



Oifig
Fiontair
Áitiúil

Local
Enterprise
Office

Technical Assistance for Micro Exporters Grant Funding Guidelines



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 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.

...Let's talk business

The Technical Assistance for Micro Exporters [TAME] grant enables clients to explore and develop new market opportunities.

The TAME grant part-funds the costs that can be incurred investigating and researching export markets, e.g. exhibiting at Trade Fairs, preparing marketing material and developing websites specifically targeting overseas markets.

Grant Terms

- Grant Covers 50% of eligible costs [net of vat] to a max of €2,500 in any calendar year.
- Applications must be made prior to any expenditure being incurred
- Successful applicants should consider using an Enterprise Ireland Mentor to develop an export/marketing plan.

The enterprise must:

- not employ more than 10 people;
- be located within the geographic location of the Local Enterprise Office
- operate in the commercial sphere
- demonstrate a market for their proposed product/service
- engage in manufacturing or internationally traded services
- not have received any funding for this proposal from any other source

What does the TAME Grant cover?

- Participation at trade fairs and shows covering Trade Show Exhibitor costs including rental/fees relating to space/stands; foreign travel & subsistence*
- Participation at international trade networking events organised through the Enterprise Europe Network;
- Development of specific Marketing Materials aimed at exploring new export markets;
- Translation, e.g. of existing material [booklets, webpages, etc. for export markets;
- Development of export related websites;
- Investigation of new internal or external processes to develop export business, e.g. new business model or the carrying out of non-regulatory technical requirements;

* Note: Travel & Subsistence Costs are only eligible for overseas trips:

Eligible Travel Costs: Economy Air/Ferry or Rail Fares; Mileage (60c per kilometre) or Economy Car Hire [mileage cannot be claimed on Car Hire]
Subsistence Rates: Overnight Rate – 24 hour period; €200 per day; Day rate < 24 hours €60

1. Applicant Contact Details

Prefix [Mr. / Mrs. /Ms.]	
First Name	
Last Name	
Address for Correspondence:	
Business mobile	
Business landline	
Business 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			
Annual Turnover [last financial year]	€		
Annual Turnover for Companies Registration Office Number [CRO] [For companies only]			

3. Project Sector Details

Select the sector[s] in which your business is/will be active

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

Please provide a brief description of your business.

4. Employment Details – Including Applicants

Employment	Current
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

Application Form for Technical Assistance for Micro Exporters

6. Schedule of Planned Expenditure

The Grant covers 50% of qualifying expenditure (excluding VAT), subject to a maximum of €2,500

PLEASE NOTE:

- A Quotation must be provided in respect of each item of planned expenditure in excess of €100.
- 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.

Activity	Supplier	Item Cost [100% Item Cost] € [excl. VAT]	Grant Sought [50% Item Cost]	Quotation [if in excess of €100] [Please Tick]
Trade Show [Attendance/Exhibiting/Rental Fees relating to space/stands at Exhibition events]				
Trade Show [Travel/Subsistence]				
Marketing Materials [Export-Specific]				
Website Development [Export-Specific]				
Translation [e.g. existing Material [booklets, webpages] for export markets]				
Investigation of new internal or External processes to develop Export business				
TOTAL COSTS		€	€	

7. Relationship with Other Agencies / Institutions [De Minimis Declaration - previous State support (if any)]

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

Change to De Minimis Aid Type of aid approved [e.g. training, innovation voucher, Seed capital, feasibility, capital, employment, etc.]	Date	Amount [€]	Agency

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 business regardless of size of 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 applied to the group.

Please note that a false declaration to show a figure under the threshold of €200,000 could later mean that you would have to pay back the grant aid with interest.

b) In the event of grant aid not being approved will this proposal proceed?

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. 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) This application may have to be referred to other Agencies (on a strictly confidential basis) as part of the processing procedure. Do you consent to this?

YES ☐

NO ☐

- c) Do you agree to receive Local Enterprise Office information on an ongoing basis?

YES ☐

NO ☐

Terms and Conditions of Funding:

1. The applicant accepts 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
2. All applicants must be in a position to drawdown any funding offer within a maximum of 12 months of any letter of offer or within 2 months from the date of attendance at the Trade Show; and, any approved amount not drawn down by the offer expiry date will automatically be decommitted
3. Applicants approved state funding must be tax compliant and confirmation and confirmation of the relevant PPSN/Tax Reference Number will be required before any grant payment can be made.
4. The decision of your Local Enterprise Office is final in all cases in the event of a dispute.

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.

APPLICANT	SIGNATURE	DATE

PLEASE NOTE:

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

A scanned copy will be accepted.

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)	<input type="checkbox"/>	<input type="checkbox"/>
Quotations for Expenses Submitted	<input type="checkbox"/>	<input type="checkbox"/>
Confirmation of Grant Aid sought from other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
CRO Number (Companies Only)	<input type="checkbox"/>	<input type="checkbox"/>
Mentor Report (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only:

Recommendation:

Recommended by: _____

Approved: _____ Date: _____

Contact details

www.localenterprise.ie