



# Ireland Wales Programme 2007-2013

## INTERREG 4A

### Information Workshop

24<sup>th</sup> March 2011

Waterford



Ireland's EU Structural Funds  
Programmes 2007 - 2013

Co-funded by the Irish Government  
and the European Union





# General Information

- ◆ Applications must be received by the Joint Technical Secretariat **by 4.00pm on the 19<sup>th</sup> May 2011.**
- ◆ 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 on the Programme website ([www.irelandwales.ie](http://www.irelandwales.ie)) when completing the application form.
- ◆ Answers must be kept within the allocated space in the application form.
- ◆ It is the responsibility of the lead partner to ensure that the hard copy and the soft copy of the application form submitted are identical.



# Requirements

Applicants are required to submit:

- The application and financial tables electronically
- 2 signed hard copies of the application form and financial tables
- Hard copies of the supporting documentation X2

All applications must be submitted in the required format (as follows in next slide)



# Application Format

**Submit 2 folders (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**  
 Fifth Application Round - Priority 1 - Submit by 4pm Thursday May 19th 2011

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

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The following section must be completed by the applicant.

Project Name(s) & Title:

Priority & Theme:

Lead partner's name & County:

It is mandatory that all projects engage with our Development Officer Team prior to submitting an application for funding. Contact details are available on the programme website, [www.irelandwales.ie](http://www.irelandwales.ie)

Section A to D

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**Confirmation of all partners' commitment to the programme.**  
That all partners listed in the application form are committed to taking part in the priority activities.

<small>Small text</small>	<small>Official stamp of the Lead Partner</small>
<small>Signature of the Lead Partner</small>	

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.



## 1 (a) Project Title

State the title of the project.

*(maximum 150 characters)*

Project Title - Keep it Short and 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
- This is your opportunity to sell\_your project
- **Ideally this should be written last, after you have completed the rest of the application**



### 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 and Results 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

Dublin  
Waterford  
Kilkenny  
Meath  
Carlow  
Wexford  
Kildare  
Wicklow  
South Tipperary

  
  
  
  
  
  
  
  

## Adjacent Counties

Cork  
Kerry

  

## Welsh Eligible Areas

Pembrokeshire  
Gwynedd  
Carmarthenshire  
Ceredigion  
Anglesey  
Conwy  
Denbighshire

  
  
  
  
  
  

## Adjacent Counties

Swansea  
Wrexham  
Flintshire

  
  

**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 that projects must bring **benefit to eligible areas in both regions.**





## Section B – Q2 Partnership Development

- ◆ **Maximum 6 Partners**- all based in the eligible area
- ◆ **Minimum of 1 Irish and 1 Welsh partner**
- ◆ **Take Time to Develop your Partnership**
- ◆ **Get Agreement on Key Issues**
  - ◆ **WHO** will be the Lead Partner
  - ◆ **WHO** is responsible for each task/activity



# Section B – Q2 Partnership Development

## Reach Agreement on:

- ◆ Project Aims and Objectives
- ◆ Budgets and Matched Funding
- ◆ Project Management
- ◆ Financial Procedures
- ◆ Project Monitoring & Evaluation
- ◆ Lines of Communication



# Partnership Development

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

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

Title of institution/organisation	<input type="text"/>
Legal Status (Company No. etc)	<input type="text"/>
Address	<input type="text"/>
Postal Code (if applicable)	<input type="text"/>
Country	<input type="text"/>
Phone (office)	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>
Website	<input type="text"/>



## Section B – 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***)

If an EOI has not been submitted the Application will be not be eligible



## 2 (d) & (e) - Project and Partner History

- Give a brief history of the project and the partnership development
- Provide details of any previous INTERREG projects, or EU funded projects that the partners have been involved in.



## Section B – 3 (a) Cross Border Co-operation

### 3(a) Rationale for Cross Border Co-operation

Please explain why crossborder 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)

- Explain how co-operation between the Irish and Welsh partners is necessary to achieve the project outputs
- What benefit will the project bring to the Cross Border region
- Explain the added value that working together will generate.



