

# Welcome Scheme Application Form – Non-Quality Assured Businesses

To apply for any of the VisitScotland Welcome Schemes listed, please complete this form and return it to the address below with payment. Alternatively email your completed form to Customer Services and we will email you a link to make online payment.

On receipt of your form, payment and confirmation that you provide all the facilities listed, we will confirm the appropriate award/s by e mail and you will receive the relevant promotional goods by post.

Ancestral Tourism (Accommodation and Attractions)	£25 plus VAT (£30)	<input type="checkbox"/>	Field Sports	£25 plus VAT (£30)	<input type="checkbox"/>
			Fiosraich Gàidhlig / Experiencing Gaelic	Free of Charge	<input type="checkbox"/>
Anglers	£25 plus VAT (£30)	<input type="checkbox"/>	Golfers	£25 plus VAT (£30)	<input type="checkbox"/>
Bikers	£25 plus VAT (£30)	<input type="checkbox"/>	Groups	£25 plus VAT (£30)	<input type="checkbox"/>
Children	£25 plus VAT (£30)	<input type="checkbox"/>	Pets	£25 plus VAT (£30)	<input type="checkbox"/>
Classic Cars	£25 plus VAT (£30)	<input type="checkbox"/>	Visiting Golfers	£25 plus VAT (£30)	<input type="checkbox"/>
Cyclists	£25 plus VAT (£30)	<input type="checkbox"/>	Walkers	£25 plus VAT (£30)	<input type="checkbox"/>

## 1. Contact Details

Main Contact:	Title		First Name		Surname	
Business/Trading Name						
Address 1						
Address 2						
Town			Postcode			
County			Tel No			
Email address:						

## 2. Invoicing Address (if different to above)

Address 1						
Address 2						
Town			Postcode			
County			Tel No			
Email address:						

VisitScotland's preferred method of issuing invoices and statements is by email. Please provide an email address here, or please provide postal address for invoicing (if different from property details above).

## 3. Business Information

What is the legal structure of your business?

- |  |   |
|--|---|
| <input type="checkbox"/> Public Limited Company        | <input type="checkbox"/> Limited by Guarantee |
| <input type="checkbox"/> Sole Trader                   | <input type="checkbox"/> Partnership          |
| <input type="checkbox"/> Limited Liability partnership | <input type="checkbox"/> Charity              |
| <input type="checkbox"/> Limited Company               | <input type="checkbox"/> Co-operative         |

How would you define your business?(\*)

- Autonomous enterprise (independent business)
- Partner enterprise
- Linked enterprise

\* These definitions of small to medium sized enterprises (SME) are for the purpose of complying with the requirements of the European Regional Development Fund (ERDF). If you are unsure of the meaning of these definitions, please consult this document: [http://www.visitscotland.org/business\\_support/SME\\_definition.aspx](http://www.visitscotland.org/business_support/SME_definition.aspx) (Page 15)

VisitScotland's marketing programmes are being partially supported by the European Regional Development Fund (ERDF), and some of the questions being asked here will ensure that VisitScotland complies with EU requirements. Confidential financial information will only be provided to other Government agencies for the purposes of administering, evaluating and monitoring VisitScotland's programmes, it will not be shared with any other third parties.

Date business established M/Y	How many full time or equivalent employees do you have?
Annual turnover	Balance sheet total (**)

Please give the value in £ sterling to the nearest £1,000. This should be the figure from your most recent financial accounts. This information will only be provided to other Government agencies for the purposes of administering, evaluating and monitoring VisitScotland programmes. This information will not be shared with any other parties.

\*\* This is the net worth of your business = Total assets minus total liabilities.

#### State Aid

This activity is subject to the law governing the level of public sector State Aid which can be given. It falls into the De Minimis category which limits the level of public sector funding for businesses to €200,000 (around £142,450) over a 3 year period.

We are required to take into account any De Minimis aid you may have received from VisitScotland or from any other public body including Local Authorities, Scottish Enterprise, Highlands & Islands Enterprise, Scottish Government, lottery funding or any EU funding. To enable VisitScotland to meet the regulation requirements, could you please provide us with the date the offer of aid was made, the name of the body providing the aid, what the aid was for and the value of the aid.

Date of offer	Name of body providing aid	Purpose of aid	Amount received £

I am interested in other VisitScotland marketing opportunities, please contact me to discuss these further (please tick)

#### 4. Declaration

I have read the criteria and confirm that I provide all the criteria requirements listed. This may be checked by VisitScotland staff when next in the area.	
I understand that I am bound by the working with VisitScotland Terms and Conditions which can be found here: <a href="http://www.visitscotland.org/termsandconditions.aspx">www.visitscotland.org/termsandconditions.aspx</a> and a printed copy is available on request.	
I am authorised to order the aforementioned goods/services on behalf of the business detailed on this form.	

Signed		Date	
Name (block capitals)		Position	