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- Q1: Who is eligible to apply?**
- Q2: How does the Artisan Food Innovation Voucher Programme work?**
- Q3: How can I apply?**
- Q4: When can I apply?**
- Q5: Do I have to be a client of Enterprise Ireland to apply?**
- Q6: How many vouchers will be awarded?**
- Q7: I am a sole trader, can I apply for an artisan food innovation voucher?**
- Q8: What is an Approval/Registration Number?**
- Q9: What do we do if we receive a voucher?**
- Q10: Are vouchers subject to VAT?**
- Q11: Why was the Innovation Voucher scheme developed?**
- Q12: Who are the Knowledge Providers involved in the programme?**
- Q13: Can I use my voucher with a private sector company or research provider?**
- Q14: Who is leading the artisan food Innovation Voucher Initiative?**
- Q15: Can I apply again if I am unsuccessful the first time?**
- Q16: How do I know if my business is eligible?**
- Q17: What information do we require in the Knowledge Question section of the application form?**
- Q18: How does the process start?**
- Q19: What should be agreed before the project activity commences?**
- Q20: How are the full costs of the project addressed?**
- Q21: Should I expect a finished commercial product as a deliverable?**

**Q22: How does the Artisan business pay for the service(s) provided by the Knowledge Provider?**

**Q23: Can a business or individual have more than one Voucher?**

**Q24: How long are the vouchers valid for?**

**Q25: Can the voucher time line be extended?**

**Q26: Can I apply for a voucher reissue if it is mislaid or lost?**

**Q27: Can external companies/consultancies be engaged on voucher projects?**

**Q28: What can the knowledge provider claim as eligible costs on voucher projects?**

**Q29: I am awaiting my Approval number, can I still apply for a voucher?**

**Q30: Does the artisan business own any foreground IP generated during the voucher project?**

**Q1: Who is eligible to apply?**

A: Small Artisan Sole Traders and Limited Partnerships who do not have a Company Registration Office (CRO) number, but do have an Approval/Registration number, within the food sector of the Irish economy are eligible to apply for this innovation voucher. Companies in the primary agricultural sector are not eligible.

Companies with charitable status, commercial semi-state companies, “not for profit” organisations, trade associations, company representation bodies such as Chambers of Commerce, Sports Clubs and other non-commercial bodies or associations are not eligible to participate in the innovation voucher initiative.

**Q2: How does the Artisan Voucher Programme work?**

A: The Artisan Innovation Voucher initiative allows small artisan businesses to apply for a €5,000 voucher. The voucher can be used to purchase academic support from one of the 38 registered knowledge providers, North and South listed on [www.innovationvouchers.ie](http://www.innovationvouchers.ie) . If you are awarded an innovation voucher you can use it to purchase leading edge academic expertise to meet your innovation requirements. The aim is to improve your businesses innovation capability and to build links between Ireland’s public sector knowledge providers and the small business community.

You can only apply for an Artisan Food Innovation Voucher during our open call. You do not need to identify your knowledge provider in advance and they are valid for **12 months** from the date of issue. The final submission date for this voucher is before 5.30pm on the 21<sup>st</sup> April 2016. Any applications received after this time will not be accepted.

**Q3: How can I apply?**

A: Applications are made via submission of a word doc to the email address: [ArtisanFoodInnovationVoucher@enterprise-ireland.com](mailto:ArtisanFoodInnovationVoucher@enterprise-ireland.com). We **do not** accept submissions via postage or any other method.

All applications for the Voucher must be made before 5.30pm on the 21<sup>st</sup> April 2016. Any applications submitted after this time will be deemed ineligible and will not be accepted for consideration.

**Q4: When can I apply?**

A: Artisan Food Innovation Voucher €5k Applications:

All applications for the Voucher must be made before 5.30pm on the 21<sup>st</sup> April 2016. Any applications submitted after this date will be deemed invalid and will not be accepted for consideration.

**Q5: Do I have to be a client of Enterprise Ireland to apply?**

A: You do not have to be a client of Enterprise Ireland. You must be an artisan food company and registered with The Department of Agriculture, Food and the Marine. Please See Q9.

**Q6: How many vouchers will be awarded?**

A: A maximum of 40 vouchers will be awarded. If more Artisan Businesses apply for vouchers than are available, a lottery approach will be taken to award the vouchers. The four main reasons for turning down applications are; non eligibility of the applicant, insufficient information, ineligible activity and low level of innovation.

**Q7: I am a sole trader, can I apply for an Artisan Food Innovation Voucher**

A: Yes, unlike the Standard Innovation Voucher, our voucher is specifically for sole traders and partnerships. You will need your Approval/Registration Number assigned to you by the Department of Agriculture, Food & the Marine. Please contact [ArtisanFoodInnovationVoucher@enterprise-ireland.com](mailto:ArtisanFoodInnovationVoucher@enterprise-ireland.com) for an application form.

