



Evaluation Process

An evaluation committee will assess the applications and make recommendations for approval.

A competitive process is in place to assist with selection process. Selection of successful applicant will be based on the following criteria:

1. Eligibility for scheme
2. Value added potential
3. Export potential
4. Job creation potential
5. Financial Sustainability

In order to apply for a voucher applicants will be required to attend a training session on how to use and get the best value for money from the voucher

Successful Offer - Voucher Administration

1. A letter of offer with voucher is sent out to the successful applicant
2. You, the applicant, signs the letter of offer in acceptance and returns to Local Enterprise Office Dublin City
3. You have 3 months to complete the work as per your application

Voucher application and funding drawdown process:

1. Submit a copy of the completed and signed application form by hard copy
2. Supply a soft copy of completed application form by email to onlinevouchers@dublincity.ie
3. Your application will be evaluated
4. Applications are approved by an independent evaluation committee on behalf of Local Enterprise Office Dublin City
5. Congratulations - You can drawdown the funds!
6. You sign a declaration on the voucher and submit to Local Enterprise Office Dublin City. Additionally:
 - ✓ Applicant and Supplier(s) submit copy of an up to date tax clearance certificate ;

- ✓ Invoice from supplier(s) containing CRO details and Tax registration number submitted to LEO for payment (Only suppliers with these basic criteria in place are eligible)

There is no geographical limit to where a supplier may be located globally, however proof that the supplier is legitimately in business whatever is the relevant form in the supplier's territory.

- ✓ Proof of payment to supplier(s) submitted by applicant to LEO e.g. bank/cr. Card statements
7. Voucher is redeemed to applicant

Post-Voucher reporting

By accepting a Trading Online Voucher, businesses agree to provide information on the impact on their business of trading on-line; i.e. how their product or service enabled: trading on-line, improved business performance, reduced cost, opened markets.

- ✓ Reporting will include: Jobs (new or reallocated)
- ✓ Exports and/or domestic market expansion
- ✓ Increase Revenue
- ✓ Reduced Costs
- ✓ Expected follow on investment
- ✓ Suppliers will be required to report on the impact of their products and services.