**Rural Development Programme 2014-2022**

**LEADER Grant Aid Application Form**

**A picture containing timeline

Description automatically generated**

**Please tick appropriate box for which Grant application is being made – Note only one grant type can be applied for.**

RURAL DEVELOPMENT PROGRAMME 2014 – 2022 LEADER GRANT APPLICATION

EUROPEAN UNION RECOVERY INSTRUMENT (EURI) GRANT APPLICATION

Your Implementing Partner (see below) will be able to advise on the appropriate programme.

Please review the checklist (Appendix A) at the end of the application to ensure that you have submitted all the required information. Failure to submit the relevant documents with the application will result in the application being returned to you. If you have any query about this application process, please discuss with your relevant Implementing Partner before you complete this form. Your Implementing partner is dependent on where your project is located, if you are unsure, please contact one of the Implementing Partners to clarify.

**Implementing Partners:**

|  |  |
| --- | --- |
| **Municipal Districts** | **Implementing Partner** |
| * **Templemore-Thurles Municipal District** * **Nenagh Municipal District** | **North Tipperary Development Company**  2nd Floor, Friars Court, Nenagh, Co. Tipperary.  067-56676  info@ntlp.ie |
| * **Carrick-on-Suir Municipal District** * **Cashel-Tipperary-Cahir Municipal District** * **Clonmel Borough District** | **South Tipperary Development CLG**  Unit 2C, Carrigeen Commercial Park, Clogheen Road,, Cahir, Co. Tipperary  052 7442652  info@stdc.ie |

This form does not mean that we are offering your project financial assistance. Neither our staff nor our representatives can make any commitment to award funding. If we grant funding for your project you will receive a formal Letter of Offer outlining the conditions. If you accept the grant offer, we will then put a formal contract in place.

The furnishing of inaccurate information will lead to automatic elimination from the evaluation process and will invalidate any application for funding.

Please note that if you start work before we send you a formal Letter of Offer, you will not qualify for financial assistance. Before we send contracts, we will visit the site to confirm that no work has already taken place.

You need to keep a copy of documentation you submit.

Note: All amounts should include VAT if you are claiming VAT as part of this funding application. VAT can only be claimed by promoters that do not have to register for VAT with the Revenue Commissioners.

Please complete all sections of this application in full, do not refer to supplementary documentation with phrases such as ‘Please See Attached’ or ‘Refer to Business Plan’, all relevant information must be provided within the form. It is at the discretion of the Development Officer to determine if sufficient information has been provided to proceed to Evaluation.

This application must be completed electronically, printed and hand signed by the applicant, handwritten applications cannot be accepted

If you consider that some of the information is sensitive, you are required to clearly identify such information when submitting your application

