

# Export Assistance Grant - Funding Guidelines

The provision of Export assistance grants will enable clients to explore and develop new market opportunities.

Export Grants will part-fund the costs that can be incurred in investigating and researching export markets, e.g. exhibiting at Trade Fairs, preparing marketing material and developing websites specifically targeting overseas markets. These grants should increase the numbers of LEO clients developing new export opportunities.

## **Grant Terms:**

- Grant Covers 50% of eligible costs (net of vat) to a max of €2,500.
- Applications must be made prior to any expenditure being incurred
- Payments will be made to approved projects on receipt of proof of payment of all qualifying and approved expenses.

## **Projects eligible for support include:**

- enterprises not employing more than 10 people;
- enterprises located within the geographic location of the Local Enterprise Office
- enterprises operating in the commercial sphere
- enterprises must demonstrate a market for their proposed product/service
- enterprises engaged in manufacturing or internationally traded services
- Innovative businesses with prototype products
- Enterprises must not have received any funding for this proposal from any other source

## **Eligible Expenditure categories**

- Trade Show Exhibitor costs\*
- Export Specific Marketing Materials
- Export related website development

\*Note - Economy Flight Costs are eligible with other travel and subsistence costs subject to the Local Enterprise Office maximum limits.

### **Freedom of Information:**

The Local Enterprise Offices will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. The Local Enterprise Offices will, in all cases where a request under the Freedom of Information Acts is made, consult with applicants before making a decision on disclosure of such information.

### **Data Protection:**

The Local Enterprise Office is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to [www.localenterprise.ie/legal](http://www.localenterprise.ie/legal) for copies of our privacy notices.

### **Note:**

If grant aid is received, it will be included in the list of beneficiaries under Art.115 (2) of Regulation (EU) No. 1303/2013 (Common Provisions regulation). This list will be updated every six months and can be accessed on the Regional Assembly websites.

## 1. Applicant Contact Details

<b>Promoter:</b>	
Prefix (Mr. / Mrs. /Ms.)	
First Name	
Last Name	
Address for Correspondence:	
Mobile	
Landline	
Email	

## 2. Applicant Business Details

Business Name:			
Stage of Business (Please tick)	Pre Start -Up <input type="checkbox"/>	Start Up (<18 Months) <input type="checkbox"/>	Growth (>18 Months) <input type="checkbox"/>
Business Structure (Please tick)	Sole Trader/Individual <input type="checkbox"/>	Partnership <input type="checkbox"/>	Limited Company <input type="checkbox"/>
Business Address			
Landline		Email Address	
Website			
Date Trading Commenced			
Current Estimated Annual Turnover	€		

## 3. Project Sector Details

Select the sector(s) in which your business is/will be active

Services provided to other business		Environment/Green Technologies	
Design and manufacture of Clothing & Fashion		Food Manufacturing & Processing	
Digital media, wireless communications,		Furniture/Light Consumer Goods Manufacture	
International Consumer Services		Manufacturing Other	
Craft		Medical Devices Manufacture	
Electronics		Packaging Manufacturing	
Engineering		Software/IT	

Please provide a brief description of your existing business.

#### 4. Employment Levels (Current & Estimated Potential) - Including Promoters

Potential Employment	Current	Year 1	Year 2	Year 3
Full-Time				
Part-Time				

#### 5. Marketing Information

What % of sales in the previous calendar year was to –

Ireland		%
Export – Specify country -		
•		
•		
•		

#### Exporting Strategy

Describe your current marketing strategy:

Describe your export strategy:

Why should the Local Enterprise Office support your application for Export Assistance

## 6. Schedule of Planned Expenditure

Export Assistance Grants are designed to assist business promoter(s) with exporting to new markets. The Grant covers 50% of qualifying expenses (excluding VAT), subject to a maximum of €2,500

PLEASE NOTE:

- **A Quotation must be provided** in respect of each item of planned expenditure.
- Only Expenditure items that fall under the Category Headings listed below and that that are incurred after the Date of Application may be considered.
- Payments to State Bodies (including Local Authorities) as well as General Subsistence/ Out-of-Pocket Expenses are excluded.
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Exporting Activity	Supplier	Item Cost € (excl. VAT)	Grant Sought (50% Item Cost)	Quotation (Please Tick)
Trade Show (Attendance/Exhibiting)				
Trade Show (Travel/Subsistence)				
Marketing Materials (Export-Specific)				
Website Development (Export Specific)				
<b>TOTAL COSTS</b>		€	€	

## 7. Relationship with Other Agencies / Institutions

- a) Has this business or any of its promoters been in receipt of funding from a State-funded Enterprise Agency?  
 YES  NO

If YES, please provide details including the date, amount and the purpose of the grant

Grant Provider	Date	Amount (€)	Purpose

- b) Will this project proceed without grant assistance?  
 YES  NO

**8. Additional Information (All of the following must be answered or otherwise your application may be considered invalid)**

a) The Local Enterprise Office is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice for personal data that is supplied to us by our clients is available at [www.localenterprise.ie/legal](http://www.localenterprise.ie/legal) This notice contains important information about how we process personal data that is supplied to us by clients. We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. your employees) whose personal data you provide to us.

By ticking “ I agree”, you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice is sent to data subjects (e.g. your employees) whose personal data you provide to us. *(Please tick)*

I agree

b) Do you understand and accept that the Local Enterprise Office will only consider, for funding purposes, those expenses that are eligible and which have been incurred on or after the date this application form is received by the Local Enterprise Office? *(Please tick)*

YES  NO

c) Do you understand that the Local Enterprise Office requires all applicants to be in a position to drawdown any funding offer within a maximum of 6 months of any letter of offer and do you accept that in the event of a funding offer being made, any approved amount not drawn down by the offer expiry date will automatically be decommitted? *(Please tick)*

YES  NO

d) A valid Tax Clearance Certificate (TCC) is required by a business that has been approved state funding or confirmation from the applicant by the provision of tax number, tax district and a statement that the applicant is up to date in his/her tax affairs. Do you currently have this certificate or can you provide such confirmation? *(Please tick)*

YES  NO

NB. You will be required to provide a valid certificate/ confirmation to the Local Enterprise Office before any grant payments can be made.

**9. Signed Declaration**

I/We hereby declare that the details given in this application, together with any supplementary information supplied are true and accurate to the best of my/our knowledge and belief and I/We make this application for financial assistance on the basis of details and information given. I/We have not sought and will not seek grant aid from any other Government-funded agency in respect of this expenditure. I/We have read and fully accept the above terms and conditions attaching to grant aid from the Local Enterprise Office.

PROMOTER NAME	SIGNATURE	DATE

**PLEASE NOTE:**

1. **THIS APPLICATION FORM MUST BE SIGNED BY THE APPLICANT(S).**

We will accept a scanned copy of this page.

2. Application Form and supporting information to be signed and returned to the Local Enterprise Office. Contact details can be found at the end of this form.

## Appendix 1 – NB

### Application Check List (Please tick) : To Be Fully Completed

	YES	NO
Application Form Completed (Signed and Dated)		
Quotations for Expenses Submitted		
Confirmation of Grant Aid sought from other Agencies		
CRO Number (Companies Only)		

## CONTACT DETAILS

TAME Application,  
Local Enterprise Office Dublin City,  
Block 4, Floor 1,  
Civic Offices,  
WoodQuay,  
Dublin 8.  
[exports@dublincity.ie](mailto:exports@dublincity.ie)

*Office Use Only:*

*Recommendation:*

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Recommended by: \_\_\_\_\_

Approved: \_\_\_\_\_

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