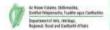# LEADER

Expression of Interest & Application Guidance Notes

Your Local Action Group for the LEADER Programme in North Cork is the
North Cork Local Community Development Committee

Ballyhoura Development CLG is the LEADER Programme Implementing Partner for the North Cork Local Community Development Committee, for the Ballyhoura Development area of North Cork.

Cork County Council is the LEADER Programme Financial Partner for the North Cork Local Community Development Committee for the LEADER Programme in North Cork.

The information contained in this document is for guidance purposes only and must be used in conjunction with the Operational Rules of the Rural Development LEADER Programme, which are subject to change.

The North Cork Local Community Development Committee operates the LEADER Programme based on the rules as laid down by the Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs.

These rules can be subject to change by the Department over the duration of the programme.

A full version of the Operational Rules can be downloaded from www.ballyhouradevelopment.com

The North Cork Local Community Development Committee, its Implementing and Financial Partner, accept no liability for any errors or omissions contained in this document.
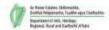
Contents

Section 3

Application Process for the LEADER Rural Development Programme 2014-2020

Section 4

LEADER Call Information

Section 5

Frequently Asked Questions

Section 6

Contact Information

Section 7

Forms and Templates

Section 1

Introduction to the Rural Development LEADER Programme

Section 1

Introduction to the LEADER Programme

1.1   Introduction to the LEADER Programme

LEADER stands for "Liaison Entre Actions de Développement de l'Économie Rurale" which translates as "Links between the rural economy and development actions. It is a Community Led Local Development approach that involves the participation of rural communities in developing responses to the key economic, environmental and social challenges identified in their areas.

The LEADER approach has a distinct methodology with the following features:
1. Area-based Local Development Strategies
2. Bottom up approach
3. Public-private partnerships – the Local Action Group
4. Innovation
5. Integrated and multi-sectoral actions
6. Networking
7. Co-operation

In Ireland, the Department of Agriculture, Food and the Marine (DAFM) is the Managing Authority and lead Government Department for Ireland's Rural Development Programme 2014-2020. LEADER is a key component of Ireland's Rural Development Programme 2014-2020.

The Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs is the Contracting Authority with delegated Paying Agency functions and managing authority responsibility for LEADER.

Pobal will provide technical and administrative support to the Department Arts, Heritage, Regional, Rural and Gaeltacht Affairs for the LEADER programme. It will conduct LEADER Audits called Article 48 Administrative Checks on all LEADER expenditure on behalf of the Department.

In North Cork, LEADER is contracted to the North Cork Local Community Development Committee and is underpinned by a framework that required the North Cork Local Community Development Committee to design a Local Development Strategy for the delivery of LEADER activities.

1.2   The Local Development Strategy

The Local Development Strategy is a community-led plan, developed and driven by rural communities through the North Cork Local Community Development Committee, to address the needs identified and to achieve a defined set of local objectives. The Local Development Strategy was developed and implemented through a Community Led Local Development approach, based on local consultation and active participation of the rural community.

The North Cork Local Community Development Committee, through its Implementing Partners undertook a detailed consultation process in communities throughout North Cork in the period from May to

November 2015. The feedback from the community and enterprise consultation events was collated and all information gathered informed the Local Development Strategy for North Cork. This strategy was submitted to the Department of Environment, Community & Local Government in November 2015.

The strategy was independently evaluated and approved and the contract for the LEADER programme was signed by the North Cork Local Community Development Committee on 8th July 2016.

1.3   Local Action Group Partners

LEADER Programmes are delivered by Local Action Groups.

For North Cork, the North Cork Local Community Development Committee is the approved Local Action Group to deliver for the LEADER Programme. There are three specific roles within the delivery framework.

- The North Cork Local Community Development Committee is the Local Action Group
- Ballyhoura Development is one of two LEADER Implementing Partners.
- Cork County Council is the Financial Partner

The partners will work together as outlined in the following diagram.

- **Local Action Group Role**
  The North Cork Local Community Development Committee will have overall responsibility for the LEADER 2014-2020 Programme in North Cork. It will make all decisions on approval of applications for funding.

- **Financial Partner Role**
  North Cork County Council will have a financial partner role. They will pay out the grant aid to programme beneficiaries and will conduct administrative checks once delegated on project applications.

- **Implementing Partners Role**
  Ballyhoura Development will have a programme implementing role. The responsibility for animation of projects and support to applicants to develop their applications for funding will be delivered by Ballyhoura Development. The administration of the projects though the LEADER system will also be undertaken by Ballyhoura Development, up to the project decision making stage, which will be undertaken by the North Cork Local Community Development Committee.

1.4   Programme Themes and Sub-Themes

The LEADER Programme outlines three Themes that have been identified, through consultation and research, as representing the overarching needs of rural Ireland. These themes respond to key challenges facing rural Ireland, with regard to: economic recovery, employment creation, tackling social exclusion, reducing the impact of global warming and resource depletion.

Each theme is defined further through a number of sub-themes which reflect the key areas considered to require greatest support, and to have the greatest potential to promote the sustainable development of rural communities.

RDP Theme 1: Economic Development, Enterprise Development and Job Creation

Sub Themes:
- Rural Tourism
- Enterprise Development
- Rural Towns
- Broadband

RDP Theme 2: Social Inclusion

Sub Themes:
- Basic Services Targeted at Hard to Reach Communities
- Rural Youth

RDP Theme 3: Rural Environment

Sub Themes:
- Protection and Sustainable use of Water Resources
- Protection and Improvement of Local Biodiversity
- Development of Renewable Energy

The North Cork Local Development Strategy was informed by the active engagement & participation of rural communities across North Cork. The objectives outlined in the strategy are based on the themes and subthemes of the programme. All potential funding applications must fall within one of the sub-theme areas of the programme as outlined above.