**To get this form in Irish please speak to your relevant Implementing Partner**

|  |  |  |  |
| --- | --- | --- | --- |
| **For Official Use Only:**  Acknowledged by:  Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_  Ref. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | **To Be Date Stamped by IP/LAG on Receipt** |
|  | **SECTION A: PROMOTER AND PROJECT DETAILS** | | |
| **1** | |  |  |  | | --- | --- | --- | | **Project Name**  If this project is a EURI Grant Application, the word **EURI** **must** be at the start of the project name.  e.g. “***EURI TownA Community Centre refurbishment”*** |  | | | **Promoter/s (Community Groups Name)** Where Promoter is a Company or Community Group please use legally constituted name. |  | | | **Project address** |  | | | **Main contact name** |  | | | **Telephone no.** |  | | | **Promoter’s email address** |  | | | **Promoters postal address***(if different to project address)* |  | | | **Eircode (Mandatory)** |  | | | **Website** |  | | |  |  | | | **Tax Registration Number** | | |  | | **CRA No. for Registered Charities/Co Op Number** | | |  | | **CRO No. for Companies** | | |  | | **Herd Number** | | |  | | **Tax Clearance Access Number (TCAN)** | | |  | |  | | |  | | | |
| **2** | **Classification of Promoter:**  *Tick appropriate box and include copies of supporting governing documents with this application.*  Sole Trader  Community Council  Farmer  Trust  Formalised Community/Voluntary group  Partnership  Companies Limited by Guarantee  Company limited by shares  Designated Activity Company limited by shares  Private Individual  Registered Charity  Cooperative society registered under the Industrial & Provident Societies Act  Other (Please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Note: Public Bodies are not eligible for LEADER or EURI funding  If applying as a Community Organisation, please supply supporting documentation e.g. certificate of incorporation and memorandum and articles. Where the applicant is a formalised community group, a founding constitution will be required. (*If applying for the higher community rate of aid, you must be a non-profit distributing group, institutionally separate from the State and pursuing the common interests of the wider community.)* and the project for which you are applying for LEADER must not have a commercial basis | | |
| **3** | | VAT Registration: *Where funding is to be paid for non-recoverable VAT, the promoter must provide up-to-date written confirmation from the Revenue Commissioners that the promoter is not registered for VAT.*  *Where the promoter is a registered ROS (Revenue Online Service) customer, a printout of the taxpayer profile showing their VAT registration status will suffice (the absence of a VAT profile confirms the non-VAT registration of the customer by default).*  *Are you, your group or your company VAT registered? Yes  No*  If yes, please provide the VAT registration number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **4** | | 1. **Promoter's qualifications, training, skills etc. to deliver the project:**   *Include details of experience/skills/qualifications you/your organisation have which will ensure the sustainable management of the project, in particular, general management and financial experience.*   1. **Do you require Training or new Skills to help you deliver your project?**   *Yes  No*  **If Yes, Please specify, in your opinion what training or new skills you need:** | |
| **5** | | **What type of assistance do you need? (Please tick as appropriate):**  *Please consult with your Development Officer regarding your selection*  Capital Expenditure Marketing/Promotion  Training Analysis & Development  Large Scale Infrastructure\* Other (Please Specify) \_\_\_\_\_\_\_\_\_\_\_\_\_  Cooperation Project  Cooperation Preparatory Technical Support  \**This type applies only to Community Groups* | |
| **6** | | **Project Description:**  *Describe the proposed project, the main activities involved to develop it and any other parties involved.*  *For EURI funding applications, also describe how the project meets the requirements for EURI funding.* | |
| **7** | | **Basic Services Infrastructure:**  Will this project improve basic services infrastructure in the community?  Yes  No  If yes, indicate the population that will benefit from this service \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **8** | | **Areas of Innovation:**  Outline the key areas of innovation of the project for example what is unique about this project? How will it stimulate the local area? | |
| **9** | | **What specific need/requirement will the project meet?**  *Describe the need for the proposed project, how this need was identified and how far the project would go to address this need. Outline the local impacts of the project and how it will contribute to the improvement of the local environment, culture, heritage, economy or community* | |
| **10** | | **If your project does not get a grant, would the project -**  *(choose one option only):*   * Go ahead, unchanged? * Not go ahead? * Proceed on a reduced basis?   **Please provide a rationale/reasons for your choice:** | |
| **11** | | **Is the proposed project likely to compete with a similar local facility/enterprise/activity?**  *List the three nearest similar facilities/enterprises/activities and state how you intend to avoid displacing these other facilities/enterprises/activities.* | |
| **12** | | **Marketing and Promotion Strategy:**  *Outline how you intend to promote and market your project.* | |
| **13a** | | **Environmental and Climate Change Impacts:**  *Describe any environmental aspects of your project or any impacts which may affect Climate Change.* | |
| **13b** | | **13 (b) Social Inclusion Impacts**  *Describe any social inclusion aspects of your project or any impacts on hard to reach and disadvantaged communities and areas.* | |
| **14** | | **Project Timeline:**  *If the project is approved, when do you think the project will start and finish?*  Proposed start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Proposed finish Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **15** | | **If your application is successful and, to assist with project cash-flow you may request phase payments of grant aid. *This will normally apply to capital projects and is subject to LAG approval.***  Please tick the box if you wish to be considered for phase payments for your project. | |
| **16** | | **Will the proposed project impact, or have the potential to impact, upon structures, places or sites of heritage interest including those listed below? (please indicate if impacted): Reference Section 6.4.1 of the LEADER Operating Rules.**   |  |  | | --- | --- | | Monuments and places protected under the National Monuments Acts 1930 – 2004. |  | | Protected structures, and proposed protected structures, within the meaning of the Planning and Development Acts |  | | Architectural conservation areas within the meaning of the Planning and Development Acts |  | | Certain types of activities within protected nature conservation sites. |  | | Disturbance of protected species of flora and fauna and their key habitats |  | | |

**SECTION B – CAPITAL WORKS PROJECTS AND CAPITAL PROJECTS**

Q 17 & Q18 must be completed for all projects involving Capital Works.

