

**Circular Economy Business Support Internship**

**Application Form**

Please read the supporting Guidance Notes before completing and returning this application form.

# Contact Details

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| Please provide full contact details as follows: | |
| Organisation name |  |
| Organisation address and postcode |  |
| Registered address (if different from above) |  |
| Company/Charity registration number |  |
| VAT Registration number (if applicable) |  |
| Contact name |  |
| Job title |  |
| Telephone number |  |
| Email address |  |
| Intern project title |  |
| Intern project location & postcode |  |

# SME Confirmation

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| Please provide full organisation details as follows: | |
| FTE[[1]](#footnote-2) employees on site: |  |
| FTE employees in the entire enterprise: |  |
| Turnover[[2]](#footnote-3) of enterprise: |  |
| Balance sheet total: |  |
| Is more than 25% of the enterprise owned by a non-SME? If yes, provide details. |  |
| Does the enterprise own any subsidiaries? If yes, provide details. |  |

# Circular Business Model Category

Please identify which circular economy business model your project covers (See Section 5 Guidance Notes for info). Tick all that apply.

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| Sector | **Please tick** |
| Circular design |  |
| Resource recovery |  |
| Enabling technologies |  |
| Product as a service |  |
| Leasing |  |
| Remanufacture |  |
| Re-use |  |
| Repair |  |
| Sharing economy |  |

# Project Description

Please complete all boxes below

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| **Please state if you are currently or have in the past received circular economy business support from Zero Waste Scotland and explain briefly what the support was.** |  |
| **Please describe your proposed circular economy project in a suggested 350 words total i.e. what it is designed to achieve, how does it contribute towards a more circular economy, what stage is the proposition at.** |  |
| **Please state how this project will deliver carbon savings and provide an estimate for the specific savings the project will provide (t*onnes per annum).* Please reference any wider sustainability benefits that this project will deliver.** |  |
| **What is the innovation that this project brings forward to the market?** |  |
| **How would an intern support this project in a meaningful way and why do you need an intern?**  *e.g. What are the tasks they would carry out?*  *e.g. What are the expected deliverables by the end of the three month placement?*  *e.g. how will they have progressed the circular product or service towards commercialisation?* |  |
| **How would you support an intern to deliver these objectives?**  *e.g. how will the intern be embedded into the organisation and receive peer support?*  *e.g. do you have experience of managing interns or similar?* |  |
| **What will have happened by the end of the intern project?**  ***e.g.*** *We will have a better understanding of what is required to progress to demonstration/trial stage.*  ***e.g.*** *We will have conducted a trial to determine commercial-scale viability.*  ***e.g.*** *We have implemented a new product, process or service across the company.* |  |

# Statement and Declaration

Zero Waste Scotland’s Circular Economy Business Support is made available through Special Drawing Rights. You are allowed up to £315,000 of small amounts of financial assistance allowance (subject to exchange rates <https://www.imf.org/external/np/fin/data/rms_five.aspx>)) over any period of 3 years. This allowance includes previous de minimis support that may have been received in the past three years. The value of this internship support is estimated at £6000.

By submitting this document you are:

* Confirming that receipt of this support will not exceed your Special Drawing Rights limit of £315,000 in a three year period.
* Confirming that to the best of your knowledge all information given in this form is correct and accurate at the time of submission.
* Confirming that you will adhere to the Internship Project Eligibility Criteria listed in 2.3 of the Guidance Notes relating to the support and treatment of a placed intern.

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| Conﬁdentiality and Privacy |
| Information that you provide Zero Waste Scotland will be treated in the strictest of conﬁdence and in line with all information regulations, except when we are required to disclose data by law or applicable regulatory requirement, including any disclosure required under the Freedom of Information (Scotland) Act 2002 and/or any code or applicable data agreement relating to disclosure and access to information held by public bodies.  Please note that it is also a requirement of accessing this support that Zero Waste Scotland will provide the intern placement agency sub-contractor with the details provided in this application form.  By completing and submitting this form you agree that Zero Waste Scotland has your permission to do so.  Zero Waste Scotland will not share the information provided for any purpose other than arranging and providing you with this support.  Zero Waste Scotland is committed to protecting and respecting your privacy. Our privacy policy <http://www.zerowastescotland.org.uk/content/privacy-policy> explains how we collect and process your personal information for funding and support applications. If you have any requests concerning your personal information or any queries with regard to our processing practices, please contact us at [data@zerowastescotland.org.uk](mailto:data@zerowastescotland.org.uk). |

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| **Signed (applicant)** |  | **Print Name** |  |
| **Date** |  | **Job Title** |  |

Please complete this form providing as much information as possible to enable your application to be fully reviewed for eligibility to apply to the Programme.

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1. Full Time Equivalent [↑](#footnote-ref-2)
2. If you are unsure of the exact figures then state if the annual turnover is less than or equal to 50 million Euros with “<50M euros” or if it is more with “>50M euros” and similarly for the balance sheet total if it is less than or equal to 43 million Euros with “<43M euros” or if it is more “>43M euros”. You can use this link to calculate the current Sterling equivalent. <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm> [↑](#footnote-ref-3)