1.4.1 Theme 1: Economic Development, Enterprise Development and Job Creation

The focus of theme one relates to the challenge of driving continued local economic development, including the diversification of the rural economy, to create employment opportunities for the local community, including those from disadvantaged groups.

Sub Theme 1: Rural Tourism

Rural tourism provides a stimulus for enterprise and job creation. Tourism is based on a particular asset that is generally place-specific, for example landscape and history, and accordingly offers significant potential, even in peripheral areas. Interventions under this sub-theme should focus on actions that have the potential to make the area more attractive for local, national and foreign visitors.

Examples:
- Feasibility studies to explore the tourism potential of an area
- Marketing initiatives and the creation of tourism hubs to facilitate a multi-sectoral approach
- Activities that centre on the development and renovation of infrastructure to historic and heritage based tourism, development of cultural/heritage infrastructure of local significance and arts-based activities and events, provision of amenity and leisure facilities can support adventure/eco-based tourism.

Sub Theme 2: Enterprise Development

LEADER can support micro, small and medium enterprises. The Commission for Economic Development of Rural Areas report in 2014 identified potential sectors for future enterprise development such as: artisan and other food business, renewable energy, community and social enterprises and creative industries.

Examples:
- Purchase of equipment, refurbishment of enterprise spaces, capital works, specialised training, marketing and branding assistance etc
- Investment support or sector-specific training programmes for aspiring entrepreneurs, early stage promoters, social enterprises, start-ups and established small and micro enterprises
- The development of inclusive models of business support to realise the potential of groups underrepresented in enterprise such as women, young people and people with a disability

Sub Theme 3: Rural Towns

This sub-theme supports the regeneration of rural towns by promoting them as attractive places to visit, live and do business. Revitalisation of rural towns, through co-ordinated integrated approaches, which build on the economic strengths and infrastructure of the area, whilst addressing the key challenges for business, community and recreation.

Examples:

- Town renewal schemes that renovate derelict buildings with incentives to attract business to vacant properties
- Building or refurbishment of community buildings providing a multifunctional infrastructure for social, cultural and sporting activities and training for the local community
- Development and promotion of unique social events and activities, such as farmers' markets, providing an important stimulus to rural towns
- Support for Festivals / Events (marketing, equipment, training etc.). LEADER projects in this area should complement and add value to other National supports for rural towns such as the Town and Village Renewal Scheme.

Sub Theme 4: Broadband

Increased access to reliable and high-speed broadband is vital for the economic and social development of rural areas and communities. High-quality broadband enables business to set-up, or continue to operate in rural areas, by overcoming barriers relating to access to markets and services. There is also potential to create additional employment as access to broadband can support business to grow.

This sub-theme is not intended to cover broadband infrastructure as this is covered under the National Broadband Plan. Rather, it supports local actions that complement National initiatives aimed at developing a comprehensive rural broadband infrastructure. Funding in excess of €10,000 cannot be provided for broadband equipment or infrastructure.

Examples:
- Basic ICT training to priority groups, for example, to enable older people and young people to stay connected
- Skills development for installing broadband
- Feasibility studies in relation to community broadband
- Funding for small scale equipment, such as boosters, to allow local business access broadband

1.4.2 Theme 2: Social Inclusion

The focus of Theme Two is on fostering social inclusion to complement and support economic development. As a result of inadequate income and resources, certain individuals or groups of individuals may be excluded and marginalised from participating in activities which are considered the norm for other people in society. In rural areas, low population density, weak transport infrastructure, high levels of out-migration and distance from urban centres, all result in fewer employment options and lower levels of service provision than in urban areas. In rural areas, people's experience of exclusion is often compounded by physical isolation.

Sub Theme 5: Provision of Basic Services Targeted at Hard to Reach Communities

This sub-theme seeks to improve access to basic services for people living in rural and remote areas and groups who are at risk of social exclusion. In some cases, the particular service may never have existed in the locality or may have been withdrawn. Actions supported through this sub-theme may involve establishing a new service for communities at risk of social exclusion, or improving existing services provided to communities and community groups.

Examples:
- Community facilities
- Education/training
- Social/cultural
- Recreational
- Non-conventional retail

Sub Theme 6: Rural Youth (defined as people aged 15 to 35 years)

The promotion of youth entrepreneurship and associated training can provide improved pathways for young people to access economic opportunities in rural areas. Actions that develop the social infrastructure of rural areas provide important opportunities for young people to realise their potential.

Examples:
- Provision of youth clubs/cafés
- Improved access to ICT
- Sports/recreation activities
- Arts-based projects
- Youth development programmes
- Young people, particularly those who may be vulnerable, also have distinct needs regarding the type of services they may need to access

1.4.3   Theme 3: Rural Environment

Theme three focuses on maximising the potential of the environment to contribute to the sustainable development of rural communities. This is premised on utilising the landscape within a local area, its features and natural resources, while simultaneously creating a greater environmental awareness and improving environmental protection.

Sub Theme 7: Protection and Sustainable use of Water Resources

Greater protection of local water resources is essential for sustaining rural communities. Environmental schemes have the potential to play a pivotal role in addressing pressures on water reserves and in supporting the local community to conserve this valuable resource.
Actions funded under this sub-theme may include raising general awareness on water conservation issues, and the development of local water conservation plans and feasibility studies. Capacity building on the technical aspects of water recycling schemes is also a key activity.

Examples:
- Practical initiatives that conserve water e.g. community programmes for rain water harvesting and the use of greywater for fertiliser and general washing.