Q 19 must be completed where the project involves the purchase of equipment.

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| --- | --- |
| **17** | **Do you need planning permission for the proposed works?**  Yes  No  If you answered ‘Yes’ please provide a copy of the Planning Permission obtained.  If answered ‘No’ please provide supporting documentation from the Local Authority. |
| **18** | **Have you legal entitlement to the land/buildings in question? *(documentary evidence required)***  Yes  No |
| **19** | **For the purchase of equipment will, second-hand equipment be considered?*(additional conditions apply)***  Yes  No |

**SECTION C – JOB CREATION**

|  |  |
| --- | --- |
| **20** | **Will this project be creating or sustaining jobs?**  Yes  No  If yes please answer questions 21 to 24, if no please go to question 25 |
| **21** | **Please specify number of people currently employed (if facility/service already exists):**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Full Time | Part Time | Seasonal | Number FTE\* | | **a) Total** |  |  |  |  | | **b) Females** |  |  |  |  | | **c) Males** |  |  |  |  |   **\*FTE = Full Time Equivalent** |
| **22** | **Describe the impact the project will have on sustaining this existing employment?** |
| **23** | **To what extent will the proposed project help to create jobs (Anticipated Jobs created)?**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | Full Time | Part Time | Seasonal | Number FTE | | **a) Total** |  |  |  |  | | **b) Females** |  |  |  |  | | **c) Males** |  |  |  |  | |

|  |  |
| --- | --- |
| **24** | **What type of job roles do you plan to create? Please use job titles and type of employment. Please also note how long these jobs will be needed for.** |

**SECTION D – ENTERPRISE PROJECTS ONLY**

|  |  |
| --- | --- |
| ***Projects completing this section may be referred to the Local Enterprise Office in advance of assessment*** | |
| **25** | **Is this project an Enterprise?**  Yes  No  Social Enterprise  If Yes, is it  New  Existing  Enterprise Type  Micro  Small  Medium  1 – 9 10 – 49 20 - 250 |
| **26** | **Please provide details of how revenue will be generated and how it will be used to ensure the financial sustainability of your project (**Business Plan, Projected Income and Expenditure**):** |
| **27** | **a) If applying as an existing business, please confirm the Annual Turnover and Balance Sheet Total:**  *Reference Accounts and provide copies for previous three years.*  Annual Turnover: € \_\_\_\_\_\_\_\_\_\_\_ Balance Sheet Total: € \_\_\_\_\_\_\_\_\_\_\_  **b) If the promoter is part of a group of companies please provide details:**  *If your company is linked or partnered with another company, please provide details* |
| **28** | **Financial Projections**  *Please complete the following table for the next five year period*   |  |  |  |  | | --- | --- | --- | --- | | **YEAR** | **Projected Income** | ***Projected Expenditure*** | ***Net Income*** | | 20 |  |  |  | | 20 |  |  |  | | 20 |  |  |  | | 20 |  |  |  | | 20 |  |  |  |   *Note: For economic projects, these details should match the Income/Expenditure Profile in the Business Plan* |

**SECTION E: TRAINING PROJECTS ONLY**

|  |  |  |
| --- | --- | --- |
| **29** | **Course Title:** |  |
| **30** | **How was the need for this training identified?** |  |
| **31** | **Location:** |  |
| **32** | **Course Provider:** |  |
| **33** | **Accrediting Body:**  **(if relevant)** |  |
| **34** | **Number of people to be trained:** |  |
| **35** | **How will these numbers be achieved?** |  |
| **36** | **Course Details:** *(no. of modules, assignments, workshops, seminars, examinations and so on)* | |
| **37** | **Skills Gained:**  *Outline how the skills gained through this training will be of benefit****:*** | |

**SECTION F: ANALYSIS & DEVELOPMENT PROJECTS ONLY**

|  |  |
| --- | --- |
| **38** | **Focus of Study / Research / Plan / Development:**  *Outline the main focus of the Study / Research / Plan / Development to be carried out* |
| **39** | **How will the findings of the Study / Research / Plan / Development be used?**  *How will the findings be presented and what benefits will the results have on completion?* |
| **40** | **Has any analysis been done for a similar purpose by you/your group or another group in the area?**  *Provide details of similar analysis that have been completed and provide details of whether they are available in the public domain.* |

