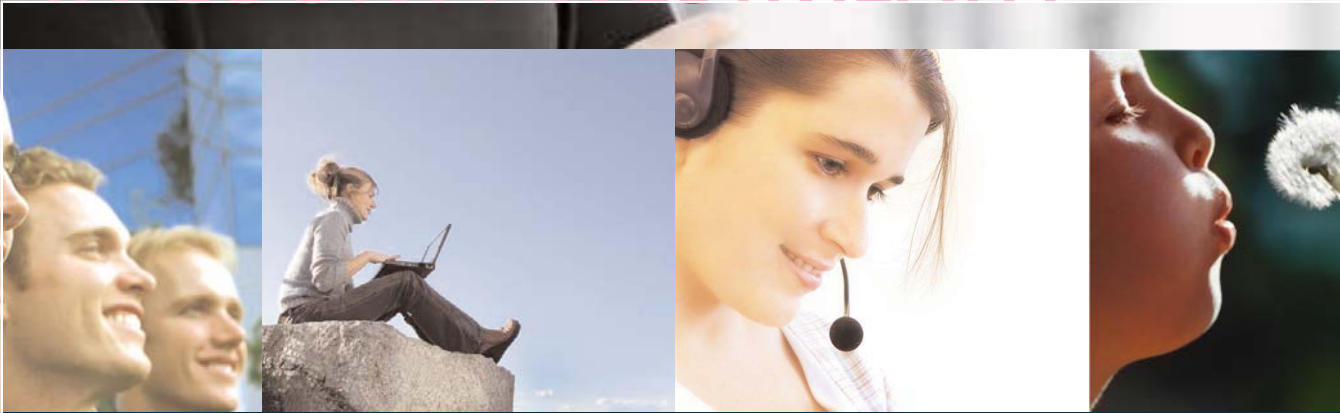


ENTERPRISE SUPPORTS IN COUNTY WESTMEATH



Contact us on 044 9349222 or info@westmeath-enterprise.ie

COMPILED BY



Westmeath County
Enterprise Board



Foreword



In its endeavours to provide an improved quality of service to its customers, Westmeath County Enterprise Board Ltd. compiled the first edition of its Guide to Enterprise Supports some six years ago. This new revised edition of the Enterprise Supports Guide is the third edition of this popular publication. The Board recognises that information must be kept up to date and relevant, to meet the needs of clients.

This guide gives an outline of the range of business support services available from organisations, state bodies and other bodies in County Westmeath. The guide has proved popular with both fledgling businesses and well established enterprises. Through the assistance available from the various bodies it is possible for the business person to avail of a wide range of expertise and advice which can be adopted into the business to help in the development and expansion of a successful enterprise.

A handwritten signature in black ink that reads "Frances Guckian". The signature is written in a cursive, flowing style.

Frances Guckian
Chairperson

Introduction



Establishing a business is a task that can be fraught with difficult decisions and complexities. However, help is available. There are a range of organisations and agencies established to assist people with aspects of starting and sustaining a business.

This handbook aims to guide the reader through the various local bodies and the services available from each. This handbook focuses specifically on the agencies in Westmeath. The range of services available in County Westmeath include:

- *Business Information
- *Financial assistance
- *Mentoring
- *Management Development
- *Training
- *Marketing
- *Enterprise Space
- *Business Planning

The organisations are listed in a simple alphabetical format. For each organisation, full contact details, names of key personnel and a summary of the services and schemes available have been listed. Almost all local organisations now have websites and e-mails. These can be very useful for gathering information and submitting enquiries especially outside office hours. We would like to welcome both EWN and WESTBIC to the booklet. This is the first time that these two organisations have been profiled in the guide.

Also, in this booklet we have for the first time decided to give a listing of nationwide websites useful for the small business sector. This listing will guide the reader towards the national organisations and government agencies that can provide assistance to certain small businesses. The website listing can also be very useful to gather information for business research.

We would like to sincerely thank all the organisations and agencies for co-operating with us in providing information for this booklet. We hope that readers will find this handbook clear and practical. We would welcome your comments to ensure the information is up to date and relevant.

A handwritten signature in black ink that reads 'Christine Charlton'.

Christine Charlton
Chief Executive Officer



COUNTY WESTMEATH ENTERPRISE SUPPORT DIRECTORY

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Athlone eCom Ltd.,

Civic Centre
Church Street
Athlone
Co. Westmeath

Tel: (090) 6442161/6442162
Fax: (090) 6479020
Email: info@athlone.ie
Website: www.athlone.ie

Chairman: Cllr. Frankie Keena
Manager: Carmel Duffy

The portal management company, Athlone eCom Ltd., was formed by Athlone Town Council in January 2001 to promote and market Athlone town and environs on-line under the domain athlone.ie The portal was then designed, developed and promoted both locally, nationally and internationally. It portrays all aspects of the town's activities including industry, local government, commerce, community, social affairs, sport, history, culture, heritage, tourism, education, amenities, the environment, the Arts, music, drama, and crafts. The company works closely with the local authorities, support agencies, information services and media in providing online information for visitors and businesses to access. The portal is now regarded as the premier information access point to Athlone and surrounds.

A newlook athlone.ie complete with many new and improved features was developed and launched in July 2006. This will ensure that the portal is more accessible to visitors and will also guarantee that Athlone will continue to be promoted as a thriving and developing Regional Centre and as part of the Midland Gateway with Mullingar and Tullamore.

The company offers a range of support services to the local voluntary and business community:

- Acts as a support and information platform for groups promoting services and events to the greater Athlone community
- Offers support and advice on developing and maintaining an internet presence for SME's and voluntary groups based in Athlone
- Advertising Opportunities on www.athlone.ie
- Business, Community and Sports Listings on www.athlone.ie
- Sponsorship and banner advertising opportunities
- Free event listings, free classifieds and free recruitment board
- Offers web development, maintenance and search engine optimization services
- Facilitates and administers domain registration and hosting services
- Provides on-line marketing services in conjunction with existing and traditional marketing and promotional campaigns
- Production of information manuals and reports on Athlone
- Research
- Database Management

Athlone Chamber of Commerce

Lloyds Lane
Athlone
Tel: (090) 6473173

Email:
athcci@iol.ie
Website:
www.athlonechamber.ie

Mr. Tim Hayes
President

Ms. Siobhan Bigley
Chief Executive

Athlone Chamber of Commerce & Industry is the premier business representative organisation in the town of Athlone and hinterland with a membership of 250 businesses.

The Chamber is a privately constituted organisation which works for the interests of businesses, and for the economic development of the town and region. It has a Board of Directors elected from its membership and represents all sectors of business life in the area. The membership ranges from sole traders and professionals to large corporations and multinationals.

The main activities are listed below:-

- Athlone Chamber of Commerce & Industry is the focal point for business in the town. It is the first point of call for people seeking information on business.
 - Lobbies local and national government and State agencies on issues of importance to the town and its development.
 - Provides opportunities for you to make business contacts.
 - Encourages mutual business support between members.
 - Provides members with an opportunity to promote their business through the Chamber.
 - Increases the profile and credibility of members through their association with the Chamber.
 - Encourages members to join Committees which will work in the interests of their business sector or with new projects in the town.
 - Provides a wide range of benefits eg Chamber Business School, Midland Accel Training Project, Chamber HR, export documentation, tourist literature, local economic development planning etc .
-
- Expand your markets through business co-operation
 - Access EU Programmes and Initiatives
 - Explore new markets through the EIC Market Information Library
 - Tender for Public Contracts.

Athlone Community Taskforce

Parnell Square
Athlone
Co. Westmeath
Tel: (090) 6494555
Fax: (090) 6493311
Website: www.actathlone.ie

Mr. Frank Murtagh
Chief Executive Officer
Email:
athlonecommunitytaskforce
@eircom.net

Athlone Community Taskforce has grown to become a local development structure supporting a fully operational Business Development Centre, which incorporates provision of **Workspace Units, Business Advisory Service, Financial Support** as well as **local development initiatives**. ACT is committed to its objectives to identify measures, which would create employment and self employment opportunities within the local area and develop mechanisms through which those most disadvantaged from unemployment can access new opportunities.

The Business Development Centre is a community resource designed to assist in the development of new enterprise initiatives in and around the Athlone area. The centre offers a range of facilities and services to anyone thinking of starting a business.

THE RANGE OF SERVICES FROM ACT INCLUDE:-

- Workspace units licensed at preferential rates to small enterprise promoters.
- Central Secretarial Services
- Business Advice & Support
- Conference Room Facilities
- Revolving Loan Fund
- Business Plan Preparation

Back to Work (Enterprise) Allowance: In association with the Department of Social and Family Affairs and Roscommon / Westmeath Partnership Companies, ACT can recommend the payment of an allowance to long term unemployed persons setting up their own business. The allowance is an amount equivalent to their previous Social Welfare Payment.

Revolving Loan Fund: Revolving loan fund set up with the Department of Social, Community & Family Affairs and Westmeath Community Development. Clients can avail of loans at a low rate of interest. Applications are accepted from persons wishing to establish a business who have no access to the mainstream financial institutions. Evidence must be shown that the promoters have been refused bank borrowings and the length of the loan may not exceed the depreciating value of the capital investment.

Athlone Institute of Technology (AIT)

Dublin Road
Athlone
Co. Westmeath
Tel: (090) 6424400
Fax: (090) 6424417
Website: www.ait.ie

Helen Fitzsimons / Lorna Walsh
External Services Manager
Tel: (090) 6471805
Email: esu@ait.ie

Athlone Institute of Technology was established in 1970. The principal aim of the Institute is to provide education and training for the economic, technological, scientific, commercial, industrial, social, and cultural development of the State, with particular reference to the Midlands.

The External Services Unit, forging links between Institute staff and industry, the ESU of the Athlone Institute of Technology, acts as a central access point for external college services. In essence, it seeks to link the AIT's lecturing staff, research resources and technology capabilities to industry in the Midlands region. The ESU aims to build strategic partnerships with industry, to target opportunities for tailor-made, in-company training programmes, collaborative research projects and the provision of consulting / business expertise, focusing on the areas of expertise of the Institute.

The range of expertise and services offered enables it to identify tailored solutions to the needs of industry in the manufacturing, services, life sciences, physical sciences and information technological sectors.

THIS LINK IS ACCOMPLISHED THROUGH THE PROVISION OF:

- Tailor-made, training programmes
- Business and Technology Consultancy
- Analytical, Testing Services
- Research
- Conference, Seminar and Exhibition facilities

NEGOTIATION OF:

- Technology Transfer agreements
- Research Contracts
- Potential Collaboration Partners

THE INSTITUTE HAS A NUMBER OF RESEARCH CENTRES SUCH AS;

- Centre for Biopolymer and Biomolecular Research (CBBR).
- Centre for Nanotechnology and Materials Research (CNMR)
- Centre for Child and Youth Care Learning (CCYCL)
- The Applied Software Research Centre (ASRC)
- Each of the above centres specialise in their specific areas and are available for discussions with companies in relation to research, consultancy, training, etc.