Sub Theme 8: Protection and Improvement of Local Biodiversity

Biodiversity, which encompasses natural wildlife, flora and fauna, is an important foundation to the healthy functioning of ecosystems. The protection of biodiversity is a growing concern, with the loss of

various species of wildlife, flora and fauna as well as their natural habitat. Factors that impact on local biodiversity include human population growth, cutting hedgerows and changes in land usage. Actions that promote local biodiversity include awareness raising and practical guidance on how to protect biodiversity domestically. In addition, feasibility studies and action plans may focus on larger scale projects that enhance and protect particular aspects of biodiversity.

Examples:
- Practical initiatives that support biodiversity and environmental improvements e.g. upgrading of parks and river walks, establishment of nature corridors, habitat creation and planting of native species.

Sub Theme 9: Development of Renewable Energy

Clean sources of energy have a lower environmental impact on nature than conventional energy technologies. This sub-theme seeks to mitigate the impact of recent environmental trends, including climate change. It is considered that community-based initiatives will play a key role in realising national and EU environmental targets, particularly in the reduction of carbon dioxide emissions through energy infrastructure. In addition, renewable energy technologies have the potential to generate new employment opportunities in rural areas. Actions that may be supported include general awareness-raising on environmental issues and feasibility studies relating to green technologies. Capacity building actions may focus on the installation and use of renewable energy technologies.

Examples: -
- Technologies that deliver sustainable energy alternatives, for example, biomass heating, solar power, community wind farms and community-based heating systems.

1.5   Artisan Food Initiative

A fund of €15 million is available to support an artisan food initiative that will operate through North Cork Community Development Committee and the LEADER methodology. The fund is intended to provide support for collaborative proposals that seek to improve product quality, enhance relevant skills, and improve market access. This will be operated in conjunction with the Department of Agriculture, Food and the Marine, and further guidance will issue in due course.

1.6   LEADER Cooperation Projects

Co-operation of a LEADER area with other geographical areas is a key component of the LEADER methodology and enhances the innovative character of local development by combining knowledge, skills and experience in thematic areas common to the strategies of each participating Local Action Group area. Co-operation projects must demonstrate genuine added value for the areas concerned. The key drivers of co-operation projects will often be –
- The need to achieve the critical mass required for a joint project to be viable
- Encouraging complementary actions
- The pooling of know-how, or human and financial resources

LEADER will support transnational (with areas outside of Ireland) and inter-territorial (with other areas in Ireland) co-operation projects carried out by North Cork Local Community Development Committee, in line with the objectives of the North Cork Local Development Strategy. A national allocation of €10m will be allocated by the Department of Arts. Heritage, Regional, Rural and Gaeltacht Affairs to co-operation projects on the basis of an open call to all Local Action Groups. The requirements of the LEADER Operating Rules apply.

1.7   Ineligible Activities

LEADER grant aid cannot be awarded or paid in respect of the following areas:

- Agriculture*
- Fisheries
- Conventional retail operations, excluding community based shops and farm shops selling locally produced produce
- Courses of instruction or training which form the part of normal education programmes or systems at secondary or higher levels. Note: This includes Rural Development diploma and degree.
- Loans - Working capital (including stock)
- Insurance for project promoters
- Horticultural (including bee-keeping)
- Payments for gifts and donations or personal entertainments
- Statutory fines and penalties, criminal fines and damages
- Legal expenses in respect of litigation

- Costs associated with meeting a legislative or statutory requirement
- Planning Application Fee
- Reclaimable VAT
- Improvements/refurbishment of private residential property
- Projects which already have other European Union funding either directly or through a national programme
- Conventional motor vehicles, including cars, industrial/farm/construction vehicles, vans and buses
- General maintenance works of public bodies
- Childcare
- Healthcare
- Nursing homes
- Housing - Race and sport horse industries
- Greyhound industry

* The North Cork Local Community Development Committee will firstly need to ascertain if the activity/animal has been covered by any current or previous DAFM scheme. Furthermore, if the activity does not qualify for DAFM funding, that does not automatically mean that it will qualify for LEADER funding, as the core activity may still be deemed to be "agriculture" e.g. goat farming, poultry production, fruit, small scale market gardens etc.

1.8   Types of Assistance available

Eligible projects can apply for assistance under the following:

Capital including Equipment	Analysis & Development	Marketing
	Co-Operation	Training

Section 2

Rules of the Rural Development
LEADER Programme

Section 2

Rules of the LEADER Rural Development Programme

2.1   Grant Aid Amounts & Rates

Summary of Current Funding Ceilings and Support Rates			
Type of Project	**Applicant**	**Maximum Rate of Aid**	**Maximum Funding**
Capital Investment	Private	Up to a maximum of 50%	€200,000
Capital Investment	Community	Up to a maximum of 75%	€200,000
Analysis & Development	Private	Up to a maximum of 75%	€30,000
Analysis & Development	Community	Up to a maximum of 90%	€30,000
Training	Community or Private	Up to a maximum of 100%	€200,000

*Please Note: The minimum grant amount is €5000
*Please Note: Specific calls may have lower rates of aid and lower maximum funding.
*Please Note: Individual Calls may ring fence an amount no greater than 20%, within a call, to prioritise areas or groups that have been identified as hard to reach.

2.2   State Aid / De-minimis Requirements

State funding is considered as "State Aid" (De-Minimis Aid) where it is used to provide assistance that gives an entity, be it an enterprise, a not for profit organisation, or an individual, an advantage over others.

State aid rules generally only apply to projects involved in economic activity, irrespective of its legal form or how it is financed, or whether it has a for profit orientation or not.

All projects involving economic activity will be considered with regard to state aid and if the promoter has previously received state aid. A project will only be considered for grant aid once clarification has been obtained that this funding will not raise the total amount of de-minimis aid received from all public sources during the relevant three year period above the €200,000 ceiling.