**Q8: What is an Approval/Registration Number?**

A: If you are a sole trader, artisan or partnership in the food sector and have an Approval Number you are eligible for our Artisan Food Innovation Voucher. Please check your Registration Number with:

1. Approval number given to MILK & DAIRY ESTABLISHMENTS approved and/or registered under S.I. 432 of 2009 [here](#)
2. Approved/Registered meat establishments Approved under European Communities (Food and Feed Hygiene) Regulations 2009 (S.I. 432 of 2009) [here](#)
3. List of Seafood Establishments Approved under Regulation (EC) No 853 / 2004, Ireland. [here](#)
4. List of Approved food establishments under the supervision of the HSE (low-throughput meat processors) [here](#)

These Numbers can be found on [www.agriculture.gov.ie](http://www.agriculture.gov.ie) or [www.fsai.ie](http://www.fsai.ie)

**Q9: What do we do if we receive a voucher?**

A: The Voucher may be exchanged for advice and expertise from any of the Knowledge Providers listed on [www.innovationvouchers.ie](http://www.innovationvouchers.ie)

The Voucher may be used to access advice and expertise provided by the Knowledge Provider in addressing the Knowledge Question outlined in the artisan business' original application to Enterprise Ireland. The Knowledge Question should form the basis of discussions between the artisan and the Knowledge Provider leading to the

development of an agreed work programme. The Knowledge Providers are publicly funded research organisations and will offer services from within their resources.

**Q10: Are vouchers subject to VAT?**

A: Yes, the €5K vouchers are subject to VAT and the artisan business is responsible for the payment of the VAT. The voucher is exclusive of VAT and cannot be used to cover the VAT. VAT will be paid on the €5,000 but in general can be reclaimed through the normal VAT procedures.

**Q11: Why was the Artisan Food Innovation Voucher scheme developed?**

A: The main objective of the Innovation Voucher scheme is to increase interaction between publicly funded research organisations such as the universities and Institutes of technology and small and medium-size businesses in Ireland. The Artisan Food Innovation Voucher scheme has been developed to meet the needs of the Sole Traders and food partnerships, who would have otherwise been ineligible to apply for a voucher through the regular voucher channels.

**Q12: Who are the Knowledge Providers involved in the Artisan Voucher scheme?**

A: The Knowledge Providers involved in the Innovation Voucher Initiative can be found on [www.innovationvouchers.ie](http://www.innovationvouchers.ie) (If you are a food Sole Trader or partnership, this website should only be used to contact Knowledge Providers). They are all publicly funded research organisations. Vouchers may only be used by working with one of the registered knowledge providers. They are Universities, Institutes of Technology and state research organisations such as Teagasc.

**Q13: Can I use my voucher with a private sector company or research provider?**

A: The voucher may not be used, either directly or indirectly, to fund services provided to the business by a private sector Company or Research Provider.

**Q14: Who is leading the Artisan Food Innovation Voucher Initiative?**

A: Enterprise Ireland.

**Q15: Can I apply again if I am unsuccessful the first time?**

A: No. There is only one call for the Artisan Food Innovation Voucher.

**Q16: How do I know if my business is eligible?**

A: If you are a sole trader, artisan or partnership in the food sector and have an Approval Number you are eligible for our Artisan Food Innovation Voucher. Please check your Registration Number with:

5. Approval number given to MILK & DAIRY ESTABLISHMENTS approved and/or registered under S.I. 432 of 2009 [here](#)
6. Approved/Registered meat establishments Approved under European Communities (Food and Feed Hygiene) Regulations 2009 (S.I. 432 of 2009) [here](#)
7. List of Seafood Establishments Approved under Regulation (EC) No 853 / 2004, Ireland. [here](#)
8. List of Approved food establishments under the supervision of the HSE (low-throughput meat processors) [here](#)

These Numbers can be found on [www.fsai.ie](http://www.fsai.ie)

**Q17: What information do we require in the Knowledge Question section of the online application form?**

A: When Enterprise Ireland receives your application we appraise the knowledge question to determine whether the voucher should be awarded. One of the key objectives of the initiative is to increase the level of innovation in Ireland's Small and medium sized Enterprises, so it is important that the knowledge question demonstrates that the proposed activity requires an innovative solution which will have additional value and on-going benefits for your business. Many solutions may already exist in the marketplace and if this is the case, then Enterprise Ireland is likely to reject the application – examples of applications that have not received support include standard website development, standard software development, standard mobile applications development, software purchases, standard training, and development of advertising/promotional material, market research and marketing activities.

**Q18: How does the innovation project begin?**

A: The Artisan business initiates the process by making contact with one of the Knowledge Providers through the contact points for each knowledge provider listed on [www.innovationvouchers.ie](http://www.innovationvouchers.ie). The contact point will assist the artisan in identifying and locating the required knowledge and expertise within their organisation, if it exists.

**Q19: What should be agreed before the project activity commences?**

A: The Artisan and the Knowledge Provider must agree on the work programme to be undertaken and the work programme should be in general agreement with the activity as outlined on the original application form and reprinted in the Voucher documentation. Agree a project plan for your project including scope, timeframe, deliverables and costs with your Knowledge Provider.