Competitive Business Intelligence operates in a 'business to business' capacity delivering professional services and training in business, management and I.T. to meet the immediate skills and expertise needs of companies.

Offering a wide range of certified training and consultancy services to enterprises and industry, CBI® can provide business solutions in a professional, confidential and responsive manner.

Breda Lynch
Manager
CBI®
Tel: (090) 6483040
Fax: (090) 6483042
Website: www.cbi-ait.ie
Email: cbi@ait.ie

CBI® offers a wide range of short-term day and evening certified customer driven programmes in Business & Management and IT, in areas such as:

- General Management
- Human Resource Management
- Personal Skills
- Supervisory Management
- Operations and Production
- Sales and Marketing
- Health, Safety & Legislation

Information Technology

- Basic, Intermediate & Advanced Computer Applications
- Microsoft Office Specialist

Michael Lonergan
MIRC Centre Manager
Tel: (090) 6471882
Email: mlonergan@ait.ie

Midlands Innovation & Research Centre

Located on the main Dublin road, the Midlands Innovation and Research Centre was established by Athlone Institute of Technology in 2004 as a converging hub for innovation, research and enterprise in the Midlands.

The MIRC provides incubation facilities for innovative and knowledge-based enterprise, an enterprise programme for entrepreneurs and start-ups, and makes available the resources and expertise of the Institute to support client companies.

The MIRC assists and advises entrepreneurs and client companies - and provides access to its enterprise network - at every stage of a project's development.

MISSION

To drive economic growth in the Midlands by:

- accelerating the development of knowledge-based start-ups through incubation and business support
- extending support to companies located outside the MIRC which could benefit from links with both the MIRC and Athlone Institute of Technology

ENTRY CRITERIA

- Knowledge-based
- Good growth and commercial potential
- Committed promoter(s)
- Business plan

Client selection will be based on the above criteria as well as the added-value the MIRC can bring to the venture.

So whether you are a prospective entrepreneur, an existing company committed to ongoing innovation or an academic interested in commercialising your research, the MIRC is open to you!

Department of Social & Family Affairs

Blackhall,
Mullingar

and

Government Buildings
Pearse St
Athlone

Mr. Eamonn Fahy
Athlone Office
Tel: (090) 6492461

Mr. Sean Keegan
Mullingar Office
Tel: (044) 9334221
Email: sean.keegan@welfare.ie
Website: www.welfare.ie

Back To Work Allowance (Enterprise) / Area Allowance

This allowance encourages unemployed people, lone parents and people getting Disability Allowance and Blind Person's Pension to become self-employed.

Participants receive support for four years along with maintaining any 'secondary benefits' they already have, subject to certain conditions.

WHO CAN TAKE PART?

To participate you must:-

- be setting up as a self-employment business which has been approved by a Partnership Company (e.g. Westmeath Community Development or Athlone Community Taskforce) or a Job Facilitator
and
- Be in receipt of Unemployment Benefit or Unemployment Assistance for at least 2 years
or
- Be in receipt of One Parent Family Payment, Disability Allowance, Blind Pension, Farm Assist, Unemployability Supplement, Pre-retirement Allowance, Invalidity Pension, Carers Allowance, Widows / Widowers non contributory pension, Deserted wife's benefit / allowance or prisoners wife's allowance for at least 12 months
or
- Be in receipt of Disability Benefit for 3 years or longer

Note: Periods spent on Fás training, Community Employment, Social Economy Programme, Job Initiative, Cert, Teagasc, FIT and Back to Education Schemes are accepted as periods of unemployment.

In addition, the following people may also be considered for participation in the scheme:

- Qualified adults of eligible claimants (this involves the claimant transferring their entitlements to the qualified adult, that is, the qualified adult becomes self employed and the original claimant becomes the qualified adult on the Back to Work allowance claim). If the original claimant is entitled to credits s/he may continue to claim credits.
- People released from prison may also qualify provided they satisfy the necessary criteria.

BENEFITS TO PARTICIPANTS

Participants in the Scheme will receive support for 4 years (including increases for a qualified adult and child dependent allowances) as follows:-

- 100% of your weekly social welfare payment for the first year
- 75% for the second year
- 50% for the third year
- 25% for the fourth year
- retain any 'secondary benefits' for the 4 years (provided that the combined household income from the employment / self-employment and the Area Allowance / Back to Work Allowance is less than €317 gross per week.

Note: The allowance is not subject to PRSI or income tax.

Additional Supports

There are additional supports available to people starting a business, e.g. grants for training, market research, business plan, accounts, start-up funding etc. Your local Partnership Company or Jobs Facilitator will advise you on the supports available.

How is Payment Made?

The allowance will be paid by Direct Payment on a weekly basis into your bank or building society account.

When and How to Apply

If you wish to become self-employed, you should complete the relevant application form and return it to:-

- John Brennan
Westmeath Community Development Co. Ltd.
Presentation House, Harbour St,
Mullingar
Tel: (044) 9348571
Or
- Enterprise Officer
Athlone Community Taskforce
Parnell Square
Athlone
Tel: (090) 6494555
Or
- Local Social Welfare Office for referral to the Departments Job Facilitator.

Mr. Eamonn Fahy
Athlone Office
Tel: (090) 6492461

Mr. Sean Keegan
Mullingar Office
Tel: (044) 9334221

They will discuss the proposal with you and assist you with the preparation of a Business Plan and help you to register with the Revenue Commissioners. You must not commence self-employment until written approval has been received from either the Partnership Company or the Department.

Employers' PRSI Exemption Scheme

What does the Employers' PRSI Exemption Scheme mean?

The employers PRSI Exemption scheme means that when you employ eligible workers you will not have to pay your share of their PRSI contributions for the first two years of their employment. There is no upper limit to the number of people you can employ under the scheme.

Which Employers can qualify?

To qualify the employer must take on an employee who is getting the Back to Work allowance for the first time on the day he or she starts work with the company.

How to Qualify for the exemption?

There is no need to apply for the exemption. When the employee is awarded the Back to Work Allowance (BTWA) the employer is contacted by the Department. As soon as the employer submits a current Tax Clearance Certificate, or C2 card, the Exemption Certificate is issued automatically.

How long does the exemption last?

The exemption is granted for a maximum of two years from the date the qualified person starts work with the employer. If he / she leaves the job the exemption stops. As the employee will not satisfy the qualification condition again, that is, be in receipt of the BTWA for the first time on commencement of employment, the exemption cannot be allowed for that employee at a future date. The exemption certificate is issued for two years. Under no circumstances can the exemption be used after the period stated on the certificate

Enterprise Ireland

Auburn, Dublin Road,
Athlone,
Co Westmeath, Ireland.
Tel: (090) 6487100
Fax: (090) 6487101
Website:
www.enterprise-ireland.ie

Mr. Pat Byrne
Regional Director
email: patrick.byrne@enterprise-ireland.com

Ms. Margaret Hennessy
Executive Assistant
e-mail:
margaret.hennessy@enterprise-ireland.com

Development Advisors

Ms. Angela Sloane
angela.sloane@enterprise-ireland.com
Sector: High Potential Start Ups /
Industrial Markets

Mr. Seamus Glennon
seamus.glennon@enterprise-ireland.com
Sector: Regions and
Entrepreneurship Business Unit

Mr. Ed Conway
ed.conway@enterprise-ireland.com
Sector: Consumer Products

Enterprise Ireland is the government organisation charged with assisting the development of Irish enterprise. Their core mission is:

“to work in partnership with client companies to develop a sustainable competitive advantage, leading to a significant increase in profitable sales, exports and employment”.

WHO WE WORK FOR

Enterprise Ireland clients are mainly Irish manufacturing and internationally traded services companies employing ten or more people, and overseas food & natural resources companies operating in Ireland. Enterprise Ireland also administers national and EU supports for building technological innovation capability and co-operation between industry and higher educational institutions. EI provide a range of services to help international business access and evaluate appropriate and competitive sources of supply in Ireland.

Enterprise Ireland’s objective in providing finance to their clients is to share risk in their growth and accelerate their competitive development. The focus is on helping build capability within your company as well as adding capacity.

Funding available from Enterprise Ireland

- Fast Track Start Up Companies support
- Feasibility Study grant supports

Funding for expanding an existing business

- Feasibility Study grant supports
- Funding Solutions
- Productivity Improvement Fund

Access to third party funding

- Business Angels: private investment
- Seed & Venture Capital Funds

Business Incubation Facilities

- Business Incubation Centres
- Community Enterprise Centres:
- Campus Companies

WHO IS ELIGIBLE FOR EI FUNDING?

Enterprise Ireland offers a range of funding solutions to existing companies that are:

- manufacturing companies that will produce products for sale primarily in world markets;
- will produce products of an advanced technological nature for supply to internationally trading or skilled sub-supply firms within the State or will produce products for sectors of the Irish market which are subject to international competition;

- Internationally Trading Services enterprises as defined by relevant ministerial order and are Irish-owned at start and now; or Irish-owned at start-up and foreign involvement is of a purely financial nature; or foreign owned, but where the management in Ireland had autonomous decision making power in relation to the majority of the following activities: - Strategy formulation, Research and Development and Marketing; and where the management in Ireland has a high degree of autonomy as a consequence of these strategic decisions
- Overseas Natural Resources enterprises utilising substantial raw materials from the Irish primary sector and employ more than 10 people.

EI's funding is available to such companies in support of substantial development initiatives that will deliver significant benefit to the Irish economy. The organisation does not support development plans that are minor when related to the scale of the company's existing business.

WHAT FUNDING IS AVAILABLE?

Enterprise Ireland is empowered to invest in the share capital of client companies and to provide non-repayable cash grants towards the following development costs: Capability Building (initiatives to develop new business competencies):

- Strategic consultancy and feasibility studies
- Market development
- Product and process development
- Human resource development,
- Recruitment of key expertise as full-time permanent employees, consultants, Mentors or non-executive directors.

CAPACITY BUILDING (INITIATIVES TO CREATE NEW PRODUCTION CAPACITY IN IRELAND):

- Employment Grants
- Capital Grants

In general, Enterprise Ireland offers a tailored package of incentives that reflects the needs of the client company and reflects the degree of risk that EI is taking in supporting its development plans. Typically, these packages comprise non-repayable grants and ordinary or preference share capital.

Part funding of the cost of feasibility studies or the engagement of a Mentor can be offered on a stand-alone basis.

HOW CAN I APPLY FOR FUNDING FROM EI?

All Enterprise Ireland's clients are allocated to one of over 100 development advisors. The role of the development advisor is to assist the client to access the services offered by Enterprise Ireland that are relevant to their needs.

Enterprising Westmeath Network

The Congress Information Centre,
Church Ave,
Mullingar,
Co. Westmeath.

Tel: (044) 9330843
Tel: (044) 9345060
Fax: (044) 9345675

E-mail: info@ewn.ie
Website: www.ewn.ie

James Fitzpatrick
Chairman

The Enterprising Westmeath Network was formed in 2002. Membership of the Network is drawn from people throughout County Westmeath who are involved in self employment and enterprise.

The main aims of the network are:

To provide a forum for people in self employment and enterprise whereby they can provide support to one another in an informal manner.