 If a Company is part of a group then the €200,000 limit applies to the group e.g. linked enterprises. Funding from certain agricultural schemes managed by the Department of Agriculture, Food and the Marine is considered de-minimis aid.

Example: If an application is received from a promoter on a date between 01 January and 31 December 2016, each of the three previous fiscal*[1] years, including the current year i.e. 2016, 2015 and 2014 will be examined. The key date is the date of the decision to award funding, and not the date of payment of the scheme.

* A fiscal year is an accounting period of 365(6) days that does not necessarily correspond to the calendar year beginning on January 1st. The fiscal year is the established period of time when an organization's annual financial records commence and conclude.

If a project involves economic activity, then the promoter will have to declare whether they have or have not received State Aid. Where the Promoter has received State Aid, they will have to state the said amount of aid and the dates it was received, and sign a declaration accordingly.

2.3   Project Matching Funds / Co-funding

LEADER can only provide a proportion of the funds required to deliver a project – matching funding is the additional funding which is required to meet the full costs of a project. Matching funding for LEADER projects, where required, can come from private matching funding or public matching funding (Public Matching funding is permissible only in the case of applications submitted by Community Groups/organisations).

Private matching funding refers to:
- Cash contribution from promoter - required for all projects other than where training is funded at a rate of up to 100% from LEADER
- Benefit/Contribution in kind - eligible for community-led projects, with the exception only of farm diversification projects, where labour may be accepted as a benefit-in-kind. (See section 'Contribution in Kind')

Public matching funding refers to:
> Other non-EU funding sources. Expenditure under the RDP shall not be subject to co-funding with any other EU funds. Therefore matching funding from any other EU source cannot be used as matching funding or to co-fund LEADER projects. Confirmation that it is not from other EU funds must be obtained so as to ensure that double funding does not occur. This additional public funding must be included when calculating the amount of State aid provided to the applicant, whether or not they are covered under the de-minimis rule.

Matching funding is permitted subject to the following conditions:
- Only applications submitted by community bodies are eligible.
- The overall level of public funding does not exceed 95% of total eligible project costs.
- There must be a minimum cash contribution of at least 5% of total eligible project costs.
- It is confirmed that this funding is not from another EU source.
- The public bodies providing the matching funds must not be the project applicant or beneficiary.

[1] A fiscal year is an accounting period of 365(6) days that does not necessarily correspond to the calendar year beginning on January 1st. The fiscal year is the established period of time when an organisations' annual financial records commence and conclude.

2.4   Evidence of Match Funding & Bridging Finance

At application stage, the project promoter must provide evidence of the required private matching funding e.g. savings, loan etc. and public matching funding, where appropriate. The promoter must also ensure that bridging finance is in place to deliver the project. Bridging finance may be by way of bank loan, loan from Clann Credo etc, and evidence of this must be provided. Where phased payments[2] have been agreed with the promoter, evidence of 20% of the total project costs must be provided. Failure to complete the project will result in all previous phased payments being recovered.

[2] Phased Payments: Grant aid may be paid to promoters in phased payments where it can be shown that it was necessary for the efficient and effective completion of the project. The minimum amount for a phased payment is €1,000. The first phased payment may not issue until at least 20% of total eligible costs have been incurred by the promoter. No more than 5 payments may issue for any project. All phased payments must be recovered if the project is not subsequently completed.

2.5   Contribution in Kind

Contribution in Kind may be acceptable as a source of private matching funding. It is eligible for community led projects and for farm diversification projects only (in the case of farm diversification projects, land donations are not applicable). Donations cannot constitute the full amount of private matching funding - at least 5% of the total eligible costs must be in actual expenditure. The value assigned to the donations must be included with the application for support.

Contributions in kind in the form of provision of works, goods, services, land and real estate for which no cash payment has been made are eligible if supported by invoices, or documents of equivalent probative value, and if:
The LEADER funding does not exceed the final total eligible project cost, excluding contributions in kind, and the 5% cash contribution
- The value assigned to the contribution in kind does not exceed the market cost of the works, goods, services or land and real estate in question
- The value and the provision of the contribution in kind has been independently assessed and verified.

2.6   Donation of Land / Real Estate

In the case of provision of land or real estate, a cash payment of a nominal amount not exceeding €1 per annum may be made, for the purpose of a lease agreement. The value of the donated lease must be certified by an independent qualified expert in advance of the approval of the project. If the value of the donation has been used in a previous project then it cannot be used again. If part of the value of the donated lease term has been used for a previous project, the value of the term that has been used must have expired before the remaining term of the lease can be donated to any new project. The land must have been donated no earlier than 2 years prior to the date of the funding application.

2.7   Voluntary Labour

In the case of contributions in kind in the form of unpaid work (voluntary labour), the value of that work and the rate applied must be duly justified in the application. The maximum rate allowed per hour is €14. Project administration and management costs are not eligible as voluntary labour.

The following requirements apply:
- The total amount to be claimed for voluntary labour or donations must be included in the application and agreed before the approval of the project.
- Voluntary labour may include inputs, either by way of actual work carried out, and/or supervision etc. by appropriately qualified persons. In this context, any agreement in respect of voluntary labour must include:
- the names of those persons contributing the voluntary labour
- their relationship to the applicant
- the nature, time, quantity and definitive cost of the contribution
- the qualifications which enable them to make that contribution, i.e. their trade or profession, (e.g. engineer, architect, electrician, plumber, etc.)
- Incidental expenses cannot be included in the cost of the voluntary labour
- Timesheets for voluntary labour must be completed by the applicant and submitted to the funding agency. These should detail the relevant dates, hours worked, and the activities undertaken by each unpaid volunteer, and must be certified by an appropriately qualified third party, e.g. Engineer, Quantity Surveyor or Accountant.
- Voluntary labour and donations that have not been approved in advance will be considered ineligible.

