

wexford

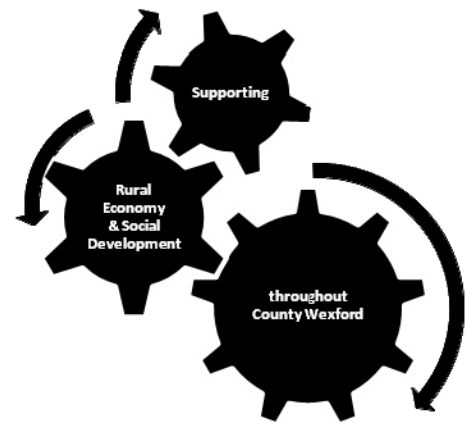


local development

Forbairt Áitiúil Loch Garman

National Rural Development / LEADER Programme

PRIVATE SECTOR APPLICATION FORM



Office Use Only

File Number _____	WLD Stamp
Project Measure _____	
Staff Initials _____	



Comhshaoil, Pobal agus Rialtas Áitiúil
Environment, Community and Local Government



General Information

Please read the attached guidelines carefully before completing this application form.

The application form must be accompanied by all documentation as outlined in the Promoter Summary Checklist in **Section 7**.

The Rural Development Programme is divided into the following measures:

1. Diversification into Non-agricultural Activities
2. Support for Business Creation and Development
3. Encouragement of Tourism Activities
4. Basic Services for the Economy and Rural Population
5. Village renewal and development
6. Conservation and Upgrading of the Rural Heritage
7. Training
8. Analysis & Development
9. Transnational Co-operation

Please answer all questions on the application form. Do not leave blank spaces, mark N/A where applicable.

A valid commitment of grant aid exists only when:

- a. The Board of WLD has made its decision **AND**
- b. A detailed letter of offer and contract has been issued to the promoter **AND**
- c. The contract has been signed and returned by the promoter to the offices of WLD

Project costs will be deemed ineligible where work has commenced prior to the date of receipt of a signed letter of offer and contract in the offices of WLD.

Other sources of public funding **CANNOT** be used as private matching funding.

Projects must adhere to & comply with the standards required by all relevant state agencies.

All funding applications are dealt with in strictest confidence.

Please return your completed original application form and supporting documentation to:

WLD, Spawell Road, Wexford

Contact WLD on **053-9155800**.

SECTION 1 Business Details

1.1 CONTACT DETAILS

Company Name: _____

Address for Correspondence: _____

Tel. No: _____ E-Mail: _____

Fax: _____ Web: _____

Company Registration No.: _____

1st Contact Person

Name: _____ Mobile: _____

Position in Company: _____ PPS No: _____

2nd Contact Person

Name: _____ Mobile: _____

Position in Company: _____ PPS No: _____

1.2 BUSINESS DETAILS

When was your business established? _____

What is the legal status of your business?

Sole Trader Partnership Farmer

Limited Company Cooperative

If other, please detail _____

Have you applied for or in receipt of a Back to Work Enterprise Allowance?

Yes No

Have you applied for or in receipt of a Short Term Enterprise Allowance?

Yes No

What product/service does your business offer?

What are the main achievements of your business to date?

If you are actively farming and in receipt of a farm payment, please specify the type of payment: _____

How many people are currently employed in your business?
(Include owner/managers)

<i>Type of Employment</i>	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total Employment</i>
Full Time					
Part Time					
Seasonal					

SECTION 2

Project Description

2.1 PROJECT DETAILS

Name of Proposed Project: _____

Address of Proposed Project: _____

Please describe the proposed project for which funding is sought:

Is this a new or existing project? _____

Does the project require planning permission? Yes No

If yes, how has your planning application progressed? _____

What is the ownership status of your business premises?

Own the premises: Yes No

Lease the premises: Yes No Length of Lease _____

Other, please detail _____

Performance Indicator figures:

Potential Employment:

How many **NEW** jobs will be created as a result of this project?

<i>Type of Employment</i>	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total NEW Jobs</i>
Full Time					
Part Time					
Seasonal					

Potential Training:

How many participants will receive training as a result of this project?

	<i>Males 18-25 yrs</i>	<i>Males Over 25</i>	<i>Female 18-25 yrs</i>	<i>Female Over 25</i>	<i>Total People Trained</i>
Age breakdown of participants					
Duration of Training (Days)					

Has any work been carried out on the project to date? Yes No

If yes, please give details _____

When do you expect to start the project? _____

NOTE: Any expenditure incurred before the formal acceptance of the grant offer will be deemed ineligible for grant aid purposes.

When do you expect to complete the project? _____

How will this project support your business? _____

2.2 MARKET RESEARCH

Please outline the market research carried out to identify a need for this product/service?

Would your project benefit from further research and investigation? Yes No

If yes, please detail the type of additional work that needs to be completed:

Please describe your target market/s for this product/service?