To support members in developing their businesses.
To organise events whereby members may promote their businesses. This includes an annual exhibition and the publication of a Directory of Products and Services.

SOME OF THE GROUP ACTIVITIES:

Directory of Products and Services

A listing of over 150 members' businesses

37,000 copies distributed to all parts of Westmeath, parts of Offaly and Longford.

Exhibitions – Annual Home, Garden and Business Show in March every year, in the Bloomfield House Hotel, Mullingar. This provides huge exposure for businesses and has generated significant sales for members.

2006 – First Christmas Gift Fair
November 2006
Venue – Bloomfield House Hotel

WEBSITE: - CHECK OUT OUR WEBSITE AT WWW.EWN.IE.

THIS INCLUDES:

- An online Business Directory which is updated continually.
- Our Directory of Products and Services – listing all the local services you will ever need.
- Information relevant to small business owners.
- Information about training and supports for small business owners.
- Useful links to providers of supports and information for small business owners.

FÁS

Church Avenue
Mullingar
Tel: (044) 9334550

FÁS Training Centre
Garrycastle
Athlone
Tel: (090) 6474481
Mr. Pat Campbell
Manager

Unit 8,
Inis Carraig Business Centre,
Golden Island,
Athlone
Co. Westmeath
Tel: (090) 6473499
Fax: (090) 6477051

Web: www.fas.ie
E-mail:
mullingar@fas.ie
athlone@fas.ie

Senior Training Advisors

Athlone Area
Ms. Carmel Gargan
Tel: (043) 28806

Mullingar Area
Mr. Ray Ryan
Tel: (044) 9334553

FÁS provides an extensive range of services to businesses in Ireland. These services cover small, medium and large firms, indigenous and foreign firms, and those in all sectors of industry and services. FÁS runs specific programmes to assist business and also provides a training advisory service on a regional basis. In some sectors training initiatives are in operation which encourages the development of training in those sectors.

For most sectors, Industry Training Committees containing representatives of employers and unions exist. These examine and advise on sectoral training needs.

Incentives for companies to recruit from target sections of the unemployed, the Apprenticeship system and special training programmes of relevance to employers, and FÁS assistance with Recruitment Services are other important services.

Employers who wish to be advertised in Member States of the European Economic Area may do so by using the EURES — European Placement system which electronically links FÁS to the Public Employment Services of the EEA. Selected FÁS staff who work the system are called Euroadvisers and can be contacted at Euroadvisers. This service is free to employers.

APPRENTICESHIP

Apprenticeship is the system of training for careers in designated skilled trades. During apprenticeship, the successful apprentice gains skills, knowledge and experience and becomes qualified in the chosen trade. To become an apprentice, you must obtain a job with a suitable employer, who can offer you an apprenticeship in your chosen occupation. Your employer, must register you with FÁS as an apprentice at the start of the apprenticeship.

The apprenticeship has seven phases, three off-the-job phases of generally 40 weeks; divided approximately as follows: Phase 2 has 20 weeks; Phase 4 has 10 weeks; Phase 6 has 10 weeks.

On successful completion of the apprenticeship, apprentices receive a National Craft Certificate, which is recognised internationally. Such certification will be a compulsory requirement for craft worker status. Please contact your Senior Training Advisor for further details.

Senior Training Advisors

Athlone Area
Ms. Carmel Gargan
Tel: (043) 28806

Mullingar Area
Mr. Ray Ryan
Tel: (044) 9334553

COMPETENCY DEVELOPMENT PROGRAMME/ONE STEP UP

INTRODUCTION:

The aim of the Competency Development Programme (CDP) is to raise the Competency level of targeted employees. This will ensure that the national skills match the national human resource requirements for the continuous economic growth and enable employees to cope with frequent and ongoing changes in work practices.

Training will be initiated by FÁS following national and local training needs analysis. An approved trainer contacted by FÁS through a tendering process will deliver this training.

SCOPE OF THE PROGRAMME

The programme within the limited amount of funds available to it will provide training subsidies to employees from companies whose employment level is 250* or less in the private sector.

The company's total employment is calculated by adding together the numbers employed in all branches, subsidiaries, associate and holding companies in the republic of Ireland.

Eligible Sectors

The following key sectors will be within the scope of the programme:

- Business Related Services,
- Chemicals,
- Clothing, footwear and textiles,
- Construction,
- Contract Cleaning,
- Engineering / Electronics,
- Film & TV,
- Food & Drink,
- Logistics / Software / Transport,
- Motor,
- Printing, paper and packaging,
- Retail / Wholesale.

FÁS will provide a substantial contribution towards the eligible costs of this training, which will be paid directly to the training organisation. The company will pay the balance of the eligible cost to the training organisation on registration of the participants.

- 70% of the agreed cost for certified programmes
- 50% of the agreed cost for programmes without certification
- 5% additional funding is available when training takes place in the BMW region. Training must be more than 3 days in duration.

DISABILITY AWARENESS TRAINING SUPPORT SCHEME

Many people are unsure of how to respond to someone with a disability and are self-conscious about the language they use. They are concerned about using the wrong words and inadvertently causing offence. A workforce that is 'disability aware' provides better customer service. Disability awareness training is a valuable tool to ensure that your staff provide the best service to your customers/clients and that your managers and staff maximise their working relationships with colleagues with disability. The Disability Awareness Training Support Scheme has been developed to address the concerns that employers and employees may have about working with people with disabilities.

GRANT LIMITS

- Training grants of 90% of eligible programme costs are available to organisations for the first year of training and thereafter, 80% of eligible programme costs are granted.
- There is a limit of €20,000 payable to an organisation in any one calendar year for training purposes under this scheme.

EXCELLENCE THROUGH PEOPLE (NEW STANDARD)



This is Ireland's National standard for human resource development. It has been welcomed and supported by employers, their staff, trade unions and government.

THE MAIN OBJECTIVES OF THE STANDARD IS:

- 1 To encourage the development of employees to full potential so as to maximise their contribution for organisations that have achieved this aim.
- 2 To show recognition for organisations that have achieved this aim.

Excellence Through People is available to all types of organisation regardless of size or sector. There is currently a limited amount of grant aid available to help companies achieve this standard. Contact your local Senior Training Advisor for more information or to see if your organisation qualifies for grant aid.

Senior Training Advisors

Athlone Area
Ms. Carmel Gargan
Tel: (043) 28806

Mullingar Area
Mr. Ray Ryan
Tel: (044) 9334553

Mr. Manus Gallagher
FAS,
Garrycastle,
Athlone
Tel: (090) 6476121

JOB TRAINING SCHEME

A quality work-based training programme provided by employers in co-operation with FÁS. The scheme provides full-time training for between 13 and 52 weeks.

Employers: The scheme is open to all employers with employment potential in the private sector, commercial state sector or voluntary sector who have capacity to provide training with certification to the required levels. To qualify for payment, employers need to provide a current Tax Clearance Certificate from the Revenue Commissioners.

Trainees: have to be unemployed. In addition, individuals completing a FAS, CERT, Teagasc or other approved state-sponsored programme are also eligible, where this involves a progression. Individuals registered with the National Rehabilitation Board are also eligible.

Allowances: Trainees will receive a weekly training allowance from the employer. FAS's contribution to the allowances paid by the employer, will be 75% of FAS approved training allowance rates. FAS allowances are determined with reference to levels of social welfare payments. The FAS contribution will be indicated at the start of the scheme and whenever any subsequent change in FAS allowance entitlements takes place. FAS reimbursement will be in arrears on a quarterly basis.

Applications: Employers wishing to participate in the scheme should contact FAS. Employers will be briefed on required training procedures and the general operation of the scheme.

Mr. Eddie Flynn,
FAS,
Church Ave,
Mullingar.
Tel: (044) 9334550

SERVICES FOR PEOPLE WITH DISABILITIES

Employment related supports to help people with disabilities gain or retain employment in the private sector are now available through FAS. These are:

JOB INTERVIEW INTERPRETER GRANT

If you are a job seeker who has a hearing or speech impairment and are attending job interviews you may apply for funding to have an interpreter to attend the interview with you.

PERSONAL READER GRANT

If you are blind or visually impaired and need assistance with job related reading; you may be entitled to a grant to allow you to employ a personal reader.

WAGE SUBSIDY SCHEME (WSS)

The FAS Wage Subsidy Scheme provides financial incentives to employers outside the public sector, to employ disabled people who work more than 20 hours per week. The subsidies are structured under three separate strands and employers can benefit under one or all, simultaneously.

WORKPLACE EQUIPMENT / ADAPTATION GRANT (WEAG)

If you are a person with a disability who has been offered employment or are in employment, and require a more accessible workplace or adapted equipment to do your job, you or your employer may be able to get a grant from FAS towards the costs of adapting premises or equipment.

SUPPORTED EMPLOYMENT PROGRAMME

Through this programme, people with disabilities who need additional assistance will be helped to get and retain employment through the support of a job coach.

EMPLOYEE RETENTION GRANT SCHEME (ERGS)

Through this scheme employers may retain the services of employees who acquire an impairment that may impact on their ability to continue to do the job. Through this scheme, such employees can be offered re-training so that they can undertake alternative duties or continue to work at existing duties, using modified techniques.

THE FAS SAFE PASS SAFETY AWARENESS TRAINING PROGRAMME

The Construction Safety Partnership Plan launched by the Minister for Labour, Trade and Consumer Affairs, Mr Tom Kitt, T.D. in March 2000 recommends that all construction site personnel should have basic safety training.

To meet this requirement, FAS, in consultation with the industrial partners has developed the Safe Pass one-day Safety Awareness Training Programme, which will be targeted at all construction site personnel, including new entrants.

What is the FAS Safe Pass Programme

The purpose of the FÁS Safe Pass Health and Safety Awareness Training Programme is to ensure, over the course of time, that all Construction site and Local Authority personnel, will have a basic knowledge of Health and Safety, and be able to work on site without being a risk to themselves or others who might be affected by their acts or omissions.

Upon successful completion of the Safety Awareness Training programme participants will be registered in the FAS Safepass programme and issued with a registration card. It is a condition of renewal of the registration card that participants must update their safety awareness training every four years.

FÁS Training Centre
Garrycastle
Athlone
Tel: (090) 6474481
Mr. Pat Campbell
Manager
Website: www.fas-athlone.com
www.fas-netcollege.com

FAS TRAINING CENTRE, ATHLONE

The regional FAS training centre is located at Garrycastle, Athlone. The training centre offers a wide range of full time day courses and part time evening courses.

Failte Ireland East & Midlands Region

Dublin Road
Mullingar
Tel: (044) 9348761
Fax: (044) 9340413

Website:
www.eastcoastmidlands.ie

Mr. Kevin Kidney,
General Manager,
Email:
kevin.kidney@failteireland.ie

There are seven tourism regions, five of which are administered by Failte Ireland, the sixth by Dublin Tourism and the seventh, the Mid-West, by Shannon Development. The East & Midlands region of Failte Ireland comprises the counties:- Kildare, Laois, Longford, Louth, Meath, Nr. Offaly, Westmeath and Wicklow.