**SECTION G: MARKETING/ PROMOTION PROJECTS ONLY**

**(or Projects with a Marketing/Promotion component)**

|  |  |
| --- | --- |
| **41** | **Who is the Marketing/Promotion targeting and why is it required?**  *Provide details of the target group(s)* |
| **42** | **Details of Marketing/Promotion to be undertaken**  *Provide details of the activities to be undertaken* |
| **43** | **How will Marketing/Promotion be recorded/documented?**  *Provide details of how these activities will be recorded/documented* |

**SECTION H: FINANCIAL**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **44** | Please provide a detailed financial breakdown of all elements of the project from the figures provided in your tender report / most competitive quotes / schedules for voluntary labour / contribution in kind etc. and valuations for donations.  ***Note:*** *All applicants* ***must*** *complete the individual project item cost in the table below.*   |  |  |  |  | | --- | --- | --- | --- | | **Nature of Contract/ Goods/ Item/Donations/Voluntary Labour** | **Supplier** | **Cost excluding VAT (€)** | **Cost including VAT (€)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Total cost of project |  | **€** | **€** | |  |  |  |  | |
| **45** | **Sources of Funding:**  Please provide details, including supporting documentation, of all sources of funding for the project. If necessary, use a separate sheet:   |  |  |  |  | | --- | --- | --- | --- | | **Sources of funding** | | **Value €** | **Percentage of overall cost (%)** | | LEADER Programme | |  |  | | Donation of Property (*where applicable*) | |  |  | | Voluntary Labour *(where applicable)* | |  |  | | Own Resources: | Cash/Money in account |  |  | |  | Loan/Bridging Finance |  |  | | *Other Public funding from Non EU Sources (Local Authority, Fáilte Ireland, etc.)*  List the sources and value of funding provided by each source | |  |  | | *Total cost of project* | |  |  |   Please confirm the total percentage of public funding this project will receive from all sources.  \_\_\_\_\_\_\_\_\_\_ **%**  ***Note:*** *The percentage received will determine the procurement process to be followed.* |
| **46** | **Previous Public Funding:**  Have you or your organisation previously **received public funding** for this project?    Yes  No  Have you or your organisation **received funding** for any other project from **public sources** in the past three years\*?  Yes  No  If ‘Yes’ to either of the above questions, please provide the following details:  If necessary, use a separate sheet.   |  |  | | --- | --- | | Project name |  | | Project Reference number |  | | Programme applied to |  | | Funding Organisation\* |  | | Amount approved/received |  | | Date of Approval |  | | Date(s) of receipt funding |  |   *\*e.g. European Programmes, County Council, County Enterprise Board, Fáilte Ireland, Regional Tourism Organisation, National Lottery, Bord Bia, /DSP/Solas/SEAI, Teagasc, Heritage Council, other Semi-State Agencies, Government Departments, Local Development Company.*  Has **another organisation** (other than the applicant) previously **received public funding** for this project?    Yes  No  If ‘Yes’ to the above question, please provide the following details:  If necessary, use a separate sheet.   |  |  | | --- | --- | | Name of Organisation |  | | Project name |  | | Project Reference number |  | | Programme applied to |  | | Funding Organisation\* |  | | Amount approved/received |  | | Date of Approval |  | | Date(s) of receipt funding |  |   *\*e.g. European Programmes, County Council, County Enterprise Board, Fáilte Ireland, Regional Tourism Organisation, National Lottery, Bord Bia, /DSP/Solas/SEAI, Teagasc, Heritage Council, other Semi-State Agencies, Government Departments, Local Development Company.* |
| **47** | **Current Funding or Applications Pending Approval:**  *Have you/your organisation* ***applied elsewhere*** *for funding for this project?\**  Yes  No  *If you have applied elsewhere for funding for this project, include details. If approval is pending, please provide expected decision date.*   |  |  | | --- | --- | | Agency name |  | | Programme applied to |  | | Application date |  | | Project reference no. (*if applicable*) |  | | Amount applied for |  | | Description of item/activity for which funding is being sought |  | | Date of approval. If pending, enter estimated decision date |  | |  |  | |
| **48** | 1. Has a false declaration finding ever been incurred by you or your organisation for a LEADER Programme 2007-2013 project?   Yes  No  If yes, please provide details and project reference:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Have you or your organisation any outstanding debt for previous LEADER funding?   Yes  No  If yes, is there a repayment agreement in place and are you/your organisation actively engaged in repaying this debt?  Yes  No |