For projects involving the value of donation of a lease or of property as matched funding, the appropriate portion of the value of the donation is used to calculate claim amounts for a phase payment. For example if 50% of the invoiced costs have been incurred, then 50% of the value of the donation may also be used in calculating the claim amount.

Example of using Contribution in Kind:
1. Total of all invoices €100,000
2. Total of Contribution in kind (voluntary labour/land/real estate/equipment etc.) €65,000
3. Total Project Cost (Sum of 1 + 2) €165,000
4. Establish minimum 5% cash contribution €165,000*5% = €8,250
5. Maximum LEADER funding: 3-(4+2) (cannot exceed 75% of 3) €165,000 - (€8,250 + €65,000) = €91,750 6 % Rate of aid: 5 ÷ 3 x 100 (cannot exceed 75% of 3) €91,750 ÷ €165,000 x 100 = 55%

2.8   Purchase of Land

The purchase of land with or without buildings may be eligible provided that the cost of the land is not more than 10% of the total eligible project expenditure. For derelict sites and for those formerly in industrial use which comprise buildings, this limit may be increased to 15%.

The following evidence will be required:
- Legal confirmation of ownership (i.e. Title Deeds).

- Copy of contract of sale after the Agreement has been signed.
  A. Land acquisition costs €10,000
  B. Other eligible costs (excluding Land acquisition costs) (min 90% of total eligible costs) €40,000
  C. Total Project Cost (A & B) €50,000
  D. 10% Eligible land acquisition costs (B ÷ 9) €40,000 ÷ 9 = €4,444
  E. Total eligible costs (B & D) €40,000 + €4,444 = €44,444
  F. Land costs not eligible (A – D) €10,000 - €4,444 = €5,556
  G. LEADER funding (50% of E) €44,444 x 50% = €22,222

2.9 Evidence of Title / Leasehold

Evidence of Title/Leasehold in respect of capital projects involving land must be submitted with the application, e.g. sites of building construction/renovation, fixtures, traffic ways, etc. Any lease provided must:

- Be signed by both lessor and lessee (promoter)
- Both signatures witnessed
- Be accompanied with a map identifying the land
- Stipulate the term (duration) of the lease (must be for a period of at least five years from the date of the final payment to the promoter, or for a term not less than the term of the contract, whichever is the greater)

Where it is not possible to obtain a formal lease, legal documentation declaring that the project promoter has permission to carry out the project activities concerned (for at least a 5 year period after the date of the final payment on the project) will suffice. This documentation must be witnessed by a solicitor, and signed by a person or body recognised as the person or body in charge of the property. The solicitor must verify that the person leasing the property is in charge of the property and must witness this document. The asset covered by this document cannot be used as contribution-in-kind. A letter of offer may be issued subject to signing a lease agreement. However all details of the lease, including its cost, must be provided as part of the project application.

2.10 Second-hand Equipment

The purchase of second-hand equipment is eligible under the programme. The following evidence will be required:

- The seller of the equipment must provide a written declaration confirming the equipment's origin and that the equipment was not purchased with National or EU funds in the previous seven-year period
- The price of the equipment doesn't exceed its market value and is less than the cost of similar new equipment (evidence of quotes for similar new equipment must be provided)
- The equipment meets the technical specification required for the project and meets applicable norms and standards

2.11 Quotations / Tenders

Tenders must be obtained for each item of expenditure for which grant aid is sought. Quotations must be signed and dated and must show the VAT element separately. Quotations submitted electronically, which

are accompanied by clearly identifiable date and source information, will be accepted up to the relevant thresholds.

It must firstly be determined if the applicant is a Contracting or a Non-Contracting Authority and documentary evidence must be obtained in support of this. A contracting Authority is a state, regional or local authority, or a body governed by public law. For Contracting Authorities: Contracting Authorities must follow the National Public Procurement Guidelines. The tendering requirement for Contracting Authorities is as follows:

Contracting Authorities

(a state, regional or local authority or a body governed by public law)

Supplies and Services		Works	
€0 - €25,000	Minimum of 3 quotations from competitive suppliers. E-mails or notes of verbal conversations are acceptable.	€0 - €50,000	Minimum of 5 written competitive quotations or advertise on etenders for a minimum of 21 days.
€25,000 – EU Threshold (Currently €135,000)	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21 days. (Non-OJEU notice)	€50,000 – EU Threshold (Currently €5,225,000)	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21 days. (Non-OJEU notice)
Above EU Threshold	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21 days. (OJEU notice)	Above EU Threshold	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21 days. (OJEU notice)

Non-Contracting Authorities

Supplies and Services		Works	
€0 - €4,999	Minimum of 3 quotations from competitive suppliers. E-mails or notes of verbal conversations are acceptable.	€0 - €4,999	Minimum of 3 quotations from competitive suppliers. E-mails or notes of verbal conversations are acceptable.
€5000 - €25,000	Minimum of 3 written competitive quotations from competitive suppliers.	€5,000 - €50,000	Minimum of 5 written competitive quotations or advertise on etenders for a minimum of 21 days.
Over €25,000	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21	Over €50,000	Advertise on e-tenders (www.etenders.gov.ie) for a minimum of 21

			days. Promoters are required to publish all Contract Notices on the e-tenders website on completion of the award.
days.			

Where it is not possible to obtain the requisite number of quotes, written evidence (i.e. formal written requests from the promoter to prospective suppliers/contractors) is required to demonstrate that the requisite numbers of quotes were sought.