Failte Ireland, through the network of regional offices, provides tourism services in five main areas: enterprise support, visitor servicing, product development, an environmental and infrastructural role, and marketing. The regional office also has an input, through its Regional Tourism Development Board, into the development of the national tourism strategy.

ENTERPRISE SUPPORT

The regional office will provide a range of supports to assist the enterprise base in upgrading their overall capability e.g. business capability, management development, innovation, employee training, etc. with the objective of building the product range, developing the product distribution system and raising quality standards.

VISITOR SERVICING

The provision of a consistent and quality of service delivery to the visitor in relation to the access to information is at the heart of Visitor Servicing and will be complimented by modern information delivery mechanisms. In addition the capturing of visitor information and attitudes regarding their holidaying experiences in the region will be part of the fundamental role of the Visitor Servicing department.

PRODUCT DEVELOPMENT

The regional office is responsible for the development of products or “attractors” within the region and between regions. This objective will be achieved by:

- Analyzing relevant consumer trends
- Identifying gaps in the regional product base
- Conceptualizing new products with potential to attract greater numbers of domestic and/or overseas visitors
- Catalyzing the development of those products in conjunction with the enterprise base, i.e. the trade.
- Promote them to the relevant target market

MARKETING

The regional office will encourage and direct all the stakeholders in the industry to promote effectively through individual or group initiatives. This work will not be confined to the region but will embrace inter-regional and cross-boundary developments.

These objectives will be achieved by:

- Initiation and co-ordination of regional and specific product promotional campaigns in conjunction with local industry groups and organisations as part of the national marketing campaign for Irish Tourism at home and abroad.
- Participation, in conjunction with the industry, in marketing promotions within Ireland aimed at the domestic consumer, and overseas in conjunction with Tourism Ireland.
- Representation of the region at promotional events, workshops and trade missions.
- Production of promotional material and other marketing aids in support of regional campaigns and providing an advisory service to the industry in relation to local campaigns.
- Provision of information services to tour operators, travel agents, publishers and travel writers; arranging educational tours for counter sales staff and wholesale purchasers for holiday packaging, etc.
- Conference and group business promotions within Ireland, and overseas in support of Tourism Ireland.
- Organisation of trade information and educational seminars.

INFRASTRUCTURE/ENVIRONMENTAL ROLE

The regional office will have an input into highlighting areas where infrastructure or environmental issues could pose an obstacle to the development of tourism and to proactively address any infrastructure gaps which could exist/emerge and prove an obstacle to the development of tourism.

Investment and Development Agency (IDA) Ireland

Athlone Business & Technology Park, Dublin Road, Athlone Co. Westmeath
Tel: (090) 6471500
Fax: (090) 6471550
Website: www.idaireland.com

Kevin McCarthy
Area Director
Midlands & East Regions
kevin.mccarthy@ida.ie

Brid Moody
Regional Executive
Midlands Region
brid.moody@ida.ie

Gillian Maunsell
Regional Executive
Midlands Region
gillian.maunsell@ida.ie

Mary Norton
Assistant Regional Executive
Midlands Region
mary.norton@ida.ie

IDA Ireland has national responsibility for securing new investment from overseas in manufacturing and international services sectors and for encouraging existing foreign enterprises in Ireland to expand their businesses.

The businesses which IDA Ireland seeks to win are internationally mobile projects which can operate competitively and profitably from Ireland. This covers a range of sectors such as life sciences, medical technologies, IT, engineering and international and financial services.

IDA Ireland markets Ireland as an attractive location for overseas investment through its network of offices abroad, emphasising the skills base, the knowledge, innovation resources, Irish economy, the favourable tax regime, financial incentives, and Ireland's active participation in Europe.

In general, IDA Ireland can provide a range of grant aid for new industry, including capital grants, employment grants and training grants. Grants are also available towards investment in R&D facilities. IDA uses a grants package which will be calculated as an overall amount of grant per job based on the number of jobs to be created by the grant-aided project. Therefore, in many cases, an important determination of the total grant package is the number of jobs to be created by the company

Capital Grants are available to subsidise expenditure on the purchase of land and buildings and new plant and equipment. Estimated capital costs and eligible assets are agreed with IDA Ireland and a rate of grant and payment schedule is then negotiated. The level of grant aid available varies and grants are awarded on the basis of a percentage of the eligible capital cost incurred and location. The maximum rate allowed is determined by the EU State Aid rules, and depends partly on the location.

Employment Grants are available where permanent full-time positions are created and are the most commonly used type of grant, particularly for international service companies. Amounts paid depend on the location of the project, the level of investment involved, the activities undertaken and the skill level of the employee – typically the higher the skill level, the higher the grant

Research and Development Grants

A range of grant support is available for research & Development activity, both directly from IDA and through a number of other programmes through your IDA contact. Details from your IDA contact.

Mullingar Employment Action Group

Enterprise Centre
Bishopsgate Street
Mullingar
Co. Westmeath
Tel: (044) 9343444

Mr. Pat Brennan
Manager
meag@eircom.net

Mullingar Employment Action Group was established with a broad range of objectives including the promotion and development of Mullingar and its districts as a location for trade, industry and tourism. The Mullingar Action Group provide assistance, support and advice to businesses in Mullingar and its surrounding districts either directly, or indirectly, in a partnership approach with other agencies concerned with business development.

THEIR RANGE OF SERVICES INCLUDE:-

- Train entrepreneurs in Business Management and start-up.
- Help source finance for new businesses.
- Help formulate business plans
- Train people in work practices, standards, output and principles.
- Provide starter / incubator units for start up businesses at affordable rates
- Provide office back-up facilities for start up businesses
- Act as a first point of contact for businesses wishing to set up in the Mullingar area.

The Action Group is also involved in a recycling project for the town and a uniform boutique, creating employment for knitters and sewers in their own homes.

Mullingar Chamber

1st Floor Park Court
Austin Friar Street
Mullingar
Tel: (044) 9344044
Fax: (044) 9344045
Email: info@mullingarchamber.ie
Website:
www.mullingarchamber.ie

Mr. Cathal Daly
President

Ms. Bernie McGrath
Coordinator

Mullingar Chamber is a business organisation representing in excess of 350 businesses, large and small from all commercial sectors. The Chamber represents your interests, striving to improve the business climate, mould a better community, create employment, promote and develop Mullingar and its districts as a prominent place to do business, an advantageous location for industry and a rewarding tourist destination. As part of this the Chamber has set up a number of sub-committees to look after the issues of the Chamber members:

SUB-COMMITTEES:

- Planning
- Retail
- Marketing
- Transport / Infrastructure

Mullingar Chamber consists of a team of professional staff, which offers you a broad range of services so that you can make the most of your membership. As a member you and your company will be part of a powerful network from all sectors of business.

BENEFITS OF JOINING THE CHAMBER NETWORK

- Lobbying & Representation on key issues that affect your business
- Networking Events and Referrals
- Business advice and direction
- Regular Eshots on events, seminars, legislation
- Chamber Business Directory & Diary
- Mullingar Chamber Shopping Voucher Network
- Mullingar ...A Place to live, work and do business DVD
- Listing in the Business Directory on the Chamber website: www.mullingarchamber.ie
- Marketing Opportunities
- Sponsorship opportunities to showcase your business at Networking events
- Fully Licensed Export Documentation Service
- Access to valuable contacts through the CCI national chamber network.

MULLINGAR CHAMBER HAS RECENTLY LAUNCHED TWO PRODUCTS TO HELP THE TOWN'S ECONOMY:

Mullingar . . . A Place to live, work and do business DVD

Mullingar Chamber has produced a promotional DVD for Mullingar town and district. With the expected rapid growth of the region a professional DVD will go hand in hand with the image we are trying to portray of Mullingar as a quality location to live, work and do business.

The DVD will be used to promote Mullingar nationally and internationally on both tourism and commercial fronts. The primary aim of the DVD is to attract more business and investment to the area and to make people aware of what Mullingar has to offer. The DVD consists of substantial video footage of Mullingar, its services and surrounds, providing a far more comprehensive guide to our town. The design interface comprises of five interactive menus which are broken down into the following segments; Location, Business & Technology, Services, Recreation & Leisure, Future, Business Directory.

The Business Directory contains a complete a-z business listing of all businesses in and around Mullingar with live web links to their website and numerous PDF templates for certain businesses. The DVD format best portrays the modern, dynamic and ever changing town that is Mullingar

MULLINGAR CHAMBER SHOPPING VOUCHERS

This is a unique venture for businesses in Mullingar . . . Exclusive Shopping Vouchers which can be spent in participating Members outlets locally. The aim of the voucher programme is to encourage people to SHOP LOCAL – SHOP MULLINGAR !! “Why give a friend, colleague or loved one a voucher for just one shop or for a shopping centre outside of Mullingar, instead give them a local voucher giving them the choice of where they would like to spend it”. This is a non-commission based service for members of Mullingar Chamber. Also, did you know you can give an employee a non cash bonus/gift to a maximum of €250 TAX FREE per annum ? (2006 figures) why not give them a Mullingar Chamber Shopping Voucher.

Teagasc Mullingar

Bellview
Dublin Road
Mullingar
Tel: (044) 9340721
Fax: (044) 9340327
Website: www.teagasc.ie

Mr. Malachy Byrne
Acting Chief Agricultural Officer
m.byrne@westmeath.teagasc.ie

Mr. Brendan Connolly
Dairying

Mr. Peter McNamee
Drystock
Options Programme

Mr. David Webster
Mr. Paul Gibney
REPS Planners

Mr. Liam Kelly
Forestry

Ms. Margaret Cusack
Ms. Maria Merriman
Ms. Claire Bardon
Ms. Joan Longworth
Administration

Teagasc Moate

Dublin Road
Moate
Co. Westmeath
Tel: (090) 6481167
Fax: (090) 6482085

Mr. Peter Burke
Dairying

Mr. John Victory
Mr. Christy Jones
Drystock, Equine

Ms. Nora Daly
Rural Enterprise

Ms. Deirdre Doyle
Reps Planner

Ms. Lucy Kennedy
Clerical

Teagasc provides integrated research, advisory and training services for the agriculture and food industry in Ireland. They are a semi-state organisation established under legislation enacted by the Irish government. The 11 member Board is appointed by the Minister for Agriculture and Food and has representatives from the farming organisations, the food industry, the universities, the Department of Agriculture, Food and Rural Development and Teagasc staff.

A client-based organisation that operates in partnership with all sectors of the agriculture and food industry and with rural development agencies. Teagasc have developed close alliances with research, advisory and training agencies throughout the world and are continuously seeking to expand their international contacts.

Around 75% of Teagasc's yearly budget comes from the Irish exchequer and EU funding with the balance generated from earned income. Some 40% of the budget is devoted to research with the remainder split half and half between advisory and training services.

To compete and prosper in the highly competitive world food market demands a skilled work force. To facilitate this Teagasc provides the full suite of training for the agricultural sector. They offer third level and vocational courses for young people entering careers in agriculture, horticulture, related land based enterprises and the agri-food industry. These courses are now nationally accredited and with the opportunity to progress right up to degree level.