**SECTION I: DECLARATIONS AND ASSURANCES**

|  |  |
| --- | --- |
| **49(a)** | **SELF-INSURANCE AND/OR PUBLIC LIABILITY INSURANCE DECLARATION**  The applicant must declare acceptance of, and effect and keep in force, for both the project implementation process and the 5 year durability period, self-insurance arrangements and/or public liability insurance. In this regard the applicant must confirm that they have read and understood **Appendix B** of the application form. |
| **49(b)** | **DATA PROTECTION DECLARATION**  The applicant must declare acceptance of Data Protection provisions in relation to an application for funding under the LEADER Programme 2014-2022.  Please also refer to Appendix C attached to this Application Form.  In this regard, the applicant must confirm that they have read and understood **Appendix C** of the application form. |
| **49(c)** | **CONFIRMATION OF ACCURACY OF INFORMATION PROVIDED**   * The applicant confirms that they agree to be bound by the LEADER Operating Rules as appropriate for the Rural Development Programme Ireland 2014-2022 . * The applicant declares that the particulars supplied in this application are true and correct, and accepts that any false or misleading statements or withholding of information will result in the relevant project being excluded from receiving LEADER support and any amounts paid will be recovered. The applicant will be excluded from receiving any further LEADER support in the relevant EAFRD year and for the following year. * The applicant confirms their understanding that if grant aid is awarded and/or paid in respect of their project, the name of the project applicant and the details of the project including the amount awarded may be publicised. * The applicant hereby requests that grant assistance be given in support of the project as outlined and certifies that, if paid, the grant will be solely for the purpose for which it is approved. |

|  |  |
| --- | --- |
| **49(d)** | **COMBINED DECLARATION OF ACCEPTANCE AND APPLICATION SIGNATURE(S)**  **I/We\*, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ confirm that I/we have read, understood and declare acceptance of the content of the three declarations outlined above in relation to –**   * **SELF-INSURANCE AND/OR PUBLIC LIABILITY INSURANCE** * **DATA PROTECTION AND FREEDOM OF INFORMATION ACTS** * **CONFIRMATION OF ACCURACY OF INFORMATION PROVIDED** * **and that the signature(s) below confirm my/our formal application for grant aid AND THE ACCURACY OF THE INFORMATION PROVIDED IN THIS APPLICATION FORM under the LEADER Programme 2014-2022.**     **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(applicant or company Chairperson)**  **Name: Block Capitals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position/capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**  **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **(second director, if applicant is a company)**  **Name: Block Capitals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Position/capacity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /**  *\*For Companies, the Chairperson and one other director should sign the application.*  *Part or all of the information provided will be held on computer. This information will be used for the administration of applications and producing monitoring returns. LAGs may share information with each other and government departments/agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.* |

**Appendix 1: Grant Aid Ceiling / De Minimis Declaration**

The aid being sought is provided under the European Commission Regulation on De Minimis Aid. Small amounts of State aid, up to 200,000 Euros in any three-year period to any one enterprise, are regarded as too small to significantly affect trade or competition in the common market. Such amounts are regarded as falling outside the category of State aid that is precluded by the EC Treaty and can be awarded without notification to or clearance by the European Commission. A Member State is required to have a mechanism to track such aid (called 'De Minimis aid') and to ensure that the combined amount of De Minimis aid payments from all sources to one enterprise in any three-year period respects the 200,000 Euro ceiling. Please provide details of all other De Minimis aid which has been granted to your company within the past three years. The default position for all applicants will be that any public funding is from a de minimis source unless confirmed otherwise. It should be noted that a false declaration by a company resulting in the threshold of 200,000 Euro being exceeded could later give rise to the aid being recovered with interest.

Please provide details of all aid which you have been awarded in the past three years. *(The key date for calculation is the date that the aid is awarded and not the date or dates of payment of the scheme)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of award of aid | Deminimis Source | Supporting Programme | Supporting Organisation | Amount Awarded |
|  |  |  |  |  |
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*(If you can provide evidence that aid received was not from a de minimis source please include and attach to this form)*

*I wish to apply for LEADER funding under the De Minimis Regulation (EC) 1407/2013 of 18 December 2013. I confirm that (****name of Promoter****) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been granted only the de minimis aid outlined above in the past three years*

***Signed:***  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Name:***

***Date:***      /     /

# **Appendix 5.: VERIFICATION RE SOURCE OF MATCH FUNDING**

The Rural Development programme CANNOT be co-funded or match funded by any other EU source of funds.

