



**SHOPAPPY KIRKCALDY - TRANSITION TO TRADE ONLINE  
£250 GRANT APPLICATION FORM**

APPLICANT/BUSINESS DETAILS	
<b>First Name:</b>	<b>Last Name:</b>
<b>Trading/Business Name:</b>	
<b>Business Address:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Have You Registered for the Shopappy Kirkcaldy Scheme (Yes/No)?</b>	
<b>Shopappy Username/Unique ID:</b>	
<b>What Do You Intend to Use the Grant For?</b>	

BANK ACCOUNT DETAILS (for grant payment)	
<b>Account Name:</b>	
<b>Account Number:</b>	
<b>Sort Code:</b>	
<b>Bank Name &amp; Branch Location (Town):</b>	
<b>Business Account or Personal Account?</b>	
<p>This is the account your grant will be paid into and must be in the name of the applicant or the business. <b>Please include a copy of the most recent statement for this account</b> (clearly showing account holder name, sort code and account number) with your application.</p>	

CONTACT PREFERENCES	
<p>Fife Council and Business Gateway Fife will contact you in connection with the processing and approval of your application.</p> <p>Business Gateway Fife also provide a wide range of free support and advice to self-employed individuals and businesses. Please indicate below if you would like to speak to a Business Adviser.</p>	
<p>I would like to be contacted by Business Gateway Fife to discuss my business (Yes / No).</p>	

*Please submit your completed application by emailing it to [success@bgfife.co.uk](mailto:success@bgfife.co.uk) together with a copy of your bank statement and a copy of your confirmation registration email from ShopApp Kirkcaldy.*

*Fife Council will use the information you provide on this form for the purpose of processing your grant application.*

*The Council will not keep your information for longer than is necessary. In some instances the law sets the length of time information has to be kept. The Council has a retention schedule which sets out how long we hold different types of information. This can be found [here](#).*

*Further information on how your information is used and why can be found at [fife.gov.uk/privacy](http://fife.gov.uk/privacy). The Council's Data Protection Officer can be contacted at: [dataprotection@fife.gov.uk](mailto:dataprotection@fife.gov.uk).*

*The Council will share the information on the form with Business Gateway Fife Ltd, a company wholly owned by Fife Council, for the purposes of processing the application and payment of grants. Business Gateway Fife's Privacy Policy can be found [here](#).*