When agreement has been reached, both Artisan and knowledge provider sign the '*Declaration at project commencement: Business & Knowledge Provider*' which is printed on the back of all vouchers.

**Q20: How are the full costs of the project addressed?**

A: The value of the Voucher is €5,000 which is used to offset the final costs of the project activity as agreed between the Artisan and the Knowledge Provider. In the

event that the final costs are greater than €5,000 the artisan will pay the balance of costs. It is therefore recommended that the artisan agrees the full work programme and cost structure with the Knowledge Provider prior to the commencement of the project activity.

Please Note: In awarding the Voucher, Enterprise Ireland is not commenting on the full cost, scope or deliverables of the project. The artisan business should be aware that the full cost of their project may be considerably greater than €5,000 and this should be considered carefully when discussing the project with the Knowledge Provider.

Where the full project costs are considerably greater than €5,000 the artisan may wish to consider alternative funding mechanisms such as Enterprise Ireland's Innovation Partnerships Programme:-

<https://www.enterprise-ireland.com/en/Funding-Supports/Researcher/Funding-to-Collaborate-with-Industry-in-Ireland/Innovation-Partnerships.shortcut.html>

**Q21: Should I expect a finished commercial product as a deliverable?**

A: No. These are academic research projects and a finished commercial product should not be expected as a deliverable. Examples of the type of deliverable you could expect are reports, drawings, technical specifications, technology roadmaps, rough product or process prototypes or maybe the results of specific analysis. This particularly applies to projects in the software and engineering sectors.

**Q22: How does the artisan business pay for the service(s) provided by the Knowledge Provider?**

A: When the work programme has been completed the Knowledge Provider will invoice the artisan business in relation to the agreed work programme. The artisan signs the declaration at project completion on the back of the voucher.

The Knowledge Provider subsequently returns the Voucher, duly signed by both parties, (2) a copy of the invoice issued to the artisan business and (3) a completed reimbursement claim form to Enterprise Ireland to claim the €5,000 reimbursement of the Voucher.

- Please note that the Innovation Voucher is EXCLUSIVE OF VAT. -

**Q23: Can a business or individual apply for more than one Voucher?**

A: No.

**Q24: How long are the vouchers valid for?**

A: All vouchers are valid for 12 months. Each voucher we issue has a voucher number, an issue date and an expiry date printed on the voucher. The vouchers must be returned to Enterprise Ireland before the expiry date.

**Q25: Can the voucher time line be extended?**

A: No; the project must be completed and the voucher must be redeemed within 12 months.

**Q26: Can I apply for a voucher re-issue if it is mislaid or lost?**

A: Yes; there is a formal procedure in place to apply for a voucher reissue request and *this must come from the artisan business*.

Please contact [ArtisanFoodInnovationVoucher@enterprise-ireland.com](mailto:ArtisanFoodInnovationVoucher@enterprise-ireland.com)

**Q27: Can external companies/consultancies be engaged on voucher projects?**

A: In exceptional cases yes; Knowledge providers must request approval for any such expenditure in advance by sending an email to [ArtisanFoodInnovationVoucher@enterprise-ireland.com](mailto:ArtisanFoodInnovationVoucher@enterprise-ireland.com).

**Q28: What can the knowledge provider claim as eligible costs on voucher projects?**

A: All researchers employed by a Knowledge Provider may receive payment for the work undertaken in an Innovation Voucher project provided such payments are within the terms and conditions of the individual's contract with the Knowledge Provider.

Salary costs for work undertaken by students recruited by the Knowledge Providers on short term contracts for the purposes of the Innovation Voucher project.

Small items of equipment and materials may be purchased as required and as agreed with the partner artisan. This should not be used to purchase equipment and materials that the knowledge provider would normally be expected to have available onsite.

Small amount of travel as required and agreed with the partner artisan.

*Enterprise Ireland normally expect that at least 70% of the claimed costs of any voucher project should go towards paying for the skills and expertise of the knowledge provider.*

**Ineligible Costs**

- Sub-contracting of entire project activity to private sector Knowledge Providers.
- The VAT charged on Innovation Voucher project activities must be paid separately by the artisan.



- Personal Computers & Devices including phones, tablets, satnavs etc
- Overhead charges associated with the project
- Project costs incurred prior to the Issue Date of the Voucher.

*Note 1: If the project costs incurred by the Knowledge Provider exceed the value of the Voucher such excess shall be borne by the partner artisan.*

*Note 2: Vouchers may be redeemed by Knowledge Providers at their issued value or approved eligible expenditure, whichever is the lesser, in respect of work undertaken on Innovation Voucher projects.*

**Q29: I am awaiting my Approval/Registration Number, can I still apply for a voucher?**

A: Yes, we will put your application on hold pending receipt of the Approval Number. The Approval number must be with Enterprise Ireland prior to the call close date.

**Q30: Does the Artisan business own any foreground IP generated during the voucher project?**

A: Yes, any foreground IP developed as a result of an Innovation Voucher project will belong to/be assigned to the artisan business unless the business and the knowledge provider have agreed otherwise.