In addition applicants must demonstrate the following:

- The award criteria and their weighting(s) and the tender specification have been notified in the contract/tender notice.
- A comparison of all tenders was completed using a scoring system or marking sheet which clearly shows the weighted criteria applied and that each bid was assessed against the same criteria.
- Any conflict of interest has been addressed.
- The successful tender has the relevant experience and expertise to carry out any works and services (e.g. evidence of satisfactory experience of at least three similar contracts of a comparable scale and complexity).
- The successful tender is financially secure.
- The successful tender is selected on merit by reference to set criteria and in line with the procedural rules set out at the start of the process.
- Post-tender negotiations do not occur (i.e. any dialogue that could be construed as post-tender negotiation on price or that might result in significant changes to the published tender request).
- Where the e-tenders process results in less than 3 responses/tenders, the promoter must demonstrate the additional steps taken to ensure that the project costs are reasonable e.g. evidence of the cost of similar works and services elsewhere.

The following list of items will be required where public procurement has been carried out:

- Request for Tender.
- Evidence of Publication. Responses to those tender requests.
- Tender scoring sheets used and evidence to back up the reason why the successful tender was chosen.
- Copies of letters notifying unsuccessful tenders of the result of the tender process.
- Copy of letter notifying the successful tender.

Where a project involves construction works promoters must adhere to the requirements of
www.constructionprocurement.gov.ie

The guidelines to be followed in relation to public procurement are available on the e-Tenders website:
www.etenders.gov.ie
www.procurement.ie

Project promoters that require assistance in relation to public procurement should contact the Office of Government Procurement. The Office of Government Procurement can be contacted at:

www.procurement.ie/contact-us

Tel: 076 100 8000

E-mail: support@ogp.gov.ie

E-mail: construction@per.gov.ie

The importance of following correct procurement procedures cannot be over emphasised for LEADER funding.

2.12   Publicity Requirements

Promoters must acknowledge and give prominence to the EAFRD aid for their projects.

1. Where the total public support for a project exceeds €10,000: At least one poster must be displayed in a prominent position with information about the operation (minimum size A3), highlighting the financial support from LEADER.
2. Where the total public support for a project exceeds €50,000: An explanatory plaque must be displayed in a prominent position with information about the project, highlighting the financial support from LEADER.
3. Where the total public support for a project exceeds €100,000 details of the publicity requirements will be included in the Letter of Offer.

- **Posters, Plaques, Websites**
  Posters, plaques and web pages must carry a description of the funded project or operation. That information must take up at least 25% of the poster, plaque or webpage. In addition, the poster, plaque, and webpage must be in both Irish and English.

- **Publications**
  Publications (eg. booklets, leaflets, newsletters, reports) and posters about measures and actions funded by LEADER must clearly indicate the Programme and EU's contribution. The EU logo must be displayed, together with an explanation of the EU's role as per the following statement "The European Agricultural Fund for Rural Development: Europe investing in rural areas".

- The following logos must also be displayed:
  Ballyhoura Development CLG
  Rural Development (LEADER) Programme
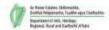 Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs
  The North Cork Local Community Development Committee
  Cork County Council
  In addition to the above, the following text must also be included: 'This project has been co-funded under the EU Rural Development (LEADER) Programme, implemented in this area by Ballyhoura Development CLG.

- **Websites**
  Websites must contain the six logos (as for publications)

Mention the contribution of the EAFRD, at least on the home page
Include a hyperlink to the Commission website concerning EAFRD
Include a hyperlink to the Department (using DAHRRGA Logo) www.ahrrga.gov.ie

- **Publication of Beneficiaries**
  Details of Rural Development (LEADER) Programme beneficiaries may be published on the Department's website. Details will include the name of the project promoter/beneficiary, the town where the beneficiary resides or is registered (including postal code if available), and the total amount of public funding received.

2.13   Insurance

Neither the Minister nor any official of the Department, the North Cork Local Community Development Committee, nor the Programme Implementer, will be in any way liable for any damage, loss or injury to persons, animals or property in the event of any occurrence relating to LEADER funded construction, or other activities. The Promoter shall fully indemnify the Minister or any official of the Department, North Cork Local Community Development Committee or Programme Implementer, in relation to any such damage, loss or injury, howsoever occurring during the development works or other activities. Please see section three of this document for the appropriate wording.

Where construction is undertaken by a contractor, the promoter must ensure that the contractor or subcontractor has appropriate insurance cover in place e.g. employers and public liability insurance, in the event of any injury, loss, damage or other mishap occurring. The Promoter must obtain a suitable written indemnity from any contractor or sub-contractor in relation to any damage or injury or other loss that might occur during the development works and, if necessary, seek professional insurance advice from an insurance broker or insurance company.

Promoters need to acquaint themselves with the provisions of the Safety, Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work Construction Regulation 2006, and other relevant regulations.

2.14   Tax Compliance

- **VAT**
  The default position is that all promoters are registered for VAT. If not registered, written confirmation from the Revenue Commissioners that the promoter is not registered for VAT is required at the time of application and before each payment is made.

- **Tax Clearance Procedures**
  The tax affairs of Project Promoters and suppliers or contractors must be in order. Payment cannot be made if evidence of tax compliance cannot be provided on completion of work, or at payment stage.

  Evidence of current Tax Clearance for suppliers must be provided for payments that exceed €10,000 (including VAT) for the period of the project at the time of payment. This threshold is

€650 for construction operations. As there is no specific expiry date on the online e-Tax Clearance, confirmation will be required each time a payment is made to a supplier.

