

Ireland Wales Programme 2007-2013



Information Workshop

23rd March 2010, Dublin



IRELAND WALES
2007 - 2013



Ireland's EU Structural Funds
Programmes 2007 - 2013

Co-funded by the Irish Government
and the European Union



EUROPEAN REGIONAL
DEVELOPMENT FUND

General Information



- All application forms must be received by the Joint Technical Secretariat **within the deadline** of 17:00hrs 30th April 2010 for Priority 1 and 17:00hrs 11th June 2010 for Priority 2.
- The Application form is Excel protected and applicants are asked **not to remove this protection** as it could result in the form being damaged & unreadable.
- Applicants should refer to the **Guidance notes** available on the Programme website (**www.irelandwales.ie**) when completing the application form.
- The application form has **maximum characters** (with spacing) which must be adhered to.
- The lead partner is responsible to ensure that both **hard copy & soft copy application forms** as submitted are **identical**.

Requirements



Applicants are required to submit

- An **electronic format** of the application
- **2 signed hard copies** of the application form
- All supporting documentation
- All applications must be submitted in the **required format** (as follows).

Applications Format



- Submit in 2 ring folder/lever arch file (1 folder per application copy) with dividers as follows:

| Index no | Document (s) |
|----------|---|
| 1 | Signed Application Form (Sections A – D) |
| 2 | Signed Financial Tables (Section E) |
| 3 | Matched Funding Statements for all partners |
| 4 | Gantt Chart for the project |
| 5 | Legal Status Documentation for Irish Partners |
| 6 | Legal Status Documentation for Welsh Partners |
| 7 | Welsh Audited Accounts -last 3 years (where required) |
| 8 | Equal Opportunities Policy for all partners |
| 9 | Sustainable Development Policy for all partners |
| 10 | Job Descriptions for Project / Finance Manager |
| 11 | Financial Appendices |
| 12 | Other Support Documentation |

Section A – Basic Information



IRELAND WALES PROGRAMME 2007 - 2013

INTERREG 4A

APPLICATION FORM



EUROPEAN REGIONAL DEVELOPMENT FUND

Third Application Round - submit by 5pm, Friday the 25th of September 2009

Thematic Round

Priority 1 & 2 Theme 2 Applications only

Please do not remove the Excel protection. The form will be damaged and unreadable.

The following section must be completed by the applicant.

Project Acronym & Title :

Priority & Theme:

Lead partner's name & Country:



SIGNATURE

Signature of the Lead Partner

Official stamp of the Lead Partner

Name and title of the Signatory

Name of Lead Partner

Date of submission

It is the responsibility of the Lead partner to ensure that both hard copy and soft copy application forms submitted to the JTS are identical. No further checks will be conducted by the JTS in this regard.



Ireland's EU Structural Funds
Programmes 2007 - 2013



1 (a) Project Title

State the title of the project.
characters)

(maximum 150

Description of what your project is about

- Keep it Short & make it Relevant



1 (b) Brief Summary

Please provide a brief summary of the project's background, objectives, partnership, main activities and expected outputs, results and impacts. It should be easily readable, self-explanatory and without references to other parts of this form or other documents.

(maximum 1000+1000 = 2000 characters)

- The brief summary is circulated to Steering Committee members and is one of the **FIRST** things that the Steering Committee will read about your project
- Your Shop Window....Sell your project!
- It should be written last (Conclusion) – after the project has completed Question 6 its “Project Work Plan”.

1 (c) Priority & Theme

Please specify the Priority and Theme under which the project is being submitted (one priority and theme selection only)

Priority 1: Theme 1 - Innovation and Competitiveness

Priority 1: Theme 2 - Skills for Competitiveness and Employment
Integration

Priority 2: Theme 1 - Climate Change and Sustainable
Regeneration

Priority 2: Theme 2 - Sustainable Regeneration of Communities



- **Review:** Chapter 4 of the Operational Programme
- **Select:** the Priority & Theme that relates to your project
- **Deliver:** the project must be able to deliver the Output / Indicator of the Priority & Theme you have selected

