

Proposal for Funding Support

Community Enterprise Initiative 2015 - 2017

Applicant Name:	« insert Company Name»
CRO No.:	«insert CRO Number»
Legal Entity:	«insert Client Type Description e.g. Company»
Project Description:	«insert Short Project Summary» <div></div>
Client Type:	«e.g. SME»
Grant:	Community Enterprise Initiative
Purpose of the Grant:	«GrantProgramme_ProgrammeName»
Enterprise Ireland Adviser:	«insert DA Full Name»
Department Manager	«insert Department Manager Full Name»
CSS ID:	«CSS ID»
CSU Exec:	Siobhan Smyth
Legal Basis:	Industrial Development (Enterprise Ireland) Act, s7(1)(i)
EU State Aid Policy:	<i>de minimis</i> aid

Sections 1-7: to be completed as appropriate and verified by the Programme Manager.
All the criterion are required to be met in order for the application to be deemed eligible.

Section 1: Eligibility Check		
Criterion	Met/ Not Met	Any Remarks
1) A credible plan demonstrating innovative solutions to fostering and creating employment locally and/or regionally in a collaborative manner.		
2) Commitment of matching finance and demonstration of the financial viability of the project.		
3) Details of the community group – its make-up and structure.		
4) Details of previous performance and achievement record if applicable		
5) Applicant has not reached De Minimis aid limit.		
6) Applicant has not received other State funding for this project.		
7) The proposed business will not be involved in activities that fall within gambling or "gaming" as defined in the Gaming & Lotteries Act 1956.		
8) Registered legal entity at date of submission of application.		
Is the Applicant Eligible (Yes/No):		
Completed by:		
On (insert date):		
Verified by:		
On (insert date):		

Section 2: Evaluation Process – Shortlisting Stage**Date(s) of Evaluation Panel Meeting:****Section 2.1: Evaluation Scoring Guidelines****The Degree to which community interests are represented on the Community Group – 10%***Score the project between 0 – 100 by scoring only one of the items listed below based on the following criterion.**Calculate the Weighting % by dividing your score by 100 and multiplying by 10.**In Section 2.3, insert the Weighting % and the rational for the score.*

Score:	Criteria: <ul style="list-style-type: none"> ○ Experience and capability of the management of the community group to implement the business application.
80-100	Exceptional: Very strong, varied experience and expertise of the community group. A strong mix of public bodies and local bodies represented on the group.
60-79	Advanced: Strong, varied experience and expertise of the community group. A strong mix of public bodies and local bodies represented on the group.
40-59	Average: A varied mix of experience and expertise of the community group. Gaps exist in the group.
20-39	Basic: Large gaps exist in the community group. Very little commitment and skills presented.
0-19	Poor: Ill-defined and poorly presented. Did not address the question.

Financial need and viability of the Community Enterprise Initiative plan and value for money to the State – 25%*Score the project between 0 – 100 by scoring only one of the items listed below based on the following criterion.**Calculate the Weighting % by dividing your score by 100 and multiplying by 25.**In Section 2.3, insert the Weighting % and the rational for the score.*

Score:	Criteria: <ul style="list-style-type: none"> ○ Value for money to the State. ○ 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. ○ Total Cost: Amount of funding required for the initiative to make it financially sustainable.
80-100	Exceptional: Very strong evidence of value for money and need for support. Strong financial history if applicable. Total cost and previous financial history should also be outlined.
60-79	Advanced: Strong evidence of value for money and need for support.
40-59	Average: Need for support and value for money is uncertain. Gaps exist in the costs.
20-39	Basic: Need for support and value for money sparsely outlined. Large gaps in the costs
0-19	Poor: Ill-defined and poorly-presented. Did not address the question.

Start Up and Employment Forecast – 25%*Score the project between 0 – 100 by scoring only one of the items listed below based on the following criterion.**Calculate the Weighting % by dividing your score by 100 and multiplying by 25.**In Section 2.3, insert the Weighting % and the rational for the score.*

Score:	Criteria: <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
80-100	Very High: Significant evidence of start-up and employment forecasting through the development of the project. Evidence of sustaining jobs, if applicable, to an existing community initiative. Credibility of the group to create jobs and nurture start-ups - highly impactful. High value activities for start-ups created.

60-79	High: Good evidence of predicted job creation and fostering start-up businesses throughout the projects
40-59	Satisfactory: Reasonable evidence of predicted of job creation and start-up numbers. Some gaps in the forecast plan.
20-39	Low: Modest level of increased job numbers and start-ups throughout the project. Low impact.
0-19	Very Low: Little or no incremental improvement in job creation and start-up numbers. Very low impact.

Co-operation with external stakeholders – 20%

Score the project between 0 – 100 by scoring only one of the items listed below based on the following criterion.

Calculate the Weighting % by dividing your score by 100 and multiplying by 20.

In Section 2.3, insert the Weighting % and the rational for the score.