Non-resident suppliers/contractors
Non-resident suppliers/contractors must also provide an Irish Tax Clearance Certificate. Further guidance on Tax Clearance for non-residents is available on the Revenue website at www.revenue.ie/en/business/running/tax-clearance.html Payments to non-resident suppliers or contractors who have not provided evidence of a valid Tax Clearance Certificate will be deemed ineligible and the North Cork Local Community Development Committee must de-commit such payments and reimburse the appropriate amount to the Department.

2.15 Deadweight

Projects that are capable of proceeding without LEADER funding cannot be grant-aided. The analysis of deadweight is an integral part of the project evaluation process. Applications must be accompanied by a declaration by the promoter that the project is not capable of proceeding without LEADER funding.

2.16 Displacement

Projects that are funded cannot cause unacceptable level of displacement. Displacement can occur where an activity funded using public funds impacts negatively on activity elsewhere, such as the closure or loss of business for another enterprise elsewhere. Displacement will be considered on a case-by-case basis and based on the market for the product or service in question, competitors in that market, and the potential impact of the new product/service in the market.

SECTION 3

Application Process for the Rural Development LEADER Programme

SECTION 3

Application Process for the LEADER Programme

3.1   Rolling or Time Limited Calls

The LEADER Programme 2014 – 2020 in the Ballyhoura Development area will accept applications for funding on:

1. A 'Time-limited Targeted Call for Applications' basis for certain calls.
2. On a 'Rolling Call' basis for certain calls.

All Calls for Expressions of Interest will be widely publicised through the Ballyhoura Development website, information meetings and across the local media.

For 2017 the following applies:

- **Time Limited Calls**
  Ballyhoura Development CLG, as implementing partner in the Ballyhoura Development area of North Cork, will issue 'Time-limited calls' to promoters to submit Expression of Interest forms for projects that fit with Theme 1: Priorities for Economic/Enterprise Development and Job Creation and for Theme 2: Priorities for Social Inclusion.

  Each LEADER Call will have an opening and closing date for submission of Expression of Interest forms, and if deemed eligible, opening and closing dates for Full Applications across the programme.

- **Rolling Calls**
  Ballyhoura Development CLG, as implementing partner in the Ballyhoura Development area of North Cork, will issue 'Rolling calls' for projects seeking support under Theme 3: Priorities for Rural Environment. The open rolling calls will not have a defined closing date for submission of 'Expression of Interest' (subject to availability of funds).

If you are unsure whether your project proposal is applicable under 'Time limited calls' or 'Rolling calls' or need further assistance, please contact a member of the Ballyhoura Development Officer team at LEADER@ballyhoura.org or telephone 063 91300.

3.2   Call Stages and Document Requirements

3.2.1   Stage 1 - Expression of Interest

Overview

This is the first step in seeking funding support through the LEADER Rural Development Programme 2014 – 2020. The Expression of Interest form is used to outline your project proposal and check if it is eligible to progress to the second stage, LEADER Application form. Eligibility is checked against the

LEADER Operating Rules of the Rural Development Programme 2014-2020 and the North Cork Local Development Strategy.

An Expression of Interest stage is the first step in a targeted call for applications so as to identify potential applicants and ensure that all potential applicants can be supported in developing an application. The Expression of Interest stage determines the eligibility of a project in relation to the Programme rules. No decision to accept or refuse a project will be made on the basis of an Expression of Interest. The submission of an Expression of Interest form does NOT constitute an application for funding. Equally, approval of Expression of Interest form does not constitute approval for funding, nor does it indicate that a subsequent funding application will be approved.

In advance of completing the Expression of Interest form, please check the latest information available on www.ballyhouradevelopment.com about the LEADER programme. Please fully complete the Expression of Interest form. If you are completing by hand writing, ensure that your writing is legible. Please also ensure that all contact details and all information is correct. If you are submitting your Expression of Interest as part of a 'Time-limited Call', please ensure that it is submitted in advance of the designated closing date.

The Expression of Interest form can be completed online, printed off, scanned and emailed to LEADER@ballyhoura.org or posted to Ballyhoura Development CLG, Main Street, Kilfinane, Co. Limerick.

Key Activities

- Time Limited Call or Open Call Expression Interest invited
- Ballyhoura Development LEADER Information Events and Publicity
- Expression of Interest forms issued to all potential applicants.
- Expression of Interest forms submitted to Ballyhoura Development CLG from interested applicants by set deadline dates
- All Expressions of Interest submitted are input into the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs IT system
- Expressions of Interest assessed for eligible with LEADER Operation Rules and the North Cork Local Development Strategy
- Eligible & ineligible Expressions of Interest submitted to North Cork Local Community Development Committee for approval.
- Applicants that have submitted an Expression of Interest informed by Ballyhoura Development CLG of North Cork Local Community Development Committee eligibility decision.

Applicant Document Requirements

The following is a list of the key documentation required. This list is not exhaustive and additional documentation may be required depending on the nature of the project.

- Completed Expression of Interest form for grant aid, signed and dated by the applicant.

3.2.2   Stage 2 - Full Application

Overview

Full Applications will be confined to those applicants who have submitted an eligible Expression of Interest form. When your Expression of Interest form has been reviewed and approved by North Cork Local Community Development Committee, if eligible, you will be invited to complete a Full Application Form. Further support will be available from Ballyhoura Development across the Full Application process.
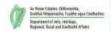
Full Applications will be subject to a deadline for submission of an application. A comparative assessment will be undertaken for applications under each Call. A detailed scoring record will be completed for each project by the Independent Evaluation Committee and only the highest rated projects will be considered for funding.

Key Activities

- Successful Expression of Interest applicants receive the Full Application Form.
- Ballyhoura Development delivers a series of animation, training and information events to assist applicants to develop their project and application.
- Applicants prepare full applications.
- Applications and all required support documentation submitted to Ballyhoura Development CLG by the set deadline.

