This includes information on the status of any undertaking whose entitlement to aid or a bonus depends on its status as an SME, information on the incentive effect of the aid, and information making it possible to establish the precise amount of eligible costs for the purpose of applying the Regulation. Records must be maintained for 10 years from the date on which the last aid was granted under the scheme, in this case until at least 31 December 2034. The information which must be provided to the Low Carbon Infrastructure Transition Programme / retained by the aid recipient will be set out in the Offer of Grant.

SIETF will not retain unsuccessful applications beyond the purposes and timescale of application process.

The Scottish Government cannot be held responsible for the contents of any pages referenced by an external link. Please be aware that we, the Scottish Government, are not responsible for the privacy practices of such other sites. We encourage applicants to be aware when they leave our site and to read the privacy statements of each and every Website that collects personally identifiable information. This privacy statement applies solely to information collected by this form.

**Contact Information**

If applicants have any questions regarding our privacy policy, please contact us at:

Email: sietf@gov.scot