1 (d) Geographic Area Covered

Please specify the geographic area of the project, including the counties covered in Ireland and Wales.
Please indicate where the **main activities of the project will be carried out and have the main impact.**

| Irish Eligible Areas | | Adjacent Counties | | Welsh Eligible Areas | | Adjacent Counties | |
|----------------------|--|-------------------|--|----------------------|--|-------------------|--|
| Dublin | | Cork | | Pembrokeshire | | Swansea | |
| Waterford | | Kerry | | Gwynedd | | Wrexham | |
| Kilkenny | | | | Carmarthenshire | | Flintshire | |
| Meath | | | | Ceredigion | | | |
| Carlow | | | | Anglesey | | | |
| Wexford | | | | Conwy | | | |
| Kildare | | | | Denbighshire | | | |
| Wicklów | | | | | | | |
| South Tipperary | | | | | | | |

Please Note: Partners located outside the regions listed above are not eligible for this Programme

Please indicate where the main activities of the project will be carried out and have the main impact.

(maximum 1000 characters)

- Space is provided here in the application form for applicants to give **further details** regarding where the main project activities that will be carried out.
- Please note the all projects must bring **benefit to eligible areas in both regions.**

Section B - Q2 Partnership Development

- **Minimum** of 1 Irish & 1 Welsh partner based in the eligible or adjacent areas
- **Maximum** 6 Partners
- **Take Time** to Develop your Partnership
- **Get Agreement** on Key Issues
 - **WHO** will be The Lead Partner
 - **WHO** is Responsible for what Tasks /Activities
 - **JOINTLY AGREE**
 - Matched Funding & Budgets Costs
 - Administration & Financial Procedures
 - Lines of Communication
 - How Conflict will be Managed
 - Monitoring & Evaluation for the project

PARTNERSHIP DEVELOPMENT

| | Name of Institution/Organisation | Country | Contact Person | Contact Details (Email, Telephone) |
|---------------------|----------------------------------|---------|----------------|------------------------------------|
| Lead Partner | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |

2 (a) Partner No. 1 - The Lead Partner

| | | | |
|-----------------------------------|--|--|--|
| Title of institution/organisation | | | |
| Legal Status (Company No. etc) | | | |
| Address | | | |
| Postal Code (if applicable) | | | |
| Country | | | |
| Phone (office) | | | |
| Fax | | | |
| E-mail | | | |
| Website | | | |

2 (c) Expression of Interest

2 (c) Registration of Interest and Evidence of Contact with Development Officers

Please provide details of when you registered your interest with Development Officers in both Ireland and Wales, and evidence of structured dialogue and engagement with the Development Officer team. Please specify correspondence / meetings dates, participants etc. (**maximum 1000 + 1000 + 1000 = 3000 characters**)

- Expression of Interest must be on file with the JTS
 - Applications without an EOI will be Deemed Ineligible



3 (a) Cross Border Co-operation

3(a) Rationale for Cross Border Co-operation

Please explain why cross border co-operation (Welsh Irish partnership) is necessary in order for the project to proceed. Describe the nature of the co-operation and the **added value** that it generates.

(Maximum 1000 + 1000 + 1000 + 1000 = 4000 characters)

- **Why** the project needs a Welsh or Irish Partner
- **What** benefit does it bring to the Welsh and Irish regions
- **What** is the benefit of joint working. ie. the added value that working together generates.

3 (b) Rationale for Cross Border Co-Operation

Joint
Development

Joint
Implementation

Joint Staffing

Joint
Financing

Q4 History

Q6 Project Work Plan, Q7 Project
Mgr & Financial Tables

Financial
Tables

- **Minimum:** Each Project must satisfy a minimum of 2 of the above criteria. However projects have the best chance of succeeding if they satisfy all 4 of the above criteria
- **Parallel Activities:** must be avoided
- **Lead Partnership Principle:** must be adhered to

4. Additionality

Describe how this project is additional to existing activities for all partners and why there is a need for structural funding. **Note:** The project activities must not duplicate those funded by the public purse.
(maximum 1000 + 1000 = 2000 characters)