## Section B – 3(b) Rationale for Cross Border Co- Operation

**Joint  
Development**

**Joint  
Implementation**

**Joint Staffing**

**Joint  
Financing**

**Q2(c) & (d)  
History**

**Q6 Project Work Plan, and Q7  
Project Management**

**Q7(b) Project  
Management and  
Financial Tables**

- ◆ Each Project must satisfy a minimum of 2 of the above criteria. All the approved projects to date have satisfied all 4 of the above criteria
- ◆ Parallel Activities- must be avoided
- ◆ Lead Partnership Principle- must be demonstrated



## Section B – 4 Additionality

### 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
- ◆ Demonstrate that the project does not duplicate activities carried out by other State Agencies





# 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 Aims and Purpose of the Project
- Outline the Key Objectives
- Keep it brief and simple
- This should expand on information provided in Q1(b)- Brief Summary



## Q6 Project Work Plan- Where to Start

- ◆ All partners should be involved in Drafting the Project Work Plan
  - ◆ Using the Aims and Objectives agreed in Q5
  - ◆ Define the tasks required
  - ◆ Define each partners roles and responsibilities
- ◆ Decide on the projects Outputs and Results
  - ◆ Ensure that they are **Specific, Measurable, Achievable, Realistic and Time bound**



# Section C – Q6 Project Work Plan

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



# Q6 Project Work Plan - continued

**1. List Objectives**  
For each year

**2. List Activities / Tasks**  
to achieve Objectives

**3. List Output & Results**  
achieved from the Objectives

**4. Monitoring and Control**  
Outline systems in place to the project's  
progress



## Q6 Project Work Plan - Budget

Compile the Project Budget based on the activities outline in the work plan

- ◆ Compile a full list of the Project Activities
- ◆ Calculate people and time required for each activity
- ◆ Estimate costs for each activity

The total of these costs = BUDGET



# Q6 Project Work Plan – Continued

What the JTS is looking for:

- Capacity- the Partners must demonstrate that they have the ability to deliver the project
- The costs in the Financial Tables must relate to the tasks and activities outlined in the project work plan/Gantt chart
- The Project Work Plan and the Financial Tables must demonstrate Value for Money



# Project Management

## 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)

## Project Management Tools and Techniques

- Outline how you propose to manage and co-ordinate the project
- Provide details of Project Management Boards and Steering Groups – membership and frequency of meetings
- Outline the communication plan



# Project Organisation Structure

## Applicants must show:

- Staffing Structure
- Roles and Responsibilities for project staff
- % of Time Staff will spend on the Project
- Job description for the Project Manager and Finance Manager





## 7(b) & (c) 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 be in place to monitor project spending.
- Who will be responsible for the project finances , provide details of any experience they have in this area
- How will project expenditure be recorded. Will there be a separate project code used.
- Outline the procedures in place to monitor and evaluate the project's progress.



## 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 Benefit to the programme area e.g.:-
  - ◆ New Activities
  - ◆ New 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 your project comply with the Ireland Wales Objectives?
- ◆ Demonstrate how your project will achieve the objects of the Priority & Theme as per Chapter 4 of the Operational Programme



# Q10 Outputs, Results & Impacts

## 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
<b>Example</b> Number of SME assisted	60	<b>Example</b> 60 SME receiving one day business development support for new products. Broken down as follows

- Reference the OP
- Targets No: must be numeric & realistic
- Rational / Calculation: How was the target number decided on.

*Ensure that they are **Specific, Measurable, Achievable, Realistic and Time bound***



# Q11 Sustainability post ERDF Funding

## 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;

### Specifically for the Round 5 Call

Consistent with the following Government Policies:

- ◆ *Economic Renewal Programme – WALES*
- ◆ *Smart Economy Strategy – IRELAND*

**Online links to these Documents are in the Round 5 Call Notice**



## 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;

### Examples of other types of policy documents:

- ◆ Spatial Strategies
- ◆ Training & Skills
- ◆ Science & Technology
- ◆ Entrepreneurship & Enterprise development

**Further information – See Ch. 3 Operational Programme**

**Tailor this to your sector/ project subject area**



## Section D – Additional Information

### 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)*

How does your application link in with other EU funded projects – past & present?

