

*Developing a modern East Lothian*

Application for Annual Young Entrepreneur Prize 2023

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PRIZE £1,500

Please enter business name below

**Please complete this application as fully as possible.**

**Any parts not fully completed or omitted may result in your application not being considered.**

|  |  |
| --- | --- |
| Date Application Received: |  |

*East Lothian Investments Ltd, Registered in Scotland No:187674, Registered Office,*

*John Muir House, Haddington, East Lothian EH41 3HA.*

Authorised and regulated by the Financial Conduct Authority

**Application Requirements - checklist**

Please use the following checklist prior to submitting your application as a guide to what information is required. Note this is not an exhaustive list and further information may be required.

X

|  |  |
| --- | --- |
| Application form completed and signed by the owner, partner director or company secretary |  |

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| For all applications a business plan and cash flow is required. *Note templates can be provided.* |  |

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| --- | --- |
| For businesses trading longer than 1 year – End of year accounts including profit and loss and balance sheet. (If available) |  |

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| --- | --- |
| Copies of the last 3 month company bank statements for ALL accounts associated to the business and to include copies of at least 2 invoices paid to reconcile with bank statements. |  |

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| CV for each director / owner / partner |  |

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| Scan of proof of photo identification and age. For example Passport / driving licence or similar |  |

**1. Business Details**

|  |  |
| --- | --- |
| Name of applicant |  |
| Date of birth of applicant |  |
| Position in business |  |
| Phone number |  |
| Mobile number |  |
| Applicant e-mail address |  |
| Business name |  |
| Trading name if different |  |
| Trading address |  |
| Legal status of business |  |
| Business website address |  |
| Vat registration number if applicable |  |
| Date of commencement of trading  or if pre start expected date |  |
| Full time staff employed or  projected to be employed if new start |  |
| Part time staff employed or  projected to be employed if new start |  |
| Business bank provider |  |
| Business bank address |  |
| Business bank sort code |  |
| Business bank account number |  |

**2. Business Information**

Please provide a brief description of your business, products and / or services

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Please provide a detailed description of the how this prize will support your business including any costs associated.

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# 3. Legal Requirements

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| --- | --- | --- |
|  | Yes | No – please provide reason |
| Are you up to date with all statutory requirements for tax, VAT and business rates? |  |  |
| Do you comply with all employment legislation including the minimum wage regulations? |  |  |
| Do you ensure that no unlawful discrimination occurs in recruitment, conditions of service? |  |  |
| Do you comply with all relevant environment protection legislation? |  |  |
| Do you comply with all relevant health and safety legislation and any other such statutes pertaining to your industry? |  |  |

**4. Declaration**

I declare that the information on this application is to the best of my knowledge complete and accurate.

I hereby accept that the decision of this prize will be based on the information I have provided.

I hereby accept that should I receive the Young Entrepreneurship Prize that I may be required to undertake a limited amount of PR around the award and award winner name may be used in future promotion.

|  |  |
| --- | --- |
| Your signature (on behalf of business) |  |
| Your name (please print) |  |
| Your position in the company |  |
| Date |  |

The decision will be made at the discretion of the Board of Directors of East Lothian Investments Ltd and will be final.

East Lothian Investments Ltd take your privacy seriously and will only use your personal information to administer your application. Your data is processed and treated in the strictest confidence in line with our privacy and retention policies as per GDPR rules.

The GDPR and Consumer Policies can be found on the website: [www.eastlothianinvestments.com](http://www.eastlothianinvestments.com)

Please return the completed application form and declaration to:

Companies Manager

John Muir House

Brewery Park

Haddington

East Lothian

EH41 3HA

e-mail: [ELinvestments@eastlothian.gov.uk](mailto:ELinvestments@eastlothian.gov.uk)