- **WHY** does the project require ERDF Structural Funds
- **HOW** is the project additional to your current activities
- Check that the project **does not duplicate** other State Agencies or Organisations activities



Section C – Project Information

5. Aims and Objectives of the project

Please list and describe the overall aims and objectives of the project.
(maximum 1000 + 1000 + 1000 = 3000 characters)

- Specify the Main **Aim/Purpose** of Project
- Outline the **Key Objectives**
- Keep it brief and simple
- **Outline** your Objectives in more detail in Q6 of the Project Work Plan
- **Don't forget** to relate back to Q1(b) Brief Summary



Q6 Project Work Plan

| | | |
|--|---|--|
| Work Package Year 1 | | ALT ENTER inserts a new line. |
| Objectives for year 1 (Maximum 1000+1000 = 2000 characters-with spacing) | | |
| 6. Project Work Plan ../cont'd | | |
| Work Package Year 1 | | ALT ENTER inserts a new line. |
| Participants <i>(max 420 chars)</i> | Please list Activities / Tasks for year 1 <i>(Maximum 950+950+950+950=3,800 chars with spacing)</i> | Partner Responsible <i>(max 290 chars)</i> |
| | | |

| | |
|--|--|
| 6. Project Work Plan ../cont'd | |
| Work Package Year 1 | |
| ALT ENTER inserts a new line. | |
| Outputs & Results for year 1 <i>(Maximum 1000+1000=2000 characters with spacing)</i> | |
| Monitoring & Control for year 1 | |
| <i>(Maximum 1000 Chars & spaces)</i> | |



Q6 Project Work Plan Tips

- Once Objectives have been agreed
 - Q5 Aims and Objectives
- Compile a **full list** of Project Activities
 - Place in order
 - Draft outside of the application
- **Calculate** Manpower **time** for each activity
- Agree roles and responsibilities between each partners
- **Allocate costs** against each activity
 - The sum total of these costs will be your **BUDGET**



Q6 Project Work Plan

1. List Objectives
Per Year

2. List Activities / Tasks
to achieve Objectives

3. List Output & Results
from Objectives

4. Outline Measures & Controls to Monitor
Project Progress to Date

- What the JTS is looking for
 - **Capacity** the Project must **show** they have the ability to delivery the project
 - The **Financial Tables** must relate to the tasks and activities outlined in the project work plan
 - Q6 The Project Work Plan and the Financial Tables must demonstrate **Value for Money**

Where to Start



- **Agree** Q5 Aims and Objectives
- **Draft** Q6 Project Work Plan with all partners
 - Define the tasks required
 - Define each partners roles and responsibilities
- **Compile** the **Project Budget** based on the activities outlined in the project work plan
- **Decide** on the projects Q10 Outputs and Results
 - Make sure they are attainable

7(a). Project Management

7 (a) Please describe the systems and procedures in place to **manage** and **co-ordinate** the project. Please list the project staffing structure and give an outline of each members responsibilities. (Maximum 1000 + 1000 + 1000 = 3000 characters)

- **Applicants must show:**
- Roles and Responsibilities
- % of Time spent on the Project
- Staff Costs – must be linked to F/T
- Project / Finance Mgr job description

Project Organisation Structure

| Project Staffing Structure | Costs | No. of Staff Assign to the Project | % of Time on the Prj | *Internal Staff Member | **External Staff Member |
|----------------------------|----------------|------------------------------------|----------------------|------------------------|-------------------------|
| Project Manager | 166,236 | 1 | 100 | 1 | |
| Project Admin | 111,352 | 1 | 100 | 1 | |
| Project Officer | 128,343 | 1 | 100 | | 1 |
| Project Officer | 122,212 | 1 | 100 | 1 | |
| Project Officer | 134,244 | 1 | 100 | 1 | |
| Project Officer | 134,244 | 1 | 100 | | 1 |
| | 796,631 | | | | |

- **Applicants must show:**
- Roles and Responsibilities
- % of Time spent on the Project
- Staff Costs – must be linked to F/T
- Project / Finance Mgr job description

7(b). Project Management ../cont'd

7(b) Please describe the **financial management systems & procedures** in place and detail who will be responsible for financial management and control of the project and their experience in such matters. (Maximum 1000 + 1000 = 2000 characters)

- **WHAT** Financial Management Systems & Controls will the project use in house to manage project spending eg.
- **Who** will sign off on payments
- **How** this will be recorded
- **Will** a separate bank account / project code be used in the event of the project being approved for funding.

