

**Guidelines & Eligibility Criteria for Mentoring:**

The Technical Assistance or Mentor Programme provides individuals/companies with temporary advisors to help identify and overcome obstacles in their development stages. The role of the mentor is to listen, advise and counsel, identify problems and areas for improvement, suggest solutions and assist in drawing up an action plan. He or she contributes independent, informed observations to aid a company in its decision making process.

**Amount of Support:** Kerry Local Enterprise Office will pay the full cost of the technical assistance provided. Typically a mentor will be assigned for two visits but it is possible for the mentor and the company to meet up to ten times per twelve month period. If assistance is needed in more than one field of expertise, one or more additional Mentors may be assigned to the individual company.

**Mentor Selection:** Each request for a Mentor is dealt with individually and careful consideration is given to ‘match’ the requirements of the individual/company and the specialised skill and experience of the prospective advisor. You will be sent a letter offering you the services of this mentor which should be signed and returned before the mentor is notified (unless otherwise agreed). However you retain the right to request a different mentor other than the one suggested.

**Confidentiality:** The Mentor signs a confidentiality agreement before taking on any assignment.

**Restrictions on the role of mentor:** Under the terms of the Programme may not become actively involved in the day to day management or assume the role of executive in the company.

**Ending involvement with the Mentor:** Either the individual/company or the mentor may terminate the arrangement at any time.

Applications must be made and approved prior to expenditure. Funding is limited and will be allocated on a ‘first come, first served’ basis. The decision of Kerry Local Enterprise Office is final in all cases.

**Freedom of Information** The Local Enterprise Office will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. If we receive a Freedom of Information request, we will tell you so that you have reasonable time if you want to contest a disclosure.

**Data Protection**

Any personal information you give us will be obtained and processed in line with the Data Protection Acts 1988 and 2003. We will use the information in this application form to process your application, and for ongoing communication between us.



## MENTORING APPLICATION:

First Name		Last Name	
Company Name/trading name (if applicable)			
Address			
Telephone		website	
Mobile		E-mail	

Business Legal Structure:	Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> None yet <input type="checkbox"/>
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**Please provide as much detail as you can on the business in the following sections. This will help us to select the most suitable mentor for your needs.**

Brief Description of business, including main products/services and geographic areas in which you operate	
Date Trading commenced	
Approximate turnover	
Numbers employed	
Approximate profit	

Background on company and your previous business experience	
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Do you wish to be added to our mailing list for future events and training	YES		NO	
Briefly explain why you need a mentor.? What are the main issues you are facing ?				

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](http://www.localenterprise.ie/legal). This 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. 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.

[I agree]  (Please Tick)

Can you rank the top two areas in which you need assistance from the below list		
Accounting/Bookkeeping	Branding	Costing
Exporting	Finance	Franchising
General review	HACCP/Quality systems	HR
IP/Patents	Lean/Process Improvement	Legal
Microfinance Application	Other Grant Applications	PR
Production/Engineering	Sales/Marketing	Social Media
Start Up issues	Strategic Review	Taxation
Other (Please Specify)		

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

***Return completed application form to:***

**Kerry Local Enterprise Office, County Buildings, Tralee, Co. Kerry: email: [leo@kerrycoco.ie](mailto:leo@kerrycoco.ie)**

<i>Office Use Only:</i>	
Mentor Assigned: _____	No. of visits assigned: _____
Recommended by: _____	Approved: _____
Date of approval: _____	
Additional Comments: _____	