



SBIS Intensive assistance work flow

- Client contacts the BIC to request application form for subsidised consultancy
- Appointment made to discuss work required and completion of relevant paperwork
- Application form and supporting evidence received
- Request put forward to panel
- Client advised of decision and formal letter sent to client and copy to consultant.
- Consultancy moves forward.

Once work has been completed the consultant will

- Forward invoice to BIC for 25% of cost (to the agreed amount) showing full cost less client contribution
- Include copies of invoice to client, proof of payment from client and evidence work carried out (report)
- Once verified invoice paid on next payment run (Payments made at the end of each month)

Evidence required

SBIS standard forms completed and signed (BIC employee and client)

Application form completed and signed (Client)

Three relevant quotes or selection from preferred list (Client)

Copy of recent accounts (Client)

Consultant report (Consultant)

Consultants invoice (Consultant)

Copy clients invoice (Consultant)

Proof of clients' payment (Consultant)

High Value

High Value Businesses in sectors or clusters will include ICT, Creative Digital, High Value Added, Medical Technologies, Business and Professional Services and Building Technologies. These will be considered high value if an increase of 10% GVA is achieved over a 12 month period.

High Growth

A business in the ICT, Creative Digital, High Value Added, Medical Technologies, Business and Professional Services and Building Technologies sectors or clusters will be considered High Growth if it achieves an increase of 2 jobs within a 12 month period and/or increases its turnover by 15-20% in the same period.