7(c). Project Management

../cont'd

7(b) Please describe the **overall procedures** in place for monitoring and evaluating progress of the project and ensuring targets are met during implementation of the project and on completion. Please also attach a GANTT chart when submitting the Application Form on paper. (Maximum 1000 + 1000 + 1000 = 3000 characters)

- **HOW** do the Project Partners Plan to Communicate
 - **Technology**, Email, Video Conferencing, Skype
 - **Meetings** Type and Number
 - **Reports** Type and Number
- Project Progress / Review Meetings
 - **How** Outputs & Budgets will be reviewed
 - **How** Project Progress will be assessed against the approved application
 - **How** Minutes & Attendance Records will be maintained

8. Innovative Action

Please describe what innovation will be included in the Project. How is your project innovative, please give examples of innovative in your project eg. activities, product, processes or what new benefits will the project bring to the programme area.
(maximum 1000 + 1000 + 1000 = 3000 characters)

- **WHAT** is **INNOVATIVE** about your Project
 - **HOW** is it **UNIQUE**
 - **WHAT** actions have you taken to avoid duplication
- **Show** the **New Benefit** to the programme area in relation to:-
 - Activities
 - Product
 - Processes



9. Compliance with aims and objectives of Programme

Please describe how the project will help to achieve the objectives of the Ireland-Wales Programme at strategic and priority levels.

Note: please refer to chapter 4 of the Operational Programme;

- **Priority 1 objectives**

- Priority 1, Theme 1 objectives Ref: 4.1 & 4.4.2, page 44 & 46 of Operational Programme

- Priority 1, Theme 2 objectives Ref: 4.1 & 4.5.2, page 44 & 49 of Operational Programme

- **Priority 2 objectives**

- Priority 2, Theme 1 objectives Ref: 4.6 & 4.9.2, page 51 & 54 of the Operational Programme

- Priority 2, Theme 2 objectives Ref: 4.6 & 4.10.2, page 51 & 57 of the Operational Programme

(Maximum 1000 + 1000 + 1000 = 3000 characters)

- **HOW** does the project comply with the Ireland Wales Objectives?



Q10 Outputs and Results

10. Indicators - Expected outputs, results and impacts of the project.

Please describe the expected outputs of the project and the basis behind the figures provided. Please ensure that outputs listed are in line with priority & theme outputs listed chapter 4 of the Operational Programme.

Note: Applicants must ensure that the projects outputs are realistic, achievable and auditable.

(Maximum 1000 characters per box)

| Output (as per Chapter 4 of the OP) | Target No. | Rationale / Calculation for Target number |
|---------------------------------------|------------|--|
| Example Number of SME assisted | 60 | Example 60 SME receiving one day business development support for new products. Broken down as follows |

- **Outputs:** Reference the OP
- **Targets No:** must be numeric & realistic
- **Rational / Calculation:** How was the target no. realized



10. Indicators - Expected outputs, results and impacts of the project.

../cont'd

Please describe the expected results of the project and the basis behind the figures provided. Please ensure that results included are in line with Priority & Theme Results as listed in chapter 4 of the Operational Programme.

Note: Applicants must ensure that the project's results are realistic, achievable and auditable.