Adult farmers are catered for with a plethora of courses in areas such as financial management, opportunities for farm families, computer training and the environment. Rural diversification is represented with courses in forestry, tourism and organics. Teagasc provide training for food industry personnel in food research programme, carried out at the National Food Centre and the Dairy Products Research Centre, aims to underpin the growth of a competitive, consumer-oriented and added-value food product manufacturing and marketing sector.

Advisory Goals: Teagasc has two advisory services, each targeted on different segments of farmers. These are:-

Technology and Business Service: for the full-time and more commercial farmers.

Rural Viability Service: for the less intensive and smaller scale farmers, both part-time and full-time.

Teagasc is developing Information Technology Centres at a number of its advisory offices throughout the country.

These provide access to IT facilities by farmers and act as a resource for IT training in rural areas. One of these IT centres has been developed in the Teagasc offices in Mullingar.

Four priority programmes are delivered by the advisory services. These are:-

Improved Competitiveness: Adoption of low cost technologies and improved business practices by the full-time and more commercial farmers.

Rural Viability and Diversification: The aim of this programme is to assist farming businesses that are under pressure to improve the viability of their farms; to undertake diversification and exploit opportunities for additional income generation, both on and off the farm.

Sustainable Farming: The programme is focused on minimising the environmental impacts of agricultural practices, with particular attention to improving fertiliser utilisation, better waste management and protection of important natural habitats.

Food Safety and Quality: The aim of the programme is to ensure that farmers have the knowledge, skills and technology to meet the new standards of food safety and quality assurance.

DELIVERY OF SERVICES

Teagasc's advisory services are delivered through a variety of activities including: farm visits, office and phone consultations, regular technical newsletters, seminars, farm walks and Today's Farm, the bimonthly magazine for Teagasc farmer clients.

Teagasc also operates a network of over 500 Discussion Groups in dairying, cattle, sheep, tillage and alternative enterprises. These are a central element in the delivery of the Technology and Business Service.

Monitor Farms (total 120) have been established throughout the country to demonstrate and measure the value of research at local level.

Teagasc also provide other specialists advisors on a regional basis, an example of these would be:-

- ▲ Horticulture
- ▲ Poultry / Egg Production
- ▲ Organic Farming
- ▲ Fruit Production
- ▲ Goat Production

Further information or referral please contact your local Teagasc office.

WESTBIC

Roscommon Enterprise Centre
Racecourse Road
Roscommon

Tel: (090) 6625196
Fax: (090) 6627407

James Donlon / Michael Ward

E-mail: jdonlon@westbic.ie
mward@westbic.ie

Website: www.westbic.ie

WESTBIC Business & Innovation Centre is an ISO 9001:2000 accredited organisation providing tailored support to innovative enterprise through the initial stages, from concept to commercialisation. Established in 1987 WESTBICS operations in the BMW region are delivered through its regional structures, covering the Border, Midland and the West Regions. Services in the Midlands are delivered through the main Midlands office located in Roscommon town from where the regional manager, project staff, research and administrative personnel are located. Services are provided to the greater Midland region through a network of clinic offices set up in co-operation with strategic partners.

Westbic has considerable cross-sector experience at the start-up and early stage development of value added enterprise. Our aims & objectives are to:

- Support Innovative Start-Ups
- Support Intermediaries
- Add Value to Partners
- Manage Incubation Space
- Offer Seed Capital
- Provide Mentoring Support
- Support Existing Companies
- Service Networks
- Support Community Enterprise
- Implement Enterprise-led Cross Border and EU Programmes
- Deliver Enterprise Teaching/Training
- Deliver Enterprise Programmes

WESTBIC-assisted companies represent a survival rate of over 90% based on sound business planning, effective private sector networks, and timely inputs in areas such as product development, marketing information, counselling, seed capital and brokering.

Our multi-skilled team and talent pool of experts provide assistance for developing businesses to reach targeted growth objectives.

Our extensive client base embraces a range of industry sectors with clients specialising in manufacturing, knowledge-based industries, tourism, crafts & textiles, internationally traded services, food, technology and aquaculture.

Westmeath County Council

County Buildings
Mullingar
Tel: (044) 9332000
Website: www.westmeathcoco.ie

Mr. Daniel McLoughlin
County Manager
County Buildings
Mullingar
Tel: (044) 9332297
(Secretariat)
manager@westmeathcoco.ie

Mr. Barry Kehoe
Director of Planning/Athlone
Area/Athlone Town Council
Tel: (044) 9332236
(Secretariat)
bkehoe@westmeathcoco.ie

Mr. Ray Kenny
Director of Transportation &
Infrastructure/Kilbeggan Area
Tel: (044) 9332253
(Secretariat)
rkenny@westmeathcoco.ie

Mr. George Lambden
Director of Community &
Enterprise/Corporate
Affairs/Mullingar Area/Mullingar
Town Council
Tel: (044) 9332296
(Secretariat)
glambden@westmeathcoco.ie

Director of Services
Housing/Environment/Coole Area
Tel: (044) 9332000
secretar@westmeathcoco.ie

Westmeath County Council is responsible for the delivery of many vital services within the County. These services come under the following areas:-

- Economic Development and Planning
- Environment
- Transportation and Infrastructure
- Community & Enterprise
- Housing, Social & Cultural Development

Westmeath County Council is committed to providing the sustainable development of the county, providing the services that the public seek and need, in an equitable, efficient and effective manner and ensuring social inclusion.

Our Mission Statement gives a clear indication of the leadership role that Westmeath Local Authorities are taking in the development of County Westmeath.

Mission Statement:

“To Lead the Economic, Social and Cultural Development of County Westmeath and to Deliver Quality Services”

The needs and expectations of our customers/citizens are particularly important in framing how we respond to the emerging issues. Our aim is to provide strong, effective, democratic, participative, cohesive and inclusive Local Government Systems and processes in Westmeath.

We have identified four Key Priority Themes which form the strategic framework for future policy development and public service delivery across all the functional areas of Westmeath Local Authorities:

1. Planning for and influencing the development of the County.
2. Building communities.
3. Service to our customers/citizens.
4. Organisational capacity.

Under each of the four themes we have several objectives that are essentially statements of what is required to achieve our goals.

1. 'PLANNING FOR AND INFLUENCING THE DEVELOPMENT OF THE COUNTY'

OBJECTIVES:-

Westmeath Local Authorities will shape the development of the County, through:

- Providing public infrastructure and services.
- Planning and development control.
- Promoting development.
- Seeking new ways of doing business.
- Engaging with our customers/citizens.
- Assessing the impact of policies and actions.
- Taking an active role on Westmeath County Development Board.

The principals of sustainability will be central to all planned development, through:

- Ensuring that development takes place in the context of the National, Regional and Local strategic framework
- Working towards the achievement of a safe, clean and healthy environment.

Social and Cultural activities will be promoted in Westmeath, by:

- Developing a network of quality library service points throughout the County.
- Active involvement in the planning for Arts, Sports Recreation, Leisure and Play.

2. 'BUILDING COMMUNITIES'

OBJECTIVES:-

Meeting customer/citizens needs and expectations, by:

- Providing and promoting better health, housing and access to services.
- Tackling the symptoms and causes of anti-social behaviour (e.g. litter, vandalism, graffiti, etc.)
- Providing high quality community facilities.
- Collaborating with Government Departments, Development Agencies and the Business Community in a targeted, partnership approach.
- Ensuring social inclusion.

Supporting and maintaining a vibrant local economy, through:

- Programmes of sustainable infrastructure with a commercial core.
- Promoting employment and prosperity for all.

High quality public consultation and participation, by:

- Involving the community in policy formulation and decision-making.
- Building working partnerships with other agencies.

3. 'SERVICE TO OUR CUSTOMERS/CITIZENS'

OBJECTIVES:-

Quality interaction between Customers/Citizens, Staff and Elected Representatives by:-

- Delivering services with courtesy, sensitivity and a minimum of delay.
- Supporting the role of the Elected Representatives.

Use of Information & Communications Technology in service delivery, that will:

- Ensure timely concise and relevant information for Customers/Citizens regarding services.
- Allow our customers/Citizens ease of use of available information and communication technology.

Provide clean accessible public offices that will:

- Ensure privacy for customers/Citizens.
- Cater for the requirements of people with special needs.
- Offer 'One-Stop-Shop' services.

Deliver "Unified Local Authority Services" to our Customers/Citizens by:

- Co-ordinating the delivery of services spanning more than one Authority in the County.

4. 'ORGANISATIONAL CAPACITY'

OBJECTIVES:-

Having well trained and highly motivated staff, by:

- Implementing the Local Authorities Training Plan.
- Ensuring valuable staff consultation and participation processes.

Strong financial management systems, through:

- Implementing the Financial Management System (FMS).
- Maximising the use of available resources.

High quality management systems, through the use of:

- Information and Communication Technology.
- Performance Management Development Systems (PMDS).
- best practice Model in Management Systems

Westmeath County Enterprise Board Ltd.

Business Information Centre
Church Avenue
Mullingar
Co. Westmeath
Tel: (044) 9349222
Fax: (044) 9349009
Email:
info@westmeath-enterprise.ie
bic@westmeath-enterprise.ie
Website:
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Ms. Christine Charlton
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ccharlton@westmeath-enterprise.ie

Mr. John Power
Assistant Chief Executive Officer
jpower@westmeath-enterprise.ie

Ms. Tracey Tallon
Business Advisor
ttallon@westmeath-enterprise.ie

Ms. Margaret Eighan
Administrator
meighan@westmeath-enterprise.ie

Ms. Eileen McDermott
Business Information Officer
bic@westmeath-enterprise.ie

Westmeath County Enterprise Board is one of 35 City & County Enterprise Boards established to meet the needs of micro-enterprises within the Country. County Enterprise Boards offer a wide range of services including pre-enterprise advice and support, technical assistance, financial and training assistance. They act as a first point of contact for entrepreneurs and liaise closely with other Government Agencies and State Bodies. The Boards are funded by the Irish Government and the European Union.

The mission of Westmeath County Enterprise Board Ltd. is to be proactive in stimulating and influencing the growth and development of the micro/small business sector by providing access to business information, advice, training and financial supports to individuals and businesses with ideas for new and existing business opportunities with the potential to create and / or maintain sustainable employment in the County.

Enterprise Board supports are made available on a countywide basis and are targeted at micro enterprises within the county, typically enterprises with up to 10 employees. Financial assistance may be available to manufacturing enterprises, local and internationally traded services.

The strategic objectives of the Board are:-

1. To foster an enterprise culture within the county by promoting and influencing enterprise awareness and education.
2. To act as the central agency for the micro-enterprise development within the county by being prominent and accessible to the business community.
3. To strengthen the internal capability of the micro/small business sector within the county by providing a comprehensive range of value-added services and supports.
4. To exert an influence and impact on the economic growth of the county by exploiting development opportunities in partnership with other interests.