How does your application add value to other EU funded projects – past & present?

**Name the relevant EU funded projects and explain how their project “fits in” or complements these projects**





## Section D – Additional Information

### 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)**

**Mandatory - organisational Equal Opps Policy for each partner**

**Demonstrate Equal Opportunities in their project – not just Statutory Provision!**

Practical Application of Equal Opps practices in the project activity:

- ◆ Q6 The Project Work Plan
- ◆ Budget for Equal Opportunities



# Equal Opportunities – Enhancing your Project

## ✦ **Training, Marketing and PR Materials**

Make available in accessible formats e.g. large print, Braille, audio (bilingually in Wales)

## ✦ **Websites / Web-based Applications & Materials**

Must be made available in accessible formats e.g. variable font size and good use of text colour/ background contrast (bilingually in Wales or Irish in Ireland)

## ✦ **Target Groups**

Information on the strategies to be employed to attract target groups, especially from hard-to-reach groups such as Travellers, BME and disabled.

## ✦ **Recruitment**

Ensure that all recruitment and job opportunities are made available to all regardless of age, gender, race, religion or belief, sexual orientation or disability.

## ✦ **Monitoring & Evaluation**

The project also needs to provide information on the systems it will use to monitor progress and success against targets.



## Section D – Additional Information

### 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)*

### **Mandatory organisational Sustainable Development Policy for each partner**

How the applicant will actively promote the sustainable use of resources and protection of the environment in their project?

- ◆ **Q6 The Project Work Plan**
- ◆ **Finance Budget** – if appropriate



# Sustainable Development – Enhancing your Project

## ✦ Resources/Materials

Use goods sourced from local and sustainable supply chains, using renewable resources where possible. Projects should emphasise their aim to use recycled paper/materials

## ✦ Equipment

Aim to use the most energy efficient equipment and materials available, including ICT equipment

## ✦ Venues

Make use of venues which are environmentally friendly, where public transport is close and easily accessible

## ✦ Travel

Use of public transport where appropriate

## ✦ Monitoring

Describe how project partners will uphold & monitor sustainable development policies relating to the project



## Section D – Additional Information

### 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)*

**Last Question on the Application Form....but extremely important!**

**How will you publicise the project?**

**How will you publicise the Programme?**

Give outline examples of proposed activity

**Reflect this in Q6 Work Plan & Financial Tables**



# Publicising your Project

- ◆ **Contractual Responsibility** – inform the public about the grant assistance from the ERDF through the Ireland Wales Programme
- ◆ Outline of proposed activities – appropriate to your project application. Budget for these in your Financial Tables!
- ◆ How will the partners jointly publicise its activities? Some joint activities to reflect the cross-border nature of the project. Local/ regional activities also.



# Key Areas to Note - Application Form

- **Geographic area** – Partners must be based in either the eligible or adjacent areas.
- **Synergy** – Joint collaboration between the Irish & Welsh partners 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** – Must reflect the aims of the Round 5 Call Document & display evidence of SMART



# Key Areas to Note - Application Form

- **Clear links** between the Objectives, Workplan, Management Systems and Performance Indicators (Q's 5-7 and 10)
- **Balanced joint working** between project partners – all partners contributing appropriately
- Applications arising from other funded projects 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.





# Key Areas to Note...

## 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
<b>Example</b> Number of new products / processes developed	4	<b>Example</b> 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:** Wording verbatim from the Operational Programme
- ◆ **Target No.:** numeric – SMART objectives - measurable
- ◆ **Rational / Calculation:** SMART – achievable & realistic - how did you come to this figure?