(Maximum 1000 characters per box)

| Result (as per Chapter 4 of the OP) | Target No. | Rationale / Calculation for Target number |
|---|------------|--|
| Example Number of new products / processes developed | 4 | Example Based on Research to date 3 SME will develop new products which will result in 4 new products being brought to the market within 3 years. |

- **Results:** Reference the OP
- **Targets No:** must be numeric, realistic, achievable
- **Rational / Calculation:** How was the target no. realized



11. Sustainability post ERDF funding

Please describe how the projects activities and impact will be sustained once funding has ceased. Also give a brief outline of the projects close-down stage. (Maximum 1000 + 1000 + 1000 = 3000 characters)

- **Exit Strategy** - How Do You Plan to Close Down the Project –
 - **How** will the project activities be **viable** once the project is completed
 - **How** are you going to make your project **Self Sufficient**
 - **Consider** this from the start of the project not just Year 3
 - **Clearly demonstrate** Exit Strategy activities in Q6 “Project Work Plan”
 - **Show** Exit Strategy in Gantt Chart activities



Section D – Additional Information

12(a). Contribution to other National policies

Please explain how the project will (directly and indirectly) add to the delivery of Irish and Welsh National Policies? *(maximum 1000 + 1000 + 1000 = 3000 characters)*

Projects are asked to list relevant Irish & Welsh National Policies and clearly explain how their project complements the objectives of these policies. Brief descriptions of National Policies can be found in Chapter 3 of the OP under the following headings;

- **Spatial Strategies**
- **Economic Development Strategies**
- **Training & Skills**
- **Science & Technology**
- **Entrepreneurship & Enterprise development**
- **Sustainable development Strategies**
- **Climate Change Strategies**
- **Further information on such policies is outlined in CHAPTER 3 of the Ireland Wales Operational Programme 2007-2013**

12(b). Complementarity's and Synergy

Please explain how the project will complement (increases added value) and take advantage of synergy with other EU-funded projects.

(maximum 1000 + 1000 = 2000 characters)

- Applicant must explain how the project complements (adds value) and builds on synergies with other EU funded projects and explain how the project's joint approach adds value to areas of common interest?
- **Complementarity** - Applicants should name the relevant EU funded projects and explain how their project "fits in" or complements these projects.
- A full list of approved projects under the last INTERREG IIIA Programme can be found the Welsh European Funding Office website:
- www.wefo.wales.gov.uk by selecting "Approved Projects 2000-2006".
- **Synergy** – Show how the combined working between the Irish & Welsh organisations should yield a greater result and greater benefit to the eligible areas than the organisations individual efforts or capabilities.

13(a). Equal Opportunities

Describe the methods that will be employed to prevent discrimination and accommodate diversity on the grounds of sex, race or ethnicity, religion, disability, age or sexual orientation in the implementation of the project. An Equality Policy for each partner must be included with the application. **Note:** Applicants are asked to include practical equality measures/ activities and reflect these in the 3 year work plan (question 6). *(Maximum 1000 + 1000 + 1000 = 3000 chars)*

- **PREREQUISITE** Equal Opportunities Policies for all project partners
- **Demonstrate** Equal Opportunities in their project
 - Q6 The Project Work Plan
- **Engage** with State Agencies
- **Budget** for Equal Opportunities
 - Financial Tables

Enhance and Promote Equal Opportunities

● **Training, Marketing and PR Materials**

- Making training, marketing and PR materials available in accessible formats e.g. large print, Braille, audio (as well as bilingually in Wales)

● **Websites / Web-based Applications & Materials**

- Any website, web-based application and/or materials must be made available in accessible formats e.g. variable font size and make good use of text colour and background contrast (as well as bilingually in Wales or Irish in Ireland)

● **Target Groups**

- It would be helpful to have seen more information on the strategies the sponsor will employ to target and attract target groups, especially from hard-to-reach groups such as Travellers, BME and disabled.

● **Recruitment**

- The sponsor should ensure that all recruitment and job opportunities are made available to all regardless of age, gender, race, religion or belief, sexual orientation or disability.

● **Facilitators**

- Use facilitators/service providers who can demonstrate an awareness of the specific issues faced by certain groups including BME and disabled individuals/groups.

● **Monitoring & Evaluation**

- The project has not identified any equal opportunities data it will collect or the processes it will employ to allow for effective monitoring and evaluation procedures to be undertaken. The project also needs to provide information on the systems it will use to monitor progress and success against targets.