WESTMEATH COUNTY ENTERPRISE BOARD

Helping you to start and grow your business through

Training • Mentoring • Information • Finance

SERVICES AVAILABLE TO EXISTING BUSINESSES OR START UP BUSINESSES INCLUDE:

- Business Information
- Business Skills Training
- Business Advice and Mentoring
- Financial Incentives
- Exhibition Support

BUSINESS INFORMATION

Members of the public are welcome to visit our business library which is regularly updated with the latest relevant business information for small businesses.

Access to our high speed internet service is free to business users.

Assistance with research or accessing relevant information is facilitated by one of our Business Information Officers for your convenience.

For more information, visit the office of Westmeath County Enterprise Board located on Church Avenue, Mullingar or access our services on line on website: www.westmeath-enterprise.ie.

BUSINESS INFORMATION, PUBLICATIONS, REFERENCE MATERIAL AND BUSINESS SERVICES INCLUDES:

- Free E-mail & High Speed Internet Access available to business users only
- Assistance with Business Research from one of our Business Information Officers
- How to register a Business
- Starting a Business
- Growing your Business
- Legal structures for businesses
- Taxation
- Business Planning
- How to write a Business Plan
- Employment Legislation
- Westmeath Craft Brochure
- Westmeath Mentor Booklet
- Setting up a Childcare Business
- Business Information Databases

BUSINESS SKILLS TRAINING

REGULAR TRAINING COURSES

Westmeath County Enterprise Board Ltd. offers a wide range of business training on a regular basis in various locations in the County. For a list of our current training programmes, our current Training Schedule can be obtained from our office or on our website: www.westmeath-enterprise.ie.

REGULAR BUSINESS SKILLS TRAINING INCLUDES:

Business Start up

- Start your own Business

Financial

- Basic Book-keeping
- VAT
- Debt Management
- Cashflow Forecasting
- Pricing & Costing
- Taxation

Graphics

- Photoshop
- Dreamweaver

Management

- Management Development
- Supervisory Skills and Team Leadership
- Employment Legislation
- Recruitment and Selection

Sales and Marketing

- Franchising
- Selling Skills
- Marketing on a tight budget
- Branding

Sectoral Training

- Retail Management
- Craft Business Development

INDIVIDUAL TRAINING COURSES

Small businesses may be assisted on an individual basis who are undertaking business skills training courses subject to certain criteria.

Funding available is: 50% funding of course fees (subject to a ceiling of €1,000 per business per year) is available.

Criteria

- Individuals must have the approval of Westmeath County Enterprise Board before the course begins
- The training course content details, course relevance, fee details and accreditation details must be presented to Westmeath County Enterprise Board with grant application
- Individuals must be in business or employed by a small business in County Westmeath
- Businesses that employ 10 people or less are eligible only

The following types of courses will be eligible:

- Accounts related courses
- Marketing related courses
- Business legal issues related courses
- Computerised Accounts
- ISO and quality training
- Health and Safety Training (Safety Statements, Food Hygiene, HACCP)
- Photoshop and web design courses

The following types of courses would not be eligible:

- Specialist software training particular to a business sector (e.g. Travel Agent, Engineering, Manufacturing etc.)
- Staff undertaking basic computer skills training e.g. ECDL, MOUS etc
- CAD
- Graphic Design
- MBA and third level degree and diploma courses

The business may be reimbursed for up to 50% of the course fee on completion of the course and production of a receipt for the fee and evidence of attendance at the course.

It is not a requirement that the course be formally accredited.

BUSINESS ADVICE AND MENTORING

BUSINESS ADVICE

This is available either from one of the County Enterprise Board's Enterprise Officers or through a panel of professional Business Mentors.

Individuals and Business are welcome to contact any of the Enterprise Officers at Westmeath County Enterprise Board to discuss their idea or business plan in confidence.

BUSINESS MENTORING

A Business Mentoring Service is also available to small businesses who wish to obtain professional third party business advice through a panel of business mentors. (i.e. financial, childcare, marketing, technical-Business etc.)

A database of 'Approved Business Mentors' is available from Westmeath CEB. (Contact us on Tel (044) 9349222 or e-mail: bic@westmeath-enterprise.ie to obtain a copy)

This service may be eligible for assistance from the County Enterprise Board for funding up to a maximum of €1,000

Financial Assistance

Grants may be available to eligible small businesses that can demonstrate innovation or uniqueness to cover part of the cost of conducting a feasibility study, employing additional staff (including the owner/manager in the case of new start-up enterprises) or acquiring additional capital assets. These grants may be available in the form of refundable or non-refundable aid or a combination of both. Please do not hesitate to contact us to discuss details of eligibility and procedures.

The Enterprise Board offers direct financial assistance to certain small enterprises through the provision of the following types of grant support:

CAPITAL GRANT AID

Capital grant assistance may be available to eligible businesses to cover the cost of new machinery, equipment and/or the cost of building a workshop or adapting a work premises.

Maximum aid available per project is 50% of the cost of fixed assets to a maximum of €75,000. All capital grants awarded will include a refundable aid level of a minimum of 30%.

EMPLOYMENT GRANT AID:

Employment grant aid is available to eligible businesses to assist in the creation of new jobs.

Maximum grant aid available is €7,500 per new job created up to a maximum of €75,000 or 10 new jobs. All Employment Grants awarded will include a refundable element of a minimum of 30%.

FEASIBILITY STUDY GRANT AID

Grant aid may be made available to eligible businesses/clients towards the cost of conducting a feasibility study and preparing a business plan.

Maximum grant aid available is €6,350 per feasibility study or 60% of research costs whichever is the lesser. Maximum aid available towards prototype development is 50% of costs.

GENERAL CONDITIONS FOR GRANT ASSISTANCE

- Grant aid cannot be paid retrospectively. Grant approval must be obtained before the project commences. Grant aid will not be paid in respect of any expenditure incurred prior to obtaining official notification of grant approval from the Board. Payment of grants will be made on the basis of receipted expenditure.
- Businesses receiving financial assistance in excess of €6,350 must be in receipt of a tax clearance certificate from the Revenue before receiving payment from the County Enterprise Board.
- Any expenditure claimed for in respect of a third party contractor or consultant must be accompanied by the Contractor's/Consultant) Tax Clearance Certificate or C2 Registration Certificate
- Businesses will be required to produce evidence of insurance and the interest of Westmeath County Enterprise Board must be noted on the policy with respect to grant aided assets.
- Businesses that qualify for grant assistance must furnish the Board with evidence of vouched payment i.e. bank statements/official receipts etc.

- Businesses that qualify for employment grants must furnish WCEB with evidence of employers liability insurance and employment contract(s) in respect of grant aided employee(s). (not applicable if employment grant is in respect of the owner)
- Applicants must provide evidence of funding for the overall cost of the proposed project
- Applicants must have the necessary Business Planning permission and produce evidence of same.
- Businesses considered to cause displacement of existing businesses will not qualify for grant support.

ELIGIBILITY CRITERIA

Businesses must meet certain eligibility criteria to qualify for financial grant support.

Eligibility Criteria includes:

- The Promoter must demonstrate clearly that a market exists for the proposed product or service
- The promoter must demonstrate the competitive differentiation or added value of the project
- Adequate overall finance must be available to fund the project.
- The Promoter must possess the management and technical capacity to implement and manage the proposed project.
- Projects assisted should have the capacity to create additional direct employment over existing employment levels.
- Business employing 10 employees or less only qualify for CEB assistance

APPLICATION PROCESS

- Meet with CEB Enterprise Officer and discuss proposal and application process
- Submit Proposal with all relevant supporting documentation
- Discussion & Site Visit
- Additional data or amendments as required
- Client file and internal Evaluation Report prepared by Enterprise Officer
- Assessment by Evaluation Committee
- Board Decision
- Promoter notified of Board's decision

EXHIBITION SUPPORT

Exhibition Support may be made available to eligible businesses to a maximum of 50% of the VAT exclusive cost of an exhibition to a maximum of €1,000 whichever is the lesser.

Businesses must consult the County Enterprise Board with details (specification and fee) of the Exhibition before the commencement date. Expenditure incurred prior to Board approval will not be eligible for support. If approved, promoters must furnish the Board with evidence of payment and a brief progress report on the exhibition.

Westmeath Community Development Ltd.

Presentation House
Harbour Street
Mullingar
Co. Westmeath
Tel: (044) 9348571
Fax: (044) 9348441
Email: info@westcd.ie
Website: www.westcd.ie

Chief Executive Officer
Joe Potter
jpotter@westcd.ie
Tel: (044) 9348571

Assistant Chief Executive Officer
(Enterprise)
John Brennan
jbrennan@westcd.ie
Tel: (044) 9348571

Development Officers
Mr. Tony McCormack (Farm
Families)
tmccormack@westcd.ie
Tel: (044) 9348571

Ms. Bernie Leavy (LEADER
Programme)
bleavy@westcd.ie
Tel: (044) 9348571

Ms. Anne Galvin (Community
Development)
agalvin@westcd.ie
Tel: (044) 9348571

Ms Caroline Moran (Education
and Training)
cmoran@westcd.ie
Tel: (044) 9348571

MISSION STATEMENT

Westmeath Community Development is a partnership which empowers people and communities to overcome disadvantage and improve the quality of their lives.

INNOVATIVE RURAL ENTERPRISES, / CRAFT ENTERPRISES/LOCAL SERVICES

Analysis and Development

- Feasibility studies and plans
- Resource audits
- Development of prototype products and services

Grant Levels:-

- Community Groups – up to 80% of eligible costs to a maximum of €7,500.
- Private Individuals – up to 50% of eligible costs to a maximum of €7,500.

Capital grants, advisory service or marketing supports

- Provision of a range of assistance types for start up enterprises
- Expansion of existing enterprises including the adoption of new technologies
- Development of innovative products and local services
- Provision of assistance for adding value to local products

Grant Levels:-

Maximum assistance available is 50% of eligible expenditure to a maximum of €65,000.

The Long Term Unemployed

- Back to Work Allowance (Enterprise) in association with the Department of Social and Family Affairs, WCD can recommend the payment of an allowance to long term unemployed persons setting up their own business. The allowance is an amount equivalent to their previous Social Welfare Payment.
- Mentoring and Training
- Business training programmes
- Local Training Initiatives
- Small Capital Grants

Environmental Initiatives

Analysis and Development

- Feasibility studies and plans
- Resource audits
- Development of prototype products and services

Grant Levels:-

Community Groups – up to 80% of eligible costs to a maximum of €7,500.

Private Individuals – up to 50% of eligible costs to a maximum of €7,500.

Developing alternative / renewable energy enterprises

- Improving environmental awareness;
Development of local heritage sites incorporating new technology;
- Arts and cultural projects using new technologies;
- Development of community information technology centres to allow for access to information and communication technology;
- Enterprises developing environmental friendly initiatives using new technologies;
- Pilot innovative recycling projects in conjunction with local community groups;
- Alternative renewable energy projects

Grant Levels:

Maximum grant aid available is up to 50% of eligible costs to a maximum of €65,000.

Innovative Agriculture

Analysis and Development

- Feasibility studies and plans
- Development of prototype products and services

Grant Levels:-

Community Groups – up to 80% of eligible costs to a maximum of €7,500.

