



## Lean for Micro Dublin Application Form

<p><b>Company name</b></p>	
<p><b>Address</b></p>	
<p><b>Local Enterprise Office</b> (Please mark appropriate with an X)</p>	<p>Dublin City <input type="checkbox"/></p> <p>Dún Laoghaire–Rathdown <input type="checkbox"/></p> <p>Fingal <input type="checkbox"/></p> <p>South Dublin <input type="checkbox"/></p>
<p><b>Date</b></p>	

## 1. Lean for Micro Dublin

The Local Enterprise Offices of Dublin City, Dún Laoghaire Rathdown, Fingal and South Dublin recognise the importance of the development of management skills for people managing their own micro or small enterprises. It also recognises the very substantial improvements in productivity and profitability that can result from the application of LEAN principles in an organisation and aims to support managers in effectively embracing LEAN methodologies in their businesses.

## 2. How to submit your completed application

Applications will be accepted in electronic format only.

Please ensure completed application is returned to [dublin@plato.ie](mailto:dublin@plato.ie) before Wednesday 14<sup>th</sup> June 2017.

### **APPLICATION Part 1: Summary Profile**

1.1 Applicant and Business Contact Details			
Name		Job Title	
Company Name		Company address	
Mobile No.		e-mail address	
Tel. No.		Web Address	
CRO Number		Year Business was established	
How long has the business been trading?			

1.2	Company Sector (Of the following sectors listed-please mark with an X which sector your business operates in)
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Business Services	
Clothing & Fashion	
Communications, Media & Entertainment Services	
Customer Services	
Craft	
Electronics	
Engineering	
Environment/Green Technologies	
Food Manufacturing & Processing	
Food Primary Sectors	
Furniture/Light Consumer Goods Manufacture	
Manufacturing Other	
Medical Devices Manufacture	
Packaging Manufacturing	
Software/IT	
Business Services	
Clothing & Fashion	
Communications, Media & Entertainment Services	
Customer Services	
Other Please specific	

<b>1.3</b>	<b>Brief Company Profile and History</b> (e.g. background, ownership, specialist areas, key business sectors etc. Max 6 lines.)

<b>1.4</b>	<b>Business Profile</b> Please include current information on the following, with plans for future growth in Turnover and Staff Numbers.		
	<b>Current</b>	<b>Projected 12 months</b>	<b>Projected 24 months</b>
	<b>Turnover</b>		
	<b>Staff Numbers</b>		
	<b>Full-Time</b>		
	<b>Part-Time</b>		

<b>1.5</b>	<b>Business Profile</b> Please estimate the approximate percentage of your business turnover derived from:		
	<b>SME companies in Ireland</b>	<b>Large companies in Ireland</b>	<b>International companies outside Ireland</b>

<b>1.6</b>	<b>Business functions</b> <i>Insert a 1 to which business function your business firstly requires support in. Continue this with a 2 for which business function your secondly requires support in.</i>
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<b>Strategy</b>	<b>Finance</b>	<b>Marketing</b>	<b>Sales</b>	<b>Operations</b>	<b>Product / Service Development</b>	<b>Human Resources</b>	<b>Logistics</b>	<b>Environment / Sustainability</b>	<b>Management Information Systems</b>

<b>1.7</b>	<b>Previous State Assistance</b> (e.g Funding from the Local Enterprise Offices, Enterprise Ireland, New Frontiers participant)

<b>1.8</b>	<b>Previous Experience</b> (If you have undertaken previous LEAN or Business Development project within the business in the past please outline max 10 lines)

<b>1.9</b>	<b>Ambitions for the programme</b> (What are the main reasons that you will benefit from doing the Lean for Micro Programme, What goals have you for the programme?)

<b>2.0</b>	<b>Staff Profile</b> (nominate up to 3 key staff members whom you would use on Lean Business assignments)	
	Staff name	Key specialist area or skill set
	1	
	2	
	3	

<b>2.1</b>	<b>Promoter Commitment</b> (For participating businesses to benefit from the programme we require that the promoter/key decision maker in the business is committed to the programme)	
	Yes the promoter/key decision maker will be committed to the Lean for Micro programme	No the promoter/key decision maker will be unable to commit to the Lean for Micro programme
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### 3. Declaration

#### DECLARATION

I have read and understand the directory guidelines and declare that the information I have submitted above is true and accurate. I consent to the Local Enterprise Offices of Dublin City, Dún Laoghaire Rathdown, Fingal and South Dublin assessing the information provided for the purposes of gauging suitability for the Lean for Micro Dublin Programme.

**Signed:**

**Name:**

**Position in Company:**

**Date:**