13(b). Sustainable Development

Describe the methods that will be employed to integrate the principles of sustainable development into the delivery of the project. A Sustainable Development policy for each partner must be included with the application. Note: Applicants are asked to include practical sustainable development measures/ activities and reflect these in the 3 year work plan (question 6).
(Maximum 1000 + 1000 + 1000 = 3000 characters)

- **PREREQUISITE** Sustainable Development Policy for all project partners.
- **Demonstrate** how the applicant will actively promote the **sustainable use of resources** and **protection of the environment** in their project.
 - Q6 The Project Work Plan



14. Information and publicity measures

Please describe the communication strategy for the project ie. how will your project promote the Ireland Wales Programme? Explain how you will market the project and its results. Outline how ERDF Funding will be acknowledged? List the target groups to be addressed and methods to be used (e.g. homepages, publications, exhibitions, etc.).

(Maximum 1000 + 1000 + 1000 = 3000 characters)

- Beneficiaries (projects) **are responsible** for informing the public about the financial assistance obtained from the Programme
- Applicants must explain **how they propose to promote** their own project as well as promoting the overall Ireland Wales Programme.
- **How** will the project distribute / market its project to the public eg. Website, conference etc.



Lessons / Pitfalls

- **Geographic area** – Partners must be based within either the eligible or adjacent areas.
- **Synergy** – Combined working between the Irish & Welsh organisations should yield a greater result than the organisations individual efforts or capabilities.
- Compliance with **lead partner principle** – There should be no duplication of activities between Irish & Welsh partners.
- **Outputs & Results** - Applicants must ensure that outputs & results listed are realistic, achievable, auditable and in line with the Programme objectives as listed in Chapter 4 of the Operational Programme.

Lessons / Pitfalls

- Sufficient detail, clarity and coherency must be provided which clearly links the Objectives, Workplan, Management Systems and Performance Indicators (Q's 5-7 and 10)
- As the Programme encourages joint working between project partners, there should not be too much of an imbalance
- Follow on project from INTERREG IIIA must be new and additional and not just "more of the same".
- Follow on projects from a previous INTERREG IIIA project will require an independent evaluation report.

Section E – Financial Tables



| | | | |
|---|----------------------|---|---------------------------|
| IRELAND WALES PROGRAMME 2007 - 2013 | |  | |
| INTERREG 4A | | | |
| APPLICATION FORM - FINANCIAL TABLES | | IRELAND WALES 2007 - 2013 | |
| Third Application Round - submit by 5pm, Friday the 25th of September 2009 | | | |
| Thematic Round | | | |
| Priority 1 & 2 Theme 2 Applications only | | | |
| Please do not remove the EXCEL protection. The form will | | | |
| be damaged and unreadable | | | |
| EUROPEAN REGIONAL DEVELOPMENT FUND | | | |
| | | Round No. | 3 |
| The following section must be completed by the applicant. | | | |
| Project Acronym: | <input type="text"/> | | |
| Project Title: | <input type="text"/> | | |
| Priority & Theme: | <input type="text"/> | | |
| Lead Partners Name: | <input type="text"/> | | |
| Lead Partners Country: | <input type="text"/> | | |
| Duration of Project | | | |
| Please specify start date and finish date of the project. Please note the start date may need to be revised depending on the date of project approval, and that all projects must commence their project within 3 months of signing their subsidy contract. | | | |
| Project Start Date: | Month | <input type="text"/> | Year <input type="text"/> |
| Project Finish Date: | Month | <input type="text"/> | Year <input type="text"/> |