Private Individuals – up to 50% of eligible costs to a maximum of €7,500.

Capital grants, advisory service or marketing supports

- Development of niche agri-products such as organic yoghurts, cheeses etc.,
- Increased use of information technology in agri-businesses
- Marketing and capital for alternative agricultural products
- Horticultural projects

Grant Levels:

Assistance available is 50% of costs to a maximum of €65,000.

Smallholder Programme/Rural Social Scheme

Working with Teagasc WCD will:

- Identify low income farm families
- Look at the entire farm household with a view to increasing the total income of the unit.
- Discover the best potential areas for increasing incomes
- Place some people on the Rural Social Scheme
- Facilitate education, training and retraining as well as maximising the income from the farm

- Provide follow-up work after training to help ensure a successful transition from full-time low-income farmers to part-time viable farm households.
- Continue household viability work countywide especially with farmers who are on Farm Assist or FAS CE Schemes.
- Continue to carry out research on farm viability in County Westmeath.

Tourism

Analysis and Development

- Feasibility studies and plans
- Resource audits
- Development of prototype products and services

Grant Levels:-

Community Groups – up to 80% of eligible costs to a maximum of €7,500.

Private Individuals – up to 50% of eligible costs to a maximum of €7,500.

Product Development / Leisure Recreational Facilities/Disability Access

Grant aid will be provided at a rate of up to 50% of eligible expenditure subject to a maximum grant of €65,000 to upgrade and expand existing leisure / recreational facilities and the development of new facilities on a selective basis. Some examples of appropriate activities are as follows:-

- Cycling Routes developed on minor roads with appropriate signage, brochures and maps, concentrating on the least congested areas and fully integrating with other facilities (accommodation and other tourist attractions);
- Trail Riding for equestrian visitors with appropriate signage, brochures and maps;
- Green Routes developed to attract tourists into rural hinterland and off the motorways and main national roads.
- Health Tourism for the development of health tourism projects that exploit rural resources.
- Water based activities

Priority in awarding grant aid will be given for the upgrading / expansion of existing facilities.

Accommodation

Accommodation will include:-

- Self Catering
- Holiday Hostels
- Caravan & Camping Parks
- Bed & Breakfast

All accommodation grant aided projects must meet approved standards of the National Bodies approving the respective categories of accommodation.

Priority in awarding grant aid shall be given for the upgrading / expansion of existing accommodation.

New accommodation may be supported (on a highly selective basis) to cater for special interest products in specific areas within a cluster of attractions. In addition grant aid will only be available for accommodation (new or upgraded) where approved leisure facilities / activities are in place or are being put in place or are already available in the locality.

Rate of grant will be 30% of eligible expenditure subject to a maximum grant of €40,000.

Restoration of Farm Buildings: Grant aid for the restoration of traditional farm buildings (including farm houses no longer in use as domestic residences) as self-catering accommodation will be available at a rate of 40% of eligible expenditure subject to a maximum grant of €40,000.

Tourism Marketing Promotion

Eligible activities under marketing include:-

- Advertising – priority will be given to co-operative advertising
- Direct Mail
- Attendance at sales workshops
- Development of internet and websites by an amalgamation of community groups or community groups in association with agri-tourism promoters or networking groups.
- Other promotional activities recommended by the relevant Regional Evaluation Committee.

Grant Levels

Grant aid will be available at a rate of 50% of eligible expenditure subject to a maximum grant of €10,000 for individual initiatives and €40,000 in respect of group / co-operative initiatives.

Training

- Provision of relevant training generally
- Provision of general / specialised training courses in fixed / mobile facilities and in-house development of appropriate training facilities
- Provision of flexible learning opportunities in new technologies, for women and youth in particular.

Maximum assistance available is up to 100%

Westmeath Tourism

2nd Floor
Presentation House
Harbour St
Mullingar
Co. Westmeath

Tel: (044) 9348571
Fax: (044) 9348441

E-Mail:
info@westmeathtourism.com

Website:
www.westmeathtourism.com

Mr. Kerry Sloane
Chairman

Ms. Rhona Rogers
Marketing Officer

Westmeath Tourism was formed in 1988 by the County Development Team and has acted as the official County Tourism Committee with responsibility for the development, co-ordination and marketing of tourism in Westmeath since 1994.

Westmeath Tourism is a voluntary body comprising of various tourism interests. Membership is open to all persons or organisations in the county including accommodation providers, visitor attractions, pubs, restaurants, coach operators, activities and local festivals as well as those businesses not directly related to tourism. All accommodation must be registered with Failte Ireland.

Benefits of membership include discounts on co-operative and promotional advertising campaigns, free listing on the website, a say in the marketing and promotion of County Westmeath and opportunities to network with fellow business people.

The Westmeath Tourism website provides contact details of all its members and links to member sites, as well as information on the various festivals and events, slideshows and publications produced by the Tourism Council.

Westmeath tourism has a full time marketing officer and is funded by member subscriptions, Westmeath County Council, Westmeath Community Development under the National Rural Development Programme, sponsorship and other grant aid.

Westmeath Tourism has a range of promotional publications available for Westmeath including:

- Annual Westmeath Holiday Guide,
- Angling Guide
- Westmeath County Guide
- Trail Guides – Fore, Glasson, Belvedere & Lough Ree
- Westmeath Way – stage 1 Kilbeggan to Mullingar
- Range of Village Leaflets

Westmeath Tourism implements an annual tourism promotion plan for the County. This includes:

- new publications promoting the tourism in the county,
- attendance at travel shows at home and abroad,
- adverts in specialist publications,
- maintenance and development of the Westmeath Tourism website
- promotion of Westmeath Tourism in the local and national media
- other marketing initiatives as appropriate

Westmeath County Childcare Committee Ltd.

6 St Johns Terrace
Blackhall
Mullingar

Tel: (044) 9335454
Fax: (044) 9347962

Muriel Martin
Co-ordinator

Website:
www.westmeathchildcare.ie

E-mail:
info@westmeathchildcare.ie

Westmeath County Childcare Committee was established in May 2001 and is a key element of the Governments' co-ordinated strategy to develop quality childcare in Ireland. The primary function of the County Committee is to assist in the co-ordination of Childcare, both nationally and locally and to assist in prioritising funding.

THE KEY AIMS ARE:

- To develop a coordinated strategy for childcare in each county
- To increase the supply of quality childcare services
- To monitor the implementation of the strategy
- To support and develop local networks of childcare providers
- To establish and maintain effective links with the appropriate county structures i.e. County Development Board, Health Boards, National Childcare Strategy etc.

Representative Organisations on Westmeath Childcare Committee are:-

- Department of Enterprise, Trade & Employment
- Westmeath County Enterprise Board Ltd.
- Area Development Management Ltd.
- Midland Health Board
- Department of Social, Community & Family Affairs
- Irish Business & Employers Federation
- Irish Congress of Trade Unions
- Fás
- Westmeath Vocational Education Committee
- Westmeath County Development Board
- Westmeath Community Development Ltd.
- Athlone Community Taskforce
- Farming Pillar
- National Voluntary Childcare Organisations
- Private Childcare Service Provider
- Community Childcare Service Provider
- Community and Voluntary Sector
- Parent Representative

What is the National Childcare Strategy?

The key objective of the National Childcare Strategy is to further develop the childcare infrastructure to meet the needs of children and their parents for quality early childhood care.

National Childcare Investment Programme (2006 - 2010)

The Government's National Childcare Investment Programme is a major programme of investment in childcare infrastructure. €575 million has been allocated to the five-year Programme, including €358 million for capital investment. It is anticipated that the Programme will create up to 50,000 new childcare places, with the objective of assisting parents to access affordable, quality childcare.

The Programme will seek to:

- create 5,000 after-school and 10,000 pre-school education places;
- support childcare facilities for disadvantaged parents and their children;
- support quality measures for Childminders and Parent and Toddler Groups;
- education measures for children and adults in areas of disadvantage.

The Childcare Programme will develop quality childcare supports and services, which will be delivered at local level, through the City and County Childcare Committees, under the co-ordination of Pobal. Those wishing to apply should contact their local City or County Childcare Committee.

Capital grants to develop childcare facilities are available to both private and community sector childcare providers.

- Private sector applicants may apply for grant assistance of up to €100,000 towards the capital cost of developing a childcare facility, in a catchment area where there is a demonstrated childcare need. An applicant may apply for more than one grant, provided the subsequent childcare facilities are in different catchment areas and subject to an overall ceiling of €500,000. In each case, an applicant must provide at least 25% of the total funding required for the project.
- Community/not for profit sector applicants may apply for grant assistance towards the capital cost of developing a childcare facility, based on a demonstrated childcare need in the area. The level of funding will be determined by the number of places the group proposes to provide and a number of criteria based on specific local need. A maximum grant, subject to a cost per place of €20,000 and an overall maximum per project of €1 million, are available under the programme. Applications will also be assessed based on the sustainability of a project.
- Capital grants are also being made available to assist Childminders and Parent and Toddler Groups. Conditions and application criteria can be obtained from the City and County Childcare Committees, Pobal and the OMC.

Staffing grants towards the staffing costs of childcare services are available to community sector childcare providers.

- Staffing supports may be applied for where a level of disadvantage and the need for support during the initial start-up/support phase are demonstrated. Applicants will be expected to demonstrate an ability to become sustainable over the short to medium term.
- Where a deeper level of disadvantage is demonstrated, longer-term staffing supports may be applied for.
- All services will be required to operate a tiered system of charges, based on parents' ability to pay. The level of disadvantage will be determined by a number of factors including, the geographic location (e.g. RAPID and CLAR areas).

Health Services Executive (HSE) Pre School Services

Marlinstown Office Park
Marlinstown
Mullingar
Co Westmeath

Childminder Advisory Officer
Caroline O'Connor Hughes

Tel: (044) 9336074
Fax: (044) 9336077

VOLUNTARY NOTIFICATION

Childminders caring for three or less children can voluntarily notify the Health Service Executive Pre school Services by contacting the Childminder Advisory Officer.

NOTIFICATION

A Childminder caring for four or more children is obliged to inform the Health Service Executive Pre-school Services that she is carrying on a childminding service as per the Child Care Act 1991(Part VII).

For further information contact Pre-school Services Inspection Team at 044 93 36070.

Voluntary notified/notified Childminders can avail of advice, support, information, training and networking opportunities from the Childminder Advisory Officer. The Childminder Advisory Officer works with Westmeath County Childcare Committee and Childminders can now avail of start up grants for their childminding service.

INFORMATION AVAILABLE FOR CHILDMINDERS

- Childminders Information Pack from the HSE Pre school Services
- Westmeath County Childcare Committee information;
- Childminding newsletter, Childminding web page at www.westmeathchildcare.ie
- Publications -'Childminding guide for parents', 'Preparing for Primary'
- Childminders Development Grant/Start up grants
- Annual Training Brochure from WCCC
- Resource Childcare Library available in County Library, Church Street Avenue, Mullingar

Childminder Advisory Officer advice line 044 93 36074

Health Services Executive (HSE) Pre School Inspection Team

Marlinstown Office Park
Marlinstown
Mullingar
Co Westmeath

Contact:-
Patricia Moran
(044) 9336070 / 9336071

PRE-SCHOOL INSPECTION TEAM

NOTIFICATION

Childminders caring for 4 or more children and all Sessional and Full Day Care services are legally obliged to notify their service to the Pre-school Inspection team of the Health Service Executive.