How is this product/service innovative?

How is this product/service different from what is already available in the market?

2.3 IMPACT OF PROJECT

What will be the overall impact of this project to:-

You, the Promoter: _____

The Wider Community: _____

SECTION 3 Promoter Details

3.1 PROMOTER DETAILS

If this is a new business, what is your current employment status?

Self Employed Employed Unemployed Homemaker

If other, please detail _____

Please detail your experience/qualifications relevant to this project:

What additional training (if any) would benefit you or your employees to develop this project? _____

SECTION 4 Funding Details

Are you registered for VAT? Yes No

If Yes, please note that the VAT amount is **NOT** eligible for grant aid.

If No, please complete the VAT Declaration enclosed.

Please give a detailed breakdown of project costs:

Item	Description of Cost	Cost (€)
1		€
2		€
3		€
4		€
5		€
TOTAL PROJECT COSTS		€

NB: Please refer to quotation requirements in the Guidelines & Operating Rules.

Please detail how the above project costs will be funded:

Source of Finance	Amount (€)
Promoter Own Resources	€
Bank Loan	€
Leasing / Hire Purchase	€
WLD Grant Assistance	€
Other, please detail:	€
TOTAL MATCHING FUNDS	€

Have you sought grant aid from other sources in respect of this project?

Yes No

If yes, please provide details:

Date	Funding Agency	Amount Sought (€)	Amount Approved (€)

If necessary, please provide more details on an additional page.

The De Minimis Rule

Please list below public funds/grant aid received by your company during the last 3 years.

Date	Funding Agency	Amount Received (€)
TOTAL AMOUNT OF FUNDING RECEIVED		€

Please provide more details on a separate page.

The limit of de minimis aid is €200,000 over any 3 year period for economic projects.

SECTION 5 Promoter Declaration

In your opinion, why should WLD award your project funding?

Deadweight: Will this project proceed without WLD funding?

No **On a Smaller Scale** **Yes**

Promoter Declaration

I/We declare that the details forwarded by me/our business are, to the best of my/our knowledge, accurate and true. I/We agree to provide further details as requested by Wexford Local Development Ltd. in relation to this project application, and to comply with all conditions relevant to grant support by Wexford Local Development Ltd.

I/We declare that I have read and understood the National Rural Development Programme Guidelines and Operating Rules issued to me/us.

I/We declare that this project could not proceed without grant aid.

Signature of Applicant:

For and on behalf of:

Date of Application:

SECTION 6: Data Protection Act 1988

We wish to inform you that WLD will keep the information you gave us on computer, used in the form of a record in your name (according to the Data Protection Act 1988).

This information will be used for the following purposes:

- Processing your application
- Compiling statistical information to help us plan and improve our services
- Analysing information about applicants for the Department of Community Rural, and Gaeltacht Affairs for producing our own statistics for publication.

All applications will be dealt with in strictest confidence. However, your information may be disclosed, in a form identifying you, to other organisations including:

- Department of Environment, Community and Local Government
- Department of Agriculture, Fisheries & Food
- Other Government Departments
- The Board and Sub-Committees of WLD
- Wexford County Development Board
- Wexford County Enterprise Board
- Wexford County Council
- Enterprise Ireland
- Fáilte Ireland South East
- FÁS

I/We consent to this information and all accompanying literature being made available to the company of Wexford Local Development and those organisations outlined above.

Signature of Applicant: _____

Date: _____

For and on behalf of: _____

Promoter Summary Checklist

	Enclosed	
	Yes	No
Completed Application Form Signed and dated in section 5 Signed and dated in section 6		
Copy of building or development plans (construction projects only)		
Evidence of ownership/lease agreement of the property		
Evidence of Full Planning Permission		
<ul style="list-style-type: none"> • Certificate of Incorporation and/or • Memorandum and Articles of Association • Constitution (Community Groups only) • Community Forum Membership (Community Groups only) • Proof of Charitable Status 		
Application for Voluntary Labour Form (Community Groups only)		
List of Company Directors/Business Partners/Community Group Members		
VAT Declaration signed by Revenue Commissioners		
Business Plan / Community Development Plan		
Original quotations		
Detailed cost sheet for all items of expenditure		
Evidence of ability to provide matching funds for projects <ul style="list-style-type: none"> • Bank Statement and/or • Letter from Bank/Accountant 		
Audited/Annual Accounts for last three years		
Photographs of proposed project/area to be developed		
Evidence that environmental projects comply with organisations such as the Local Authority, Dúchas, Office of Public Works, Environmental Protection Agency etc.		
Farming proposals must conform with Good Farming Practice requirements		
Evidence that tourism projects are compatible with Fáilte Ireland South East policy		
Details of other agencies contacted for funding		

APPLICATIONS FOR FUNDING CANNOT BE PROCESSED WITHOUT THE REQUIRED DOCUMENTS LISTED ABOVE