

ÚDARÁS NA GAELTACHTA

Application for grant aid towards the development of market research skills (under the “De Minimis” rule)

KEY POINTS TO NOTE

1. All the information requested on this form is needed to enable An tÚdarás to properly evaluate this grant request.
2. An tÚdarás is subject to the Freedom of Information Act 1997.
3. No expenditure in connection with this grant application should be undertaken until approval of the grant concerned is confirmed in writing and is part of an agreement between the client and An tÚdarás.
4. The Development Executive dealing with the application will be happy to assist the client 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 approved.
5. An tÚdarás may require further information from the applicant to expand on the answers given in this form.
6. Unless informed to the contrary An tÚdarás will assume that no other applications have been made to any other State bodies for support for this particular project nor are there any such requests in the process of being made or intended to be made.
7. If the promoter of this project, or any of the principals, were ever declared bankrupt or were responsible in any way for the closure of a company, leading to non-payment of creditors, this should be disclosed.
8. CV's of the principals(s) / promoter(s) / proposed senior management should be appended.
9. In assessing an application for funding it may be necessary for An tÚdarás to make relevant enquiries through banks or other agencies.
10. See more detailed notes on this specific grant aid at back, including conditions applying to the grant.
11. Round to nearest Euro.
12. **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.**

1

Introduction to Project

CPIS Enquiry/Client No: _____ / _____

NACE Code: _____

(Office use)

(a) Project Name: _____

(b) Brief initial description of the proposed project:

(c) Project location: _____

(d) Name of Applicant: _____

(e) Main contact for project _____

Name: _____

Address: _____

Phone: _____ Fax: _____ Mobile: _____

E-mail: _____ Website: _____

2

Information on Client/Principals

(a) Name: _____ Role in Company: _____

Address: _____

PPS No.: _____ Phone: _____ Fax: _____

Mobile: _____ E-Mail: _____ Website: _____

Competency in Irish None Weak Fair Fluent Native

Will do Irish course if required: Yes No

(b) Name: _____ Role in Company: _____

Address: _____

PPS No.: _____ Phone: _____ Fax: _____

Mobile: _____ E-Mail: _____ Website: _____

Competency in Irish None Weak Fair Fluent Native

Will do Irish course if required: Yes No

(c) Name: _____ Role in Company: _____

Address: _____

PPS No.: _____ Phone: _____ Fax: _____

Mobile: _____ E-Mail: _____ Website: _____

Competency in Irish None Weak Fair Fluent Native

Will do Irish course if required: Yes No

(CV's to be included)

(d) Technical qualifications available to the Company/Project:

(e) Business experience available to the Company/Project:

(f) Main Business Contacts:

Bank: _____

Auditor: _____

Solicitor: _____

Business Consultant(s) : _____

Other: _____

3

Trading Status

Historical (if any)

Sole Trader: _____ Ltd. Company: _____ Not Trading: _____

Other (define): _____

Trading Name: _____ Name Location: _____

Partners/Directors: _____

Latest Audit/Balance Sheet as at (date) _____ Attached: Yes No

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

Indicate current numbers employed:

Full Time	Part Time	Seasonal

Note:

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

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

Future (if different from above)

Sole Trader: _____ Ltd. Company: _____

Other (Define): _____

Trading Name: _____ Name Location: _____

Partners/Directors: _____

4
Proposed Project Information

(a) Objective of study to be carried out and (Quantitative/Qualitative) outcome expected, with emphasis on new/updated product potential, as well as potential increased sales.

(b) Information on target market:

(c) Study method and Coordinator:

5

Project Costings Summary

Summary

Item	Cost €
Costs	
(1) Salaries/Wages	_____
(2) Travel/Subsistence	_____
(3) Internal costs associated with test marketing in new markets.	_____
_____	_____
_____	_____
Total	
Source of Funds	
(4) Own Funds	_____
(5) Borrowing	_____
(6) State Aid	_____
(7) Other	_____
_____	_____
_____	_____
Total	

(1) Salaries/Wages

Type of Staff	Cost per Day	No. of Days	Total Cost €
Project Manager	_____	_____	_____
Marketing Staff	_____	_____	_____
Supervisor	_____	_____	_____
Administration	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total			

(2) Travel/Subsistence

Item	Cost €
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	

(3) Test Marketing Costs

Item	Cost €
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	

Other Relevant Information

Included in this information here should be an analysis of possible risks to the project assumptions made plus any comments relevant to page 1.

(Please attach additional sheets if required)

Final Note: *In the event that the applicant does not use any knowledge, process and result acquired through the programme for the purpose of its own business in the Gaeltacht or to create additional employment in the Gaeltacht, it hereby gives An tÚdarás unrestricted rights to use the results for the purpose of its statutory functions.*

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

Applicant's Signature: _____ Date: _____

(Office Use)

Name: _____

Portfolio Manager: _____ No.: _____

FR10***Grant Aid towards development of market research skills
for SMEs (under the “De Minimis” rule)*****Nature of Project**

- To help SMEs develop market development skills by providing support towards internal costs incurred in researching new markets and services, (including costs of researching the setting up of a new overseas presence).

Eligible Cost base

- Salaries of existing company staff currently working on an agreed market research programme.
- Travel and subsistence cost (rate €200 per person per day) for the same staff.
- Internal costs incurred in test marketing of products/services in new markets.

State Aid Limits

- Maximum grant of 50% up to €80,000 on eligible costs from 01/01/02 forward (€60,000 to 31/12/01).

Conditions

- Costs which are grant aided under other schemes/programmes are not eligible for this aid.
- ***There must be no element of export aid in this initiative.***
- Aid under this scheme will not be taken into account for the purposes of government/evaluation committee approval.
- Firms that can avail of marketing aid from Bord Iascaigh Mhara or An Bord Bia are not eligible for this scheme.