Notification forms are available from the Pre-school Service office.

INSPECTION

Annual inspections are carried out on all notified services to ensure compliance with the Childcare (Pre-school Services) Regulations 1996.

ADVISORY SERVICE

An advisory service is also provided by the Pre-school Inspection team and information packs are available on request.

List of useful websites for small business

Government Agencies & Government Supported Bodies

WEBSITE ADDRESS

www.entemp.ie
www.fas.ie
www.basis.ie

www.enterprise-ireland.com
www.idaireland.com
www.irlgov.ie
www.ndp.ie
www.forfas.ie

www.revenue.ie

www.teagasc.ie

www.cro.ie
www.welfare.ie
www.mhb.ie
www.coillte.ie
www.agriculture.gov.ie
www.pobail.ie

www.failteireland.ie
www.bmwassembly.ie

www.intertradeireland.com

www.marine.gov.ie

www.udaras.ie

www.enterpriseboards.ie

Market Research

www.kompass.ie

www.goldenpages.ie
www.bordbia.ie
www.cso.ie
www.artscouncil.ie
www.ccoi.ie
www.esri.ie
www.epa.ie
www.hsa.ie
www.patentsoffice.ie
www.bim.ie

www.westbic.ie
www.dbic.ie
www.eic.ie
www.finfacts.ie
www.heritagecouncil.ie
www.nra.ie
www.coford.ie

DETAILS

Department of Enterprise and Employment
FAS
Business access to state information & services
Enterprise Ireland
IDA – Investment and Development Agency
Irish Government Information
National Development Plan
National Policy Advisory Board for Enterprise etc
Revenue Commissioners – Irish Tax and Customs
Teagasc, the Irish Agriculture & Food Development Authority
The Company Registration Office
Department of Social & Family Affairs
The Midlands Health Board
Coillte, the Forestry body
The Department of Agriculture & Food
Department of Community, Rural & Gaeltacht Affairs
The National Tourism Development Authority
The Border, Midlands & West Regional Assembly
Trade & Business development body promoting cross-border trade
Department of Communications, Marine & Natural Resources
Udaras na Gaeltachta (for businesses in Gaeltacht areas)
National Enterprise Boards

Business directory & business to business search engine
Golden Pages directory on line
The Irish Food Board
The Central Statistics office
The Arts Council
The Crafts Council of Ireland
The Economic & Social Research Institute
Environment Protection Agency
The Health & Safety Authority
The Patents Office
Bord Iascaigh Mhara – developing the seafood industry
Western Business Information Centre
Dublin Business Information Centre
European Information Centres
The Irish Finance portal
The Heritage Council
The National Roads Authority
National Council for Forest Research & Development

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| County Westmeath Local sites | <p>www.westmeathtourism.com www.westmeathcoco.ie www.athlone.ie www.ait.ie www.athlonechamber.ie www.mullingarchamber.ie www.actathlone.ie www.ewn.ie www.westcd.ie</p> <p>www.midlandbroadband.ie www.eastcoastmidlands.ie www.westmeathchildcare.ie www.westmeath-enterprise.ie</p> | <p>Westmeath Tourism Westmeath County Council Athlone portal website Athlone Institute of Technology Athlone Chamber of Commerce Mullingar Chamber of Commerce Athlone Community Taskforce Enterprising Westmeath Business Network Westmeath Community Development (Leader & Social Inclusion Progs) Midlands Broadband Bord Failte - Midlands Tourist Information Westmeath County Childcare Committee Westmeath County Enterprise Board</p> |
| Trade Fair Information | <p>www.expo-events.com www.sdlexpo.com www.keyevents.ie www.showcaseireland.com www.npa.ie</p> | <p>Expo Exhibitions Ltd SDL Exhibitions Ltd Key Events Ltd International Consumer Goods Fair National Ploughing Championships</p> |
| Childcare Enterprise | <p>www.westmeathchildcare.ie www.mhb.ie www.barnardos.ie www.justice.ie</p> <p>www.pobal.ie</p> <p>www.childminding-irl.com</p> | <p>Westmeath County Childcare Committee Midlands Health Board Barnardos Department of Justice – National Childcare Investment Programme Pobal – administer the National Childcare Investment Programme Childminding Ireland</p> |
| Professional Bodies | <p>www.ibec.ie</p> <p>www.sfa.ie www.isme.ie</p> <p>www.skillnets.com www.ipa.ie www.imi.ie www.mii.ie www.chambersireland.ie www.networkireland.ie www.icaireland.ie www.plato.ie</p> | <p>The Irish Business and Employers Confederation The Small Firms Association The Irish Small and Medium Enterprises organisation Skillnets support business training networks The Institute of Public Administration The Irish Management Institute The Marketing Institute Chambers of Commerce Ireland Organisation for Women in Business Institute of Chartered Accountants Business to Business Support Structure</p> |
| Quality | <p>www.eiqa.com www.fsai.ie www.nsai.ie www.guaranteed-irish.ie</p> | <p>Excellence Ireland Quality Association The Food Safety Authority of Ireland The National Standards Authority of Ireland Guaranteed Irish branding</p> |
| IT - eBusiness | <p>www.isc.ie www.domainregistry.ie www.iaa.ie www.ros.ie www.empower.ie</p> <p>www.techcentral.ie www.emarketer.com</p> | <p>The Information Society Commission The Irish - .ie Domain Registry The Irish Internet Association Revenue on Line Portal site assisting companies to develop a web presence Ireland's technology website e Business Statistics</p> |

Legal Issues

www.cro.ie
www.hsa.ie
www.epa.ie
www.nsai.ie
www.lrc.ie
www.dataprivacy.ie
www.courts.ie
www.vision-net.ie
www.tca.ie
www.odca.ie
www.ombudsman-insurance.ie
www.fsai.ie
www.ifsra.ie
www.entemp.ie

www.pensionsboard.ie

The Company Registration office
The Health & Safety Authority
The Environment Protection Agency
The National Standards Authority of Ireland
The Labour Relations Commission
The Data Protection Commissioner
The Courts Service
Access to information filed by Irish companies
The Competition Authority
The Office of the Director of Consumer Affairs
The Insurance Ombudsman
The Food Safety Authority of Ireland
Irish Financial Services Regulatory Authority
Department of Enterprise, Trade and Employment – Employment Legislation Information
The Pensions Board

Tendering

www.etenders.gov.ie
www.tendersireland.com

Government website for Irish public tenders
Commercial Information Company Ltd – information on tenders

Start Your Own Business

www.startingabusinessinireland.com

www.first-step.ie
www.bplans.com
www.glanbiaenterprise fund.ie
www.liffey-trust.com
www.entemp.ie
www.welfare.ie
www.firsttuesday.ie
www.aib.ie

www.boi.ie

www.ulsterbank.ie

Information on Business Start up – Oak Tree Press
Special Loan fund
Information on preparing a Business Plan
Glanbia Enterprise Fund – for food enterprises
Business Start-up support trust
Department of Enterprise & Employment
Department of Social & Family Affairs
Innovators grouping
AIB Bank site – see business plan wizard in business startup section
Bank of Ireland – click on business & start your own business
Ulster Bank

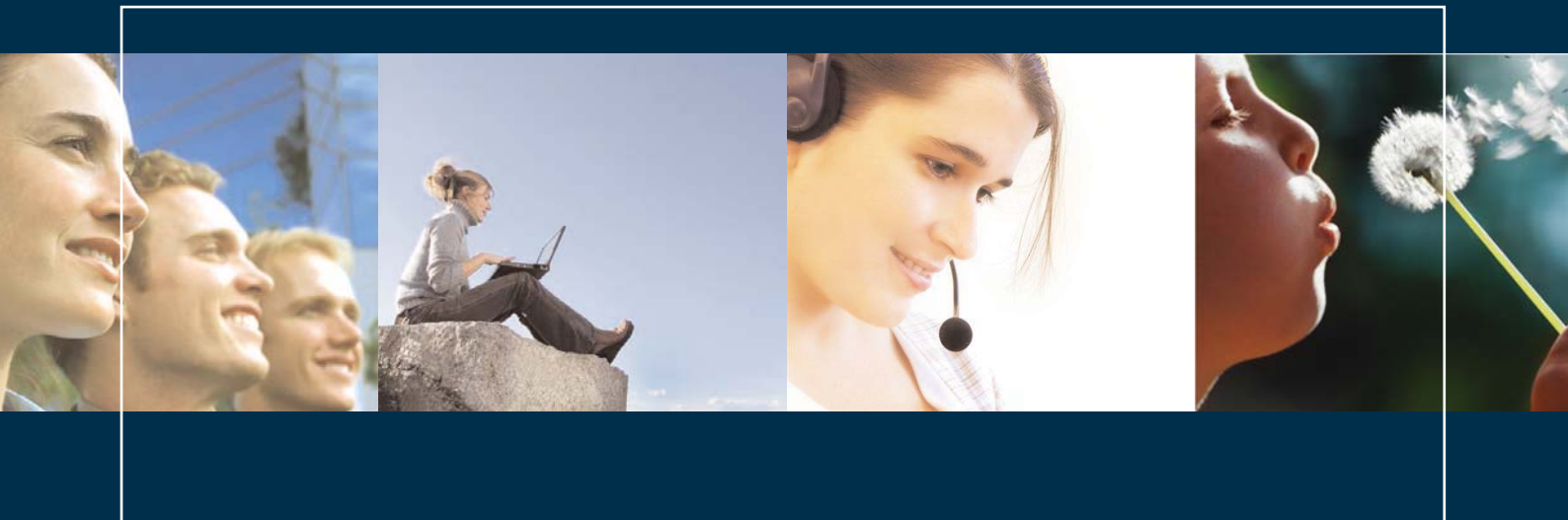
Other useful Websites

www.comhairle.ie
www.studententerprise.ie

www.thepost.ie
www.irishfranchiseassociation.ie
www.fas-netcollege.com
www.raceagainstwaste.com
www.sei.ie
www.enfo.ie

Citizens Information
Enterprise Programme for post primary students
The Sunday Business Post online
The Irish Franchise Association
Interactive learning online
Waste Management Information
Sustainable Energy Ireland
Information on the environment and recycling

www.westmeath-enterprise.ie



COUNTY & CITY ENTERPRISE BOARDS ARE FUNDED BY THE IRISH GOVERNMENT AND PART FUNDED BY THE EUROPEAN UNION UNDER THE NATIONAL DEVELOPMENT PLAN, 2000-2006

Westmeath County Enterprise Board, Business Information Centre,
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Telephone: 044 9349222. Fax: 044 9349009.
Email: info@westmeath-enterprise.ie Website: www.westmeath-enterprise.ie