

Return to: Local Enterprise Office South Dublin County Hall Tallaght Dublin 24. Email: [info@leo.sdblincoco.ie](mailto:info@leo.sdblincoco.ie)

## Application for Business Step Up Grant

Please attach any additional details you have available but make sure you answer ALL questions

<b>1. Primary Contact Name:</b> <i>Title:</i> <i>Firstname:</i> <i>Surname:</i>			
<b>2. Age: Under or over 25:</b> "Please indicate with U or O		<b>3. Business Name:</b> Leave blank if you are trading in your own name	
<b>4. Business address:</b>			
<i>Street Address</i>			
<i>District/Town</i>			
<i>Postcode</i>			
Use your home address if you are working from home. If necessary please condense your address to a maximum of three lines			
<b>5. PPS No.</b>		<b>6. Date your business started trading</b> (dd/mm/yy format, e.g. "18/02/2009")	
<b>7. Legal Structure:</b>			
<b>8. If Ltd Co. please provide CRO No.</b> .			
<b>9. Phone Numbers.:</b> <i>Fixed line:</i> <i>Fax:</i> <i>Mobile:</i>			
<b>10. Website address:</b>		<b>Email Address:</b>	
<b>11. Promoter's Background / Qualifications &amp; Experience:</b>			
<b>12. Current Employment:</b> <i>Number of existing jobs (please enter number of jobs, not tick marks)</i>			
		<i>Male</i>	<i>Female</i>
<i>Full-time</i>			
<i>Part-time</i>			

<b>13. Potential Job Creation:</b>	<i>Number of additional (new) jobs, if any, to be created as a result of this investment</i>	
	<i>Full time</i> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>	<i>Part-time</i> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>
<b>14. Jobs sustained:</b>	<i>Number of jobs currently at risk that will be saved by this investment</i>	
	<i>Full time</i> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>	<i>Part-time</i> <input style="width: 50px; height: 30px; border: 1px solid black;" type="text"/>
<b>15. Business Description:</b> <i>Brief details of your business</i> Describe your business as it is at present, prior to the Business Step Up project you are applying for		
<b>16. Critical Factors:</b> What, at this stage, are the critical factors which you believe need to be addressed by this initiative		

## 19.Details of the Planned Initiative

**Provide details of the initiative you wish to implement and a timescale for this work:**

**In what way will this initiative change your business for the better?** ( Describe the benefits in terms of competitiveness, value-added, sales, profitability, additional / higher quality employment, other)

**How do you plan to implement this initiative?** (Describe the stages involved and who will implement them)

**Progress to Date** ( Describe any progress you have already made towards the implementation of your plans)

**Costs incurred to Date if any** (in relation to this initiative)

## 20. Investment Costs to implement the Initiative

( List the costs to be incurred (only costs listed in your grant application, which have not already been paid for, may be claimed)

Description	Price Excl. VAT
<b>Total</b>	
<b>Amount of grant applied for</b> ( max €2,500 or 50% of total cost)	

## 21. How do you propose to fund the initiative?

Total cost of project		Investment from own resources	
Grant applied for		Other	

## 22. Previous Grant Aid ( if any)

Has the business or any of its promoters received any other State Supports or E.U. supports?

YES ☐ NO ☐

If YES above please give details including the date, amount and the purpose of the grant.

Other Grants Provider	Date	Amount	Purpose

### 23. Additional Information required

Please attach the following information with your application form:

1. Quotations for purchases ( 3 quotations required for expenditure over €4999)
2. Current Tax clearance certificate
3. Promoter Resume / CV ( brief – 1 page will suffice)
4. Most recent accounts for the business
5. Any other relevant information such as photographs etc

### 24. Signature

I hereby declare that the details given in this application, together with any supplementary information supplied are true and accurate

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Please indicate where you found out about the services of the Local Enterprise Office South Dublin?

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#### PLEASE NOTE:

*Application form to be signed and returned with supporting information to the Local Enterprise Office South Dublin  
Contact details can be found at the top of this application form.*

*Oifig Fiontair Áitiúil Baile Átha Cliath Theas*

*Local Enterprise Office South Dublin*