Score:	Criteria: <ul style="list-style-type: none"> ○ 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.
80-100	Very High: Very strong connections and collaboration with the third level institutions in the area, local entrepreneurs and wider business community and business development stakeholders to develop the project.
60-79	High: Evidence of strong connections and collaboration with the third level institutions in the area, local entrepreneurs and wider business community and business development stakeholders to develop the project.
40-59	Satisfactory: Evidence of connections and collaboration with the third level institutions in the area, local entrepreneurs and wider business community and business development stakeholders to develop the project. Some gaps may arise.
20-39	Low: Little of no evidence of collaboration with third level, wider business community and business development stakeholders in the area.
0-19	Very Low: No evidence of collaboration with third level, wider business community and business development stakeholders in the area.

Future Plans for development of the initiative: - 20%

Score the project between 0 – 100 by scoring only one of the items listed below based on the following criterion.

Calculate the Weighting % by dividing your score by 100 and multiplying by 25.

In Section 2.3, insert the Weighting % and the rational for the score.

Score:	Criteria: <ul style="list-style-type: none"> ○ Promotional activities and details for 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.
80-100	Very High: Strong evidence of plans to raise awareness of the initiative in the area. Facilities, services and new innovations to hub and cluster start-ups throughout the plan.
60-79	High: Good evidence of plans to raise awareness of the initiative in the area. Facilities, services and new innovations to hub and cluster start-ups throughout the plan.
40-59	Satisfactory: Plans to raise awareness of the initiatives. Some gaps in the Facilities, services and new innovations to hub and cluster start-ups throughout the plan.
20-39	Low: Little evidence of plans to raise awareness of the initiatives. Significant gaps in the Facilities, services and new innovations to hub and cluster start-ups throughout the plan.
0-19	Very Low: Ill-defined evidence of a promotional campaign to raise awareness of the initiative and low levels of information around facilities, service and new innovations that this project will provide to future micro enterprise in the area.

Section 2.3: Scores		
Note to Programme Manager: <i>Using the Guidelines above, the application should be evaluated on the responses given to the questions asked under each of the sections:</i>		Weighting %
Criterion:	The degree to which community interests are represented on the Community Group (10%)	<A>
Rationale:	<insert robust justification for the score>	
Criterion:	Financial need and viability of the Community Enterprise Initiative plan (25%)	
Rationale:	<insert robust justification for the score>	
Criterion:	Start Up and Employment Forecast (25%)	<C>
Rationale:	<insert robust justification for the score>	
Criterion:	Co-operation with external stakeholders (20%)	<D>
Rationale:	<insert robust justification for the score>	
Criterion:	Future Plans for development of the initiative (20%)	<E>
Rationale:	<insert robust justification for the score>	
Total:		<insert sum of A, B, D and C>
Overall Feedback:		
Completed by:		
On (insert date):		
Verified by:		
On (insert date):		

Section 3: Eligible Expenditure

Please:

- fully complete the 'For EI use only' tables in Section 5 of the attached Application Form;
- ensure to insert the details of any amounts disallowed/ineligible together with comments in the section provided;
- note that these details will be included in the Letter of Offer.

Section 4: Recommendations, Conditions & Grant Cancellation Table: Feasibility

Feasibility Study Recommendation:

It will be recommended that the Committee approve a Feasibility Grant of €X towards the cost of eligible expenditure estimated at €X or 50% of actual eligible expenditure whichever is the lesser, subject to standard grant conditions relating to Feasibility Grants.

Agree that the Start Date for eligible expenditure for this project is the Call Close date.

Final Claim date is 12 months from date of approval*

Subject to [\[non standard grant conditions\]](#):

Skilled Manager Recommendation:

It will be recommended that the Committee approve an Employment Grant (under the De Minimis Aid rule) of €X towards the cost of recruiting a **[delete as appropriate full time/part time/shared]** **[insert title of skilled manager]** over a **[one/two]** year period, being not more than X% of the certified annual salary of the manager at the time of making the claim, subject to standard Enterprise Ireland conditions.

Agree that the Start Date for eligible expenditure for this project is the Call Close date.

Final Claim date is 24 months from date of approval*

Note: If Manager is to be shared include the following:

Enterprise Ireland notes that the services of the Manager may be shared with **(insert name of Community Centre.**

Subject to [\[non standard grant conditions\]](#):

Modification Grant Recommendation:

It will be recommended that the Committee approve a Capital Grant of €X towards the costs estimated at €Y or X% of approved eligible expenditure whichever is the lesser, towards the cost of modifications subject to standard Enterprise Ireland conditions.

The Project will be located in **XX (insert location).**

Agree that the Start Date for eligible expenditure for this project is the Call Close date.

Final Claim date is 24 months from date of approval*

Subject to [\[non standard grant conditions\]](#):

Collaboration Grant Recommendation:

It will be recommended that the Committee approve a Collaboration Grant of €X towards the cost of eligible expenditure estimated at €X or 50% of actual eligible expenditure whichever is the lesser, subject to standard grant conditions relating to Collaboration Grants.

Agree that the Start Date for eligible expenditure for this project is the Call Close date.

Final Claim date is 24 months from date of approval*

Subject to [\[non standard grant conditions\]](#):

Appendix 1: Clients original application form – Original application form