Please sign below to confirm that the proposed match funds or co-funds for this project have NOT come from an EU source

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**APPENDIX A - Checklist of Information required**

*Grant Approval will not be made without consideration of all appropriate documentation relevant to your project.* Tick as appropriate.

**Required Information**

*Applications will not be considered unless all the following are included*

Appropriate No. of Quotations/Tenders based on Project Costs and Promoter Status, **or**

Copy of Full Audited Accounts / Financial Statements / Management Accounts/Income and Expenditure Accounts for 3 years

Copy of Current Bank Statements (3 months minimum) for all accounts held.

*Please enclose the following items as appropriate –* ***Please discuss your specific requirements with the Development Officer.***

Planning Permission & Conditions  Heritage Consents and Approvals. \*\*

Statutory Approvals e.g. Fire Safety  Notice of Exemption from Planning Certification

Business/Development Plan (5 yr)  Performance Indicators

Marketing Plan  Certified Valuation of land/property donated

\*Evidence of Title or  \*Evidence of Leasehold

Relevant Governing Documents  Schedule of Members

Written confirmation of VAT status from Revenue

Evidence of bridging/matching funding (when available)

Fair Usage Policy/Inclusion Strategy (*Community Groups*)

Terms of Reference (For A&D, Animation or Training Projects)

Voluntary labour costs/valuation & Schedule

*\* Evidence of title or leasehold must be obtained in respect of capital projects involving land, e.g. sites of building construction or renovation, fixtures, traffic ways, etc. Any lease provided must –*

* *be signed by lessor and the promoter;*
* *be appropriately witnessed (solicitor);*
* *be accompanied with a map identifying the land; and*
* *stipulate the term of the lease (must be for a period of at least five years from the date of the final payment to the promoter or for a term not less than the term of the contract, whichever is the longer).*

*Where the promoter cannot obtain a lease or evidence of title, written documentation confirming the promoter’s authority to carry out the relevant activities (for at least a five-year period post payment of grant aid), will suffice. This documentation must be witnessed by a solicitor and signed by a person or body recognised as being in charge of the property. This document cannot be used as contribution-in-kind. Any agreement for a period of less than five years will deem the project ineligible for funding.*

\*\* *Subject to Heritage Project Requirements and compliance with the requirements set down in the document “Guidelines for LEADER Projects Affecting Heritage 2014 – 2020”..*

***Please enclose any other relevant documentation that supports your application for grant assistance***

**APPENDIX B – Insurance and Indemnity**

The project promoter (henceforth referred to as 'the Promoter') accepts and confirms that the Minister of the Department of Rural and Community Development, Tipperary LCDC, Tipperary County Council, South Tipperary Development Clg and North Tipperary Development Clg are at all times and instances indemnified from and against all actions, proceedings, costs, damages, expenses, claims, demands and liabilities (save to the extent that same is due to the gross neglect or default of the aforementioned parties) arising in any way directly or indirectly out of:

(a) Any act, default, omission, or negligence of the Promoter, its servants or agents, or any person in and on the project area or premises with the promoter's authority or by the promoter's invitation;

(b) Any act, default, omission or negligence of the Promoter, its servants or agents (or any persons with the Promoter's authority or invitation) in or on other areas adjacent to or in the vicinity of the project area or premises over which the promoter may have rights of access or use;

(c) The Permitted Use; and

(d) Any breach by the Promoter of its obligations, its undertakings, the conditions or other provisions contained in the contract or subordinate to the Operating Rules for the Rural Development Programme (LEADER 2014-2022).

The Promoter confirms its responsibility and duty to effect and keep in force, for the project for which LEADER grant aid is sought, public liability insurance or other insurance as required.

The Promoter confirms its responsibility and duty to effect and keep in force, for the project for which LEADER grant aid is sought, public liability insurance or other insurance as required.

The Promoter shall also give notice to the Minister forthwith upon becoming aware of the happening of any event which might affect any insurance policy relating to the project, its assets, premises and any other item subject to insurance.

If at any time the Promoter shall be entitled to the benefits of any insurance on the project premises or property (which is not effected or maintained in pursuance of any obligation herein contained) to apply all monies received by virtue of such insurance in making good the loss or damage in respect of which the same shall have been received.

