

Rural Development Programme

LEADER 2007-2013

The broad objectives of the Rural Development Programme (LEADER) are to improve the quality of life in rural areas and to encourage diversification of economic activity in rural areas including supports for non-agricultural activities. The measures under this programme include a range of initiatives that are designed to promote economic activity in rural areas and also stimulate broader community initiatives aimed at improving the overall quality of life for rural dwellers.

The kinds of projects eligible are:

- Diversification into non-agricultural activities
- Support for the creation and development of micro-enterprises
- Encouragement of tourism activities
- Basic services for the rural economy and population
- Village renewal and development
- Conservation and upgrading of the rural heritage
- Training

Key Points to Note:

- 1** All the information requested on this form is needed to enable Meitheal Forbartha na Gaeltachta Teoranta to evaluate this grant request.
- 2** Meitheal Forbartha na Gaeltachta Teoranta. is subject to the Freedom of Information Act and also complies with the Data Protection Act.
- 3** No expenditure in connection with this grant application should be done until approval of the grant concerned is confirmed in writing and is part of an agreement between the promoter and Meitheal Forbartha na Gaeltachta Teoranta.
- 4** A Development Executive from Meitheal Forbartha na Gaeltachta Teoranta will be happy to assist you in filling in the grant application but he/she will have no responsibility for the accuracy of the application nor will his/her involvement in this assistance imply that the grant requested will be finally approved.
- 5** Meitheal Forbartha na Gaeltachta Teoranta may require further information from the applicant to expand on the answers given in this form.
- 6** **The completion and acceptance of this form should not be construed as an entitlement to a grant or a presumption that it will be approved.**

Grant application form:

Individual/ Community Groups/ Co-operatives/ Company

Complete each part of this form.

Office use only

> >
Project Number Date of Receipt

> >
Project Officer Measure

Section 1

Applicant's data and Introduction to Project

(a) Name of Applicant: _____

Address: _____

PPS No: _____

Phone: _____ Mobile: _____ E-mail: _____

(b) Classification of Applicant: (please tick appropriate box)

Individual Community Group/Co-operative Self-employed

Company Farmer Other (please specify)

Company Registration No: _____

Charitable Status No: _____

(c) Applicant's background and experience: (including details of all relevant qualifications)

(d) Project Name: _____

(e) Brief Initial description of the proposed project: _____

(f) Project Location: _____

(g) Is this a new or already established project? _____

(h) Does any person or organisation have involvement with the project? Yes No

If so, please specify: _____

Section 2 Trading Status

Historical (if any)

Sole Trader

Ltd. Company

Not trading

Other (define)

Trading Name: _____ Name location: _____

Partners/Directors: _____

Latest audited accounts as at (date) _____ (provide copy with this)

Tax Clearance Certificate to (date) _____ Available: Yes No

Are you registered for V.A.T.? Yes No

Current numbers employed:

| Full Time | Part Time | Seasonal |
|-----------|-----------|----------|
| | | |

Note:

Part Time = working less than a normal full week throughout the year.

Seasonal = working a normal week for less than 9 months of the year.

Section 3

Proposed Project Information

(a) Brief Description of Proposed project: _____

(b) Demonstrate the innovativeness of this project: _____

(c) Grant Assistance Required:

| | | | |
|-----------|--------------------------|-------------------|--------------------------|
| Capital | <input type="checkbox"/> | Feasibility Study | <input type="checkbox"/> |
| Equipment | <input type="checkbox"/> | Marketing | <input type="checkbox"/> |
| Training | <input type="checkbox"/> | Transnational | <input type="checkbox"/> |

(d) Provide Business plan with this application.

(e) Latest bank statement (provide copy with this).

(f) Is there displacement in the creation or development of this project? Yes No

Are there any other person/ groups in the community involved in the same project?

| | | |
|------------------------|------------------------------|-----------------------------|
| (i) In the village | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (ii) In the parish | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iii) In the Gaeltacht | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| (iv) In the County | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

(g) Indicate title in the case of capital projects:

| | | | |
|---------------|--------------------------|-------------|--------------------------|
| Own premises | <input type="checkbox"/> | To lease | <input type="checkbox"/> |
| Lease in plac | <input type="checkbox"/> | To purchase | <input type="checkbox"/> |

(h) Is there appropriate Planning Permission? Yes No

Planning number: _____

Section 3

Information on this Application

(i) Is the project able to proceed without funding from this programme?

Yes No

If not, why? _____

(j) Have you undertaken market research or any relevant research appropriate to the project?

Yes No

If yes, please outline the results:

If not, how have you identified the need for the proposed project?

(k) Will Voluntary labour or location be involved?

Yes No

If yes, details of such must be provided and discussed with Meitheal Forbartha na Gaeltachta Teoranta.

(l) What is the proposed start date? _____ Date

Completion date: _____ Date

Section 4

Project (Human Resources Required)

| Staff | Year 1 | Year 2 | Year 3 |
|-----------|--------|--------|--------|
| Full Time | | | |
| Part Time | | | |
| Seasonal | | | |

Training needs (outline):

Projected Training Costs: € _____

Section 5 Financing

(a) Outline total costings of proposed project

| 1 | Capital Costs | Pre VAT € | VAT € | Total € |
|------|--------------------------------|-----------|-------|---------|
| i) | Site/ Premises Purchase/ Lease | | | |
| ii) | Surveys | | | |
| iii) | Fees | | | |
| iv) | Construction | | | |
| v) | Fittings | | | |
| vi) | Other (List) | | | |
| | Total | | | |

| 2 | Marketing Costs | Pre VAT € | VAT € | Total € |
|------|-----------------|-----------|-------|---------|
| i) | | | | |
| ii) | | | | |
| iii) | | | | |
| iv) | | | | |
| v) | | | | |
| | Total | | | |

| 3 | Equipment Costs | Pre VAT € | VAT € | Total € |
|------|-----------------|-----------|-------|---------|
| i) | | | | |
| ii) | | | | |
| iii) | | | | |
| iv) | | | | |
| v) | | | | |
| | Total | | | |

| 4 | Training | Pre VAT € | VAT € | Total € |
|------|----------|-----------|-------|---------|
| i) | | | | |
| ii) | | | | |
| iii) | | | | |
| iv) | | | | |
| v) | | | | |
| | Total | | | |

| 5 | Feasibility Costs | Pre VAT € | VAT € | Total € |
|------|-------------------|-----------|-------|---------|
| i) | | | | |
| ii) | | | | |
| iii) | | | | |
| iv) | | | | |
| v) | | | | |
| | Total | | | |

| 6 | Other Costs | Pre VAT € | VAT € | Total € |
|------|-------------|-----------|-------|---------|
| i) | | | | |
| ii) | | | | |
| iii) | | | | |
| iv) | | | | |
| v) | | | | |
| | Total | | | |

| | | | | |
|--|-----------------------|--|--|--|
| | Total cost of project | | | |
|--|-----------------------|--|--|--|

Section 5 Financing

(b) Summary of costs:

| | Other Costs | Pre VAT € | VAT € | Total € |
|---|-----------------------------|-----------|-------|---------|
| 1 | Capital | | | |
| 2 | Marketing | | | |
| 3 | Equipment | | | |
| 4 | Training | | | |
| 5 | Feasibility Costs | | | |
| 6 | Other | | | |
| | | | | |
| | Overall Total Project Costs | | | |

(c) Indicate how you propose to meet the costs of the proposed project:

| | |
|------------------|---|
| Saving | € |
| Borrowings | € |
| Leases | € |
| Grant Assistance | € |
| Other | € |
| Total | € |

A written quote will be needed for every aspect of the project:

- In the case of – €5,000 - One quote is sufficient
 €5,001- €50,000 – 3 quotes are required
 €50,001 + - 5 quotes are required

Note:

For more information on tendering obligations go to:
www.etenders.gov.ie

Section 6 Projections

(a) Profit and loss projections 3 years (with historical comparisons if available)

See Appendix A.

(b) 3 Year Cash Flow

See Appendix B.

Section 7 Previous State aid

List all Grant Assistance/ Public Funding Support you have received in the past 2 years.

| Date | Organisation | Type of Grant | Amount € |
|------|--------------|---------------|----------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Section 8

Other Relevant Information

I confirm that the information contained in this application, and any attachments, is true and complete to the best of my knowledge. If there is any significant change to the information supplied that this will be relayed immediately in writing to Meitheal Forbartha na Gaeltachta Teoranta.

Signed: _____ Date: _____

Name: _____

Role: _____ Phone: _____