

Freedom of Information



Technical Assistance for Micro Exporters Grant Funding Guidelines

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, itwill 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*

**European Union**



European Regional Development Fund

Údaráis Áitiúla Éireann

Local Authorities Ireland

# The provision of Technical Assistance for Micro Exporters (TAME) grants will enable clients to explore and develop new market opportunities.

TAME 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.

2 | Technical Assistance for Micro Exporters Grant Funding Guidelines

## Applicant Contact Details

### Promoter:

|  |  |
| --- | --- |
| Prefix (Mr. / Mrs. /Ms.) |  |
| First Name |  |
| Last Name |  |
| Address for Correspondence: |  |
| Mobile |  |
| Landline |  |
| Email |  |

1. Applicant Business Details

Business Name:

Stage of Business (Please tick)

Business Structure (Please tick)

Pre Start-Up Start Up (<18 Months) Growth (>18 Months)

Sole Trader/Individual Partnership Limited Company



Business Address

Landline Email Address

Website

Date Trading Commenced

Current Estimated € Annual Turnover

Technical Assistance for Micro Exporters Grant Funding Guidelines | 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 | Technical Assistance for Micro Exporters Grant Funding Guidelines

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

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

1. 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

Technical Assistance for Micro Exporters Grant Funding Guidelines | 5

## 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Exporting Activity | Supplier | Item Cost  € (excl. VAT) | Grant Sought  (50% Item Cost) | Quotation  (Please Tick) |
| Trade Show (Attendance/Exhibiting) |  |  |  |  |
| Trade Show (Attendance/Subsistence) |  |  |  |  |
| Marketing Materials (Export-Specific) |  |  |  |  |
| Website Development (Export-Specific) |  |  |  |  |
| TOTAL COSTS |  | € | € |  |

## Relationship with Other Agencies / Institutions

1. 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 |
|  |  |  |  |
|  |  |  |  |

1. Will this project proceed without grant assistance?

YES NO

6 | Technical Assistance for Micro Exporters Grant Funding Guidelines

## Additional Information

### (All of the following must be answered or otherwise your application may be considered invalid)

1. 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

1. 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

1. 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

1. 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.

Technical Assistance for Micro Exporters Grant Funding Guidelines | 7

## 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.

1. 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.

8 | Technical Assistance for Micro Exporters Grant Funding Guidelines

Appendix 1 – NB

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

Date:

Approved:

Recommended by:

Recommendation:

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

Office Use Only:

Technical Assistance for Micro Exporters Grant Funding Guidelines | 9

Oifig Fiontair Aitiuil Local Enterprise Office

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10 | Technical Assistance for Micro Exporters Grant Funding Guidelines

Difig Fiontair Aitiuil Local Enterprise Office



Contact details

[www.localenterprise.ie](http://www.localenterprise.ie/)

**European Union**

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European Regional Development Fund

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Údaráis Áitiúla Éireann

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