To notify the Minister, the LAG, as appropriate, in writing of any damage, howsoever occasioned, to the project premises or assets, immediately on becoming aware of same.

To pay to the Minister, the LAG, as appropriate, on demand the amount of any insurance monies in respect of the damage to the project premises or assets which cannot be recovered by reason of any act, default, omission or negligence of the Promoter, its servants, agents, promoters or invitees.

If and whenever during the 5-year durability period the project premises or any part thereof are damaged or destroyed by any of the Insured Risks and the insurance money under the policy of insurance is by reason of any act or default of the Promoter or anyone at the project premises or by implication with the Promoter’s authority other than the Minister, the LAG, as appropriate, its servants agents employees or workmen wholly or partially irrecoverable, forthwith in every such case to (at the option of the Minister, the LAG, as appropriate) either:

(a) Rebuild and reinstate at its own expense the property or buildings contained in the premises or structures subject to an application for grant aid are part destroyed or damaged to the reasonable satisfaction and under the supervision of the LAG, as appropriate, surveyor, the Promoter being allowed towards the expenses of so doing upon such rebuilding and reinstatement being completed the amount (if any) actually received in respect of such damage or destruction under any insurance as aforesaid; or

(b) Pay to the LAG, as appropriate, on demand, with interest at the Prescribed Rate (3% (July 2017)), the amount of such insurance monies so irrecoverable from the date on which the Promoter shall be notified by its insurers that such monies are irrecoverable whichever is the least expensive for the Promoter

**Appendix C - Data Protection Notice: Part A: Information applicable to applications for LEADER programme:**

1. The Department of Rural and Community Development (DRCD) and South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC are fully committed to protecting and respecting your privacy in accordance with the General Data Protection Regulation and the Data Protection Acts 1988 to 2018 and employs appropriate technical and organisational measures to protect your information from unauthorised access.

2. Personal data will only be exchanged with other departments, agencies or public bodies in certain circumstances where this is provided for by law. Transparency and openness in the use of personal data held is important to DRCD and South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC, therefore we aim to fully inform all our customers about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC.

3. The current legislation for Data Protection in Ireland is the Data Protection Act 2018 and the General Data Protection Regulations (EU 2016/679).

4. The Data Controller for the collection and processing of all personal data for the LEADER programme, funded under the Transitional LEADER programme is DRCD itself, as a legal entity. The Data Processor of all personal data in respect of this application is South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC.

5. The Data Protection Officer can be contacted at: [Dataprotectionunit@drcd.gov.ie](mailto:Dataprotectionunit@drcd.gov.ie) , or by post at Department of Rural and Community Development, Trinity Point, 10-11 Leinster St South, D02 EF85.

6. Personal data processed by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC will only be used for the specific purpose (s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force. Further information may be sought by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC to clarify aspects of your proposal.

7. Rights of the individual in relation to personal data held by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC: When you, as a customer, provide personal data to the DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right(s) you wish to exercise: Customers of DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC have the following rights:

• to information about how data is processed;

* access to their own data;

• rectification of their data;

• erasure of their data;

• ensure the notification of third parties of the rectification or erasure of personal data;

* right to lodge a complaint with the Supervisory Authority;

• restriction of processing;

• data portability;

• objection to the processing of personal data;

• withdraw consent if they previously gave it in relation to processing their personal data;

• object specifically to the processing of personal data for the purpose of direct marketing;

* not to be subject to automated decision making;
* not to be subject to profiling.

From 25 May 2018 onwards, all DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC customers have the following additional rights:

• restriction of processing;

• data portability;

• objection to processing;

• withdraw consent if they previously gave it in relation to processing of their personal data;

• relating to automated decision making, including profiling.

Part B – Information specific to the personal data being collected

The following data is specific information in relation to the personal data processed for the submission of an application under the LEADER.

8. Specified purpose: The personal data sought from you, the applicant, is required for the purpose of making an application under the LEADER programme. Failure to provide all the personal data required to facilitate the processing of the application, including data testing, under the scheme will result in DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC being unable to process the application.

9. Legal basis: The LEADER programme are implemented pursuant to EU Regulation 1305/2013 and EU Regulation 1306/2013 and EU Regulation 2020/2220 and EU Regulation 2020/2094 is operated by the DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC involved in the delivery of LEADER.