Applicant Document Requirements

- Completed Full Application Form for grant aid, signed and dated by the applicant.
- De Minimis aid declaration completed and details supplied where applicable.
- Constitution/Memorandum & Articles of Association and Certificate of Incorporation.
- A signed Plan/Business Plan where applicable.
- Sign and dated Quotations/Tenders with a completed schedule of quotations clearly indicating which are being used as part of the project.
- Where a project includes a voluntary contribution, an independent verification of the value of the contribution.
- Where Contribution in Kind is being used, a completed Contribution in Kind calculation form.
- Where a project includes a donation, an independent verification of the value of the donation and confirmation that the value of the donation has not previously been used for another project.
- Signed and Audited Business Accounts for the previous three years and the previous three months of Bank Statements. For voluntary groups and associations, Signed Accounts/Financial Statements for the previous year and the most recent Bank Statement. Please note: accounts are also required annually for the duration of the Project.
- Where the Application is for a project under the Theme of Economic Development, Enterprise Development and Job Creation supports, confirmation, such as a letter from the Accountant, that the applicant is a small and medium enterprise employing fewer than 250 employees with an annual turnover of less than €50 million, and an annual balance sheet total not exceeding €43 million.
- Information required to Verify Tax Clearance Certificate of the Applicant.

- If the applicant is not registered for VAT, written confirmation of this from the Revenue Commissioners. Please note: a current VAT letter is required at each stage of the grant payment where phased payments are required.
- Written evidence of contact with other state agencies/ departments/ funding bodies to determine if alternative funding is available to the applicant and to the project.
- Evidence of ownership if the project involves work of a capital nature.
  In the case of owned land: A recently certified copy (by solicitor) of the Folio/ Stamped Deed of Conveyance/Indenture showing the applicant as owner, and map of the areas owned. Alternatively a letter and map from the applicant's solicitor certifying that the applicant is the owner will suffice.
  In the case of leased land: A recently certified copy (by solicitor) of the lease agreement must be provided in all cases. The lease shall be signed by both the lessor and lessee (the applicant), with both signatures witnessed. The leased land shall be identified by area and map. The lease shall stipulate the term, and shall be for a period of not less than 7 years from the date of final RDP payment to the promoter. In circumstances where it is not possible to obtain a formal lease, other legal agreements of equal probate may be accepted if endorsed by a solicitor.
- If Planning Permission is required, confirmation and copy of full Planning Permission.
- If Planning Permission is not required, written confirmation from Local Authority.
- Evidence of Funds
- Match Funding: Evidence that the promoter can provide their portion of the project costs, such as existing bank balance or securing a loan.
- Bridging Finance: Evidence that the promoter can provide 100% of the project costs in the first instance, prior to being issued with an offer of grant aid.
- If you are a farmer, completed Agricultural De Minimis Scheme form
- Competed project Performance Indicators - Application Stage
- Where required Evidence of Compliance with Standards (HACCP, Failte Ireland etc)
- Appropriate Assessment / Environmental Impact Assessment if required.
- For Heritage Projects, consents and approvals are required as per heritage project guidance and a completed Checklist for Projects Affecting Heritage.
- Where a contractor/supplier has been used for work exceeding €10,000, Information Required to Verify contractor's / supplier's Tax Clearance Cert
- Where a contractor/supplier has been used for any form of building work, Information Required to Verify contractor's / supplier's Tax Clearance Cert
- If claiming Charitable Status, written confirmation of this from the Revenue Commissioner.

3.2.3   Stage 3 - Pre-Assessment

Overview
This step will check each applicant's documents submitted for eligibility, assessment of the project proposal, and preparation the assessment document.

Key Activities
- Completed applications, along with supporting documentation, assessed by Ballyhoura Development Officers, project file compiled & project assessment prepared
- Project detail uploaded to Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs system

- Project documentation submitted to Pobal for 1st administrative check (Article 48 Checks)
- If application in order, send letter of acknowledgement.

Applicant Document Requirements
- None

3.2.4 Stage 4 - Evaluation

Overview

Each project will be evaluated by an Independent Evaluation Committee against the set evaluation and scoring criteria.

Key activities
- Ballyhoura Development CLG prepare project score sheets for assessment
- An Independent Evaluation Committee will evaluate & score project applications and those with the highest score will be recommended for funding.
- The Independent Evaluation Committee recommendations will be reviewed by the Board of Ballyhoura Development.
- Project funding recommendations by the Independent Evaluation Committee will be forwarded to the North Cork Local Community Development Committee, who will make the final decisions on the projects to be funded.
- Upload all documentation associated with Evaluation stage to Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs IT system

Applicant Document Requirements
- None

3.2.5 Stage 5 - Project Application Decision Stage

Overview

The North Cork Local Community Development Committee will make the final decision on each project and the level of funding to be allocated.

Key Activities
- Submit Ballyhoura Development CLG Independent Evaluation Committee decisions to North Cork Local Community Development Committee
- North Cork Local Community Development Committee Meeting to review and approve Independent Evaluation Committee recommendations.
- North Cork Local Community Development Committee Meeting Minutes recording decisions submitted to Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs IT system
- North Cork Local Community Development Committee Meeting Minutes added to the Project File and update evaluation and Board timeline report.
- Project documentation submitted to Pobal for 2nd administrative check (Article 48 Checks)

Applicant Document Requirements
- **None**

3.2.6 Stage 6 - Letter of Offer

Overview

A project is only deemed eligible for funding when a letter of offer and contractual agreement has been sent to each successful applicant by Ballyhoura Development CLG and has been formally signed and returned within the valid timeframe. Grant aid cannot be provided retrospectively, and a site visit will be completