

Application Form

Community Enterprise Initiative 2015 – 2017ⁱ

Enterprise Ireland will not release any information received as part of this application except as may be required by law, including the Freedom of Information Act 2014. In the event of a Freedom of Information request, the client will be given reasonable advance notice in order to contest such disclosure

Any personal information which you provide to Enterprise Ireland will be obtained and processed in compliance with the Data Protection Acts 1988 & 2003. The information in Application Forms will be used by Enterprise Ireland in the processing of your application and for ongoing administrative purposes between you and Enterprise Ireland.

- This Application Form document is to be completed using the associated Reference Document as an aid.
- To ensure consistency, this document uses protected form fields which are limited in length and which only allow use of plain text (ie. no bolding, underlining, bulleting, etc).

1. Applicant Company Details

1.1. Company Details

<i>Registered Company Name</i>
<i>Company Registration Number</i>
<i>Company Business Address</i>
<i>Company Web Address</i>
<i>Company Telephone Number</i>
<i>Company Fax Number</i>
<i>Principal Business of the Applicant (include product/service key words for online search)</i>
<i>Company Contact Name</i>
<i>Contact's Job Title</i>
<i>Contact's Email Address</i>
<i>EI Development Adviser</i>
<i>Company's Primary Bank</i>
<i>Project Summary</i> (Max one sentence)

2. Company Profile

2.1. Company Overview

- Please give a brief outline of the company history.
- Please briefly summarise your current product/service and key markets (more detail is requested later).

Type here ... (Max 2000 characters)

3. Overview of the Project

3.1. Project Overview

- Please give a brief outline of the Group history (if applicable).
- Please briefly summarise the description of the overall project.
- Please give a brief description of the planned location of the project and whether the building is in the current ownership of the Community Group.
- If the building is not in the current ownership of the Community Group please details what (if any) relationship exists between the ownership of the proposed building and the members of the Community Group.

Type here ...(Max 2000 characters)

3.2. Milestones

- Please outline the delivery of milestones over the next 12 months.

Type here ...(Max 2000 characters)

4. Evaluation

Priority will be given to new initiatives that can yield economic additionality at the community and regional level and to those working across multiple locations with a regional focus. Projects will be evaluated by reference to the evaluation criteria below.

4.1. The degree to which community interests are represented on the Community Group (marks 10%)

- Experience and capability of the management of the community group to implement the business application.

Is the company non-profit taking?

Company Ownership

Name	Type	Share Class	% Shareholding	Amount Invested
Total				

- Please including names of other partners such as LEOs, Local Entrepreneurs, Chamber of Commerce, Credit Union, Local Authority etc.).
- Identify any connected companies and related parties and outline their relationships.
- Please give brief overview of any projected changes to Company Ownership.

Type here ...(Max 1000 characters)

Directors / Promoters Remuneration

<ul style="list-style-type: none"> ○ Please provide details of all remuneration paid to Directors/Shareholders either directly or indirectly (i.e. through related companies or minority interests). ○ Do the Directors / Promoters / Shareholders receive payments from the company? (e.g. dividends, salaries, pension, bonus payments, rent, royalty payments, patent income, loan repayment etc.? Please give details and quantify as appropriate.
Type here ...(Max 1000 characters)

4.2. Financial Need and Viability (marks 25%)

<ul style="list-style-type: none"> ○ Total Cost: Amount of funding required for the initiative to make it financially sustainable. ○ Need for Money: The extent to which this project would not be able to go ahead without state support. ○ Financial History: Financial track record of the applicant group if relevant. ○ Previous State Funding: The previous track record in implementing State funded projects if relevant. ○ Value for money. 	
Total Revenue generated by the Community Initiative in the past 12 months, if applicable.	
Current total salaried costs of the Community Enterprise Initiative, if applicable.	
Outline the financial need and viability of the Community Enterprise Initiative.	
Type here ...(Max 1000 characters)	

4.3. Start-Up & Employment Forecast (marks 25%)

<ul style="list-style-type: none"> ○ The current and forecasted new start-ups and new jobs over the next 2 year period. ○ The proportion of high value added activities as determined by the evaluation committee such as: <ul style="list-style-type: none"> i. Export potential ii. Local Enterprise Office clients iii. New Enterprise Ireland clients ○ Nature, level and development potential of new start-ups/micro enterprises to be facilitated

	2015 (if applicable)	2016 Forecast	2017 Forecast
Number of start-ups			
Number of new jobs			
Number of jobs sustained (if applicable)			
Proportion of clients currently carrying out (going to carry out) High Value Activities:			
Export Potential			
Local enterprise Office Clients			
New Enterprise Ireland Clients			

4.4. Co-operation with external stakeholders (marks 20%)

- Degree of cooperation with second and third level institutions in the area.
- Degree of cooperation with local Entrepreneurs and the wider business community.
- Degree of cooperation with business Development stakeholders, LEOs, Council, Chambers of commerce, CECs, LEADER, Enterprise Ireland etc.
- Degree of cooperation, collaboration and networking with other Community Enterprise actors/stakeholders in the area.

Degree of co-operation with 3rd level institutes

- Please give brief outline of current and future plans co-operation/collaboration with NUIs or Institutes of Technology.

Type here ...(Max 1000 characters)

Degree of co-operation with Local Entrepreneurs

- Please give brief outline of current and future plans for co-operation with Local Entrepreneurs.

Type here ...(Max 1000 characters)

Degree of co-operation with other Agencies/Public Bodies.

- Please give brief outline of current and future plans for co-operation with other agencies/public bodies.

Type here ...(Max 1000 characters)

4.5. Future plans for development of the Initiative (marks 20%)

- Promotional activities and details of raising awareness of the Community Enterprise Initiative.
- The facilities and services to be provided by the Community Enterprise Initiative.
- The degree of specialisation provided by the initiative.

Current and Future Facilities

- Please give brief outline of the current and proposed future facilities and support services.

Type here ...(Max 1000 characters)

Degree of Specialisation

- Please give brief outline of current and proposed future specialisation of the Initiative (e.g. clusters, hubs, networks etc.).

Type here ...(Max 1000 characters)

Other Innovative Developments

- Please give brief outline of innovative developments such as co-operation with other stakeholders to improve micro and small industry in your locality.

Type here ...(Max 1000 characters)

5. Funding Sought from Enterprise Ireland

Please indicate the funding you are applying for with regard to the Community Enterprise Initiative
Please note **Modification Costs** are ineligible if applying for **Feasibility Study Costs**.

A.	Feasibility Study Costs	
B.	Skilled Manager Costs	
C.	Modification Costs	
D.	Collaboration Costs	

A. Feasibility Study Costs

Salaries and Overheads

Notes:				
<ul style="list-style-type: none"> Maximum support of €1,000 per week (€200 per day) for a maximum of 12 weeks (60 days) per employee. Only time spent on the proposed project by employees of the applicant can be applied for. Support for external consultants must be applied for in the Consultancy Fees section. Employee time spent preparing for and attending Trade Fairs is ineligible. No salaries or wages may be claimed for employees whose salary or wages during the same time period are eligible costs under another grant to the Company from Enterprise Ireland. 				
Employee Name	Role	Cost per Week	No. of Weeks	Sub-Total
Total Salaries				
Overheads: May not exceed 30% of Salary Costs				
Total Overheads:				
Total Salaries and Overheads				
Total Salaries and Overheads				
For EI use only: Detail below expenditure disallowed (if any)				
Expenditure allowed:				

Travel and Subsistence costs (Domestic only)

Notes:						
<ul style="list-style-type: none"> Only Travel and Subsistence costs for domestic trips related to the proposed project are allowed. Only Travel and Subsistence costs for the applicant/employees of the applicant are allowed. Subsistence rate to cover all out of pocket expenses including hotels, meals, taxis local fares, incidentals etc. Travel and Subsistence in respect of Trade Fairs it is limited to 5 people (applicant/employees of applicant only). 						
Eligible Travel Costs:						
<ul style="list-style-type: none"> Economy Air/Ferry or Rail Fares. Mileage (60c per kilometer) or Economy Car Hire (note mileage cannot be claimed on Hire Cars) 						
Eligible Subsistence Rates						
<ul style="list-style-type: none"> Overnight Rate - 24 hour period, €150 per day Day rate, < 24 hours €60 						
Travel And Subsistence						
Name	Destination & Purpose of Trip	Travel Amount €	No. of Days	Rate	Subsistence Amount €	Sub-total (Travel & Subsistence) €
Total Travel & Subsistence						
For EI use only: Detail below expenditure disallowed (if any)						
Expenditure allowed:						

Consultancy Fees**Notes:**

- Costs of hiring a specialist consultant(s)/consultancy firm to input or undertake the proposed project are eligible at the following rates:
Days 1 - 20 Max rate per day €900
Days 21 - 30 Max rate per day €700
- Where more than one consultant is being used from the same firm the daily rates will apply to the firm.
- Maximum 30 days per consultant/firm
- The Daily rate is to be inclusive of consultant's time and all associated travel, subsistence and out of pocket expenses.

Consultancy Fees

Name	Function	Cost per Day	No. of Days	Sub-total
Total Consultancy Fees:				
For EI use only: Detail below expenditure disallowed (if any)				
Expenditure allowed:				

Total Feasibility Study Costs:	
Total Feasibility Study Costs allowed:	

B. Skilled Manager Costs

Notes:			
<ul style="list-style-type: none"> ○ Up to 50% of eligible salary or €50,000 whichever is the lesser to be paid over a period not exceeding 2 years, to put in place a full-time person. ○ Up to 50% of eligible salary or €50,000 whichever is the lesser to be paid over a period not exceeding 2 years, to put in place a part-time person. ○ Up to 50% of eligible salary or €50,000 whichever is the lesser to be paid over a period not exceeding 2 years, to put in place a shared person. ○ Eligible salary costs relate to the basic pay of the new Skilled Manager. ○ Employers PRSI, bonuses, expenses, commission and recruitment costs are not eligible. ○ Maximum salary eligible for grant support is €50,000 per annum. ○ Maximum of 1 Skilled Manager per application. 			
Name	Full time, Part time or Shared (if Shared also include name of Company to share the Skilled Manager)	Annual Salary €	Amount Applied For €
Total Skilled Manager Costs:			
For EI use only: Detail below expenditure disallowed (if any)			
Expenditure allowed			

C. Modification Costs

Notes:		
<ul style="list-style-type: none"> Up to 50% of eligible costs or €200,000 whichever is the lesser to be paid over a period not exceeding 2 years. Modification costs may include: <ul style="list-style-type: none"> Internal structural work such as manufacturing conversion to office space and vice versa Test kitchen facilities Upgrade of Wi-Fi access Hot desk Facilities Architectural Design costs Networking facilities Works that can be considered by Enterprise Ireland as routine/minor/wear and tear/maintenance work etc. is not eligible for support. 		
List work to be carried out e.g. Office space conversion etc.	Details	Total Costs €
Office Space conversion		
Manufacturing space conversion		
Test Kitchen facilities		
Broadband		
Hot Desk facilities		
Architectural Design costs		
Networking Facilities		
Other (please explain)		
Total Modification Costs:		
For EI use only: Detail below expenditure disallowed (if any)		
Expenditure allowed		

D. Collaboration Costs

Notes:
<ul style="list-style-type: none"> Collaboration costs may include the establishments of hubs, incubators, clusters, networks, or other partnerships to promote job creation through new start-ups, business expansion, innovation and exports. Other innovative solutions stimulating the start-up culture, enterprise capability and job creation potential of the region is also encouraged.

Salaries and Overheads

Notes:				
<ul style="list-style-type: none"> Maximum support of €1,000 per week (€200 per day) for a maximum of 12 weeks (60 days) per employee. Only time spent on the proposed project by employees of the applicant can be applied for. Support for external consultants must be applied for in the Consultancy Fees section. Employee time spent preparing for and attending Trade Fairs is ineligible. No salaries or wages may be claimed for employees whose salary or wages during the same time period are eligible costs under another grant to the Company from Enterprise Ireland. 				
Employee Name	Role	Cost per Week	No. of Weeks	Sub-Total
Total Salaries				
Overheads: May not exceed 30% of Salary Costs				
Total Overheads:				
Total Salaries and Overheads				
Total Salaries and Overheads				
For EI use only: Detail below expenditure disallowed (if any)				
Expenditure allowed:				

Travel and Subsistence costs (Domestic only)

Notes:						
<ul style="list-style-type: none"> Only Travel and Subsistence costs for domestic trips related to the proposed project are allowed. Only Travel and Subsistence costs for employees of the applicant are allowed. Subsistence rate to cover all out of pocket expenses including hotels, meals, taxis local fares, incidentals etc. Travel and Subsistence rates are: <ul style="list-style-type: none"> Eligible Travel Costs: <ul style="list-style-type: none"> Economy Air/Ferry or Rail Fares. Mileage (60c per kilometer) or Economy Car Hire (note mileage cannot be claimed on Hire Cars) Eligible Subsistence Rates <ul style="list-style-type: none"> Overnight Rate - 24 hour period, €150 per day Day rate, < 24 hours €60 						
Travel And Subsistence						
Name	Destination & Purpose of Trip	Travel Amount €	No. of Days	Rate	Subsistence Amount €	Sub-total (Travel & Subsistence) €
Total Travel & Subsistence						
For EI use only: Detail below expenditure disallowed (if any)						
Expenditure allowed:						

Consultancy Fees**Notes:**

- Costs of hiring a specialist consultant(s)/consultancy firm to input or undertake the proposed project are eligible at the following rates:
Days 1 - 20 Max rate per day €900
Days 21 - 30 Max rate per day €700
- Where more than one consultant is being used from the same firm the daily rates will apply to the firm.
- Maximum 30 days per consultant/firm
- The Daily rate is to be inclusive of consultant's time and all associated travel, subsistence and out of pocket expenses.

Consultancy Fees

Name	Function	Cost per Day	No. of Days	Sub-total
Total Consultancy Fees:				
For EI use only: Detail below expenditure disallowed (if any)				
Expenditure allowed:				

Other collaboration costs**Collaboration Costs**

	Details	Date From	Date To	Total Cost €	Amount Claimed €
Website Development					
Branding					
Other (please explain)					
Total Other Collaboration Costs:					
For EI use only: Detail below expenditure disallowed (if any)					
Expenditure allowed:					

Total Collaboration Costs:	
Total Collaboration Costs allowed:	

6. Finance

6.1. Sources of Funding

<ul style="list-style-type: none"> ○ Please detail sources of existing finance e.g. bank loans, shareholder/director loans, venture capital, leases, overdraft, invoice discounting, etc. ○ Outline where the funding will come from to implement the development plan e.g. bank loan, additional equity from promoters/existing shareholders or from other sources and the likelihood of securing the funding. ○ Detail any revisions negotiated/proposed to existing facilities from banks, VCs, etc. 						
Provider	Funding Type	Original Amount	Current Balance	Interest Rate	Remaining Term/ Renewal Date	Security

6.2. Status of New Fund-raising

<ul style="list-style-type: none"> ○ Please detail current status of new fund-raising (where applicable) and include how much of the proposed investment has been drawn down.

6.3. Amount of aid sought from EI

Please provide detail on the requested amount of aid sought (amounts in €'000). Please be advised that under EU State Aid rules, the company can only receive funding up to the maximum sought in the application. This limit applies to the grant amount and the percentage sought.			
Form of Aid: Grant	Total Expenditure (refer to Section 5 above)	Grant %	Total Grant Sought (Total Expenditure/Grant %)

7. Incentive for supporting this project

<ul style="list-style-type: none"> • Outline the reasons why Enterprise Ireland should support your application – specifically addressing how this support will provide an incentive to one of the following – increase in size of project; increase in scope of project; increase in spend on project; increase in speed of completion of project • If successful, what would be the likely business impact to the company? • What would be the impact of not receiving financial support from Enterprise Ireland? • Include information on any additional economic benefits to Ireland (local suppliers, etc).
Type here ...(Max 1500 characters)

8. Previous Funding:

Notes:	
Has the company been approved grant or equity support from the State for this or any other project to date?	
<p>If yes, please provide details below.</p> <ul style="list-style-type: none"> ○ Please indicate whether or not the funding is De Minimis Aidⁱⁱ. ○ De Minimis Aid is small amounts of State Aid given to an enterprise which cannot exceed €200,000 over any three fiscal years to any company irrespective of size or location. ○ De Minimis Aid can come from any State body, agency or department. If a company is part of a group then the €200,000 limit applies to the group. ○ A false declaration resulting in the threshold of €200,000 being exceeded could result in aid being recovered. 	

Previous Funding					
Funding body (e.g. Enterprise Ireland, Local Enterprise Centre)	Type of Aid Approved	Date Approved	Name of company approved	<i>de minimis</i> (Yes/No)	Amount Approved €
Total:					

9. Declaration by Authorised Officer of the Applicant

Please note:

A fully completed Declaration is required for your application to be deemed valid.

Please ensure that you complete the Declaration **in full**.

Declaration by Applicant
<p>This Declaration must be completed by the applicant (if an individual) or an Authorised Officer of the Company (if the applicant is a company) and not any third party.</p> <p>I confirm that:</p> <ul style="list-style-type: none">• The applicant has not sought aid from any other State Agency in respect of this expenditure,• Enterprise Ireland may seek clarification in relation to potential for double funding;• The applicant will not seek aid from any other State Agency in respect of this expenditure (if successful);• Enterprise Ireland can share this application form with external assessors under non-disclosure agreements;• The initiative will be based in the Republic of Ireland.• The applicant is not involved in activities that fall within gambling or "gaming" as defined in the Gaming & Lotteries Act 1956.

Signature	
The Company's Authorising officer confirms that all information provided in this application form is true and accurate	
Name of Applicant Company's Authorised Officer:	
Date:	

Checklist of Information Needed by EI

Document	Note
Application Form	Formal Enterprise Ireland Application Form (this document).

Submission of Applications	<p>When the application has been completed it should be emailed to: cei.csu@enterprise-ireland.com before 6:00 p.m. on the relevant Call Close date. Please refer to Enterprise Ireland's website for this date.</p> <p>Applications received after the 6:00 p.m. deadline will be ineligible.</p> <p>Please note, for successful applicants, only eligible expenditure incurred after the relevant Call Close date for receipt of applications will be considered eligible for funding by the approval committee.</p>
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ⁱ The overarching goal of the €5m Community Enterprise Initiative Fund is to stimulate and support enterprise and job creation at a local, community and regional level. The competitive call for applications is open to new and existing organisations, groups and alliances, who collaboratively seek to promote entrepreneurship, create jobs, foster innovation and enhance export opportunities for small business. A prerequisite for proposals is the need to demonstrate innovative solutions to fostering and creating employment. Priority will be given to new approaches that build on, and strengthen, the entrepreneurial ecosystem throughout the country.

This is a competitive fund and due to the limit on funding available it may not be possible to award aid to all eligible projects.

While there will be flexibility in the funding model to allow applications to be innovative, under the Community Enterprise Initiative Fund the following financial support is available:

- 50% of costs for a feasibility study/local business plan up to a maximum of €25,000
 - 50% of cost* of suitably skilled personnel who can deliver and develop the project and leverage the support of other agencies and private sector supports
 - 50% of building modification costs up to a maximum of €200,000 per facility to upgrade and enhance the infrastructure to meet current and emerging business needs where justified by the criteria set out
 - 50% of costs for delivery of new services as a result of wider collaborations up to a maximum of €200,000 such as the establishment of hubs, incubators, clusters, networks, or other partnerships to promote job creation through new start-ups, business expansion, innovation and exports. Other innovative solutions stimulating the start-up culture, enterprise capability and job creation potential of the region is also encouraged.
- *maximum €50,000 over a period of 2 years**

ⁱⁱ Please refer to previous grant agreements to identify if any previous aid was classified as De Minimis. 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 banned 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. 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. Note: A false declaration by an individual/company/group resulting in the threshold of €200,000 being exceeded could later result in the aid, with interest, being recovered.