10. Recipients: When you submit an application for LEADER funding your personal data will be made available to DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC and may be made available to those organisations listed below. By signing this application form, the project applicant gives permission that the information contained in this application form, the accompanying documentation and all subsequent documentation submitted regarding this grant application, may be made available to the DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC and those organisations listed below:

* Tipperary Local & Community Development Committee;
* Tipperary County Council;
* Evaluation Committee of Tipperary LCDC;
* The Department of Agriculture, Food & the Marine(including publication of grant received on DAFM website);
* Pobal;
* E.U. Commission and E.U. Court of Auditors;
* Comptroller and Auditor General and any other Government Department or Agency;
* Accreditation Body.

but only where there is a valid legal basis to do so. The purpose of this sharing of data is for processing purposes, audit, evaluation purposes, controls relating to the legislation underpinning all Rural Development measures, as required by EU Regulation 1305/2013 and EU Regulation 1306/2013 and EU Regulation 2020/2220 and EU Regulation 2020/2094. DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC will not otherwise release any information received as part of this application except as may be required by law, including under the Freedom of Information Act 2014.

Personal data may be used for statistical, research and analysis purposes in some circumstances, but will only be done so in compliance with the Data Protection legislation in force. Data used for such purposes will be pseudonymised (masked) or anonymised, as appropriate, to protect the security and confidentiality of the data. The use of the data in this way may facilitate DRCD in informing policy decisions into the future.

The onus is on the applicant to notify South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC of any confidential material that it supplies in support of its application for funding, as all material and information provided including this application form will be subject to the Freedom of Information Act 2014. This includes information provided in its application form for funding and information that it provides subsequent to the application.

As part of the LEADER programme, if you are approved into the LEADER programme, you may be requested by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC, to supply data in relation to your participation in the LEADER programme and facilitate on-site inspections/assessments, where required for the purpose of assessment, verification, evaluation or research purposes as provided for under the Regulations (EU Regulation 1306/2013 and EU Regulation 2020/2220). Not to supply such information may invalidate/cancel your application.

11. Retention Period: Personal data, data submitted in support of the application by the data subject under the LEADER programme will only be retained by DRCD, South Tipperary Development Clg, North Tipperary Development Clg, Tipperary County Council, Tipperary LCDC for the period necessary for the purposes for which the data was collected and processed, or where subject to statutory requirements. Personal data no longer required will be destroyed or deleted in a secure manner in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

12. Data provision being statutory or contractual obligation: The data provided for this purpose is being requested under the requirements of EU Regulation 1305/2013 and EU Regulation 1306/2013 and EU Regulation 2020/2220 and EU Regulation 2020/2094 and if the customer chooses not to provide this information, their application for the LEADER programme cannot proceed.

13. In accordance with EU Regulation 1306/2013 and EU Regulation 2020/2220, the details of all of the beneficiaries of CAP funding, both legal and non-legal persons, are published. In accordance with these Regulations the Department of Agriculture, Food and the Marine must, by 31 May each year, publish the following data:

* The name of the beneficiary (unless the amount of payment under CAP funds is less than €1,250, in which case the individual will be identified by a code)
* The municipality where the beneficiary is resident
* The amount of payment corresponding to each measure received by a beneficiary, and
* The nature and description of each measure
* The data contained in this publication may be processed by auditing and investigating bodies of the Communities and the Member States for the purposes of safeguarding the Communities' financial interests.
* The data therein cannot be used for direct marketing or other purposes and this will be made clear.

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|  | **For Official Use Only – Optional, LAG may choose not to include this section**   |  |  | | --- | --- | | **Expression of Interest Number:** |  | |  |  | | **EOI Info Event Attended:** |  | |  |  | | **Project Code:** |  | |  |  | | **IP/LAG Training Workshop Attended:** |  | |  |  | | **Promoter Code:** |  | |  |  | | **Date of Receipt of Application:** |  | |  |  | | **Project Officer:** |  | |  |  | | **Office Address:** |  | |  |  | | **Tel No:** |  | |  |  | | **Mobile No:** |  | |  |  | | **Email:** |  | |  |  | |
|  | **Alignment with the Local Development Strategy:**  *Indicate which Theme, Sub-Theme and Objective the application refers to.*  **Theme:** Choose an item.  **Sub-Theme:** Choose an item.  **Objective: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **Please outline a rationale for the chosen Theme, Sub-theme and Objective and outline the Strategic Action that best fits the project:** |