Page 1



Matched Funding

| Duration of Project | | | | |
|---|-------|----------------------|---|----------------------|
| Please specify start date and finish date of the project. Please note the start date may need to be revised depending on the date of project approval, and that all projects must commence their project within 3 months of signing their subsidy contract. | | | | |
| Project Start Date: | Month | <input type="text"/> | Year | <input type="text"/> |
| Project Finish Date: | Month | <input type="text"/> | Year | <input type="text"/> |
| Project Budget | | | | |
| | | Amount J\$ | Indicative % of Total Cost | |
| Total Matched Funding: | | 10 | 0 | |
| Total ERDF: | | 10 | 0 | |
| Total Project Cost: | | 10 | | |
| Signature of Lead Partner | | | Official Stamp of the Lead Partner | |
| <input type="text"/> | | | <input type="text"/> | |
| Name & Title of Signatory | | <input type="text"/> | | |
| Name of Lead Partner | | <input type="text"/> | | |
| Signatory Date | | <input type="text"/> | | |

PREREQUISITE



- **Matched Funding** all projects require a minimum of 25%
- **Each partner**, must provide a minimum of 25% matched funding
- Signed Original Statements with an authorised original signature is required
- **Match Funding** statements must correspond with the figures outlined in Section E Part B of the financial tables
- If projects do not provide these statements with their application it will be deemed ineligible

Section E, Part A – Partners costs

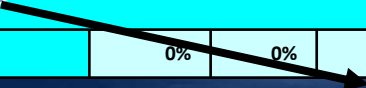
| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | Total |
|--|-----------------|--------------|------------|------------------|--------|------|------|------|--------------------------|
| OTHER REVENUE (SPECIFY) | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| Subtotals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CAPITAL (SPECIFY) | | | | | | | | | |
| | | | | | | | | | 0 |
| | | | | | | | | | 0 |
| Subtotals | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL PROJECT COSTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Is your organisation based in the Eligible area outline below please type Yes or No | | | | | | | | | <input type="checkbox"/> |
| Irish | Dublin | Meath | Kildare | S. Tipperary | Carlow | | | | |
| | Waterford | Kilkenny | Wexford | Wicklow | | | | | |
| Welsh | Pembrokeshire | Gwynedd | Conwy | Isle of Anglesey | | | | | |
| | Carmarthenshire | Denbighshire | Ceredigion | | | | | | |
| Is your organisation based in the Adjacent area outline below please type Yes or No | | | | | | | | | <input type="checkbox"/> |
| Irish | Cork | Kerry | | | | | | | |
| Welsh | Swansea | Fintshire | Wrexham | | | | | | |

YES Total Project Cost will be Inserted

Section E, Part B – Partners Matched Funding

| SECTION E PART B | | | | | | | | | | |
|--|---------------|------|------|------|------|------|------|------|-------|--|
| Lead Partner Matched Funding | PARTNER NAME: | 0 | | | | | | | | |
| Description Cash / In-Kind | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | Total | |
| Applicants Own Funds (specify and show in kind funding separately) | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| Government Grants (Specify and show in kind funding separately) | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| Other Public Authorities (Specify and show in kind funding separately) | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| EC Funds (Specify) | | | | | | | | | 0 | |
| Other Sources (Specify and show in kind funding separately) | | | | | | | | | 0 | |
| | | | | | | | | | 0 | |
| Total Matched Funding | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| ERDF Grant Requested; maximum of Total Project Costs | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Project Costs | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Match Funding % Amount | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | |

Match Funding Must Be Min 25% Per Year



In Kind Match Funding Statements

| Category | Details of in kind contribution and clear explanation of how the value has been assessed | Amount of in kind contribution €s | Please specify under which budget heading in Section E, part A (financial tables) that each in kind contribution is included | |
|---------------------------------------|--|--------------------------------------|--|--------------|
| | | | Budget Heading | Amount €s |
| <i>e.g. provision of office space</i> | <i>e.g. provision of two room office space for 3 years valued at £1,000 per annum</i> | <i>3000.00</i> | <i>Rent & Rates</i> | <i>3000</i> |
| | | | | |
| | | | | |
| TOTAL: | | | TOTAL: | |

Budgets – lessons/pitfalls

- Last minute preparation – not good
- Prepare concept and finances together – not in isolation
- Read the guidance notes
- Read the eligibility rules
- Get advice from DO team – take it on board
- Putting formulae into cells
- Round figures to 2 decimal places



THE BEST OF LUCK



- Contact the Development Officers if you need assistance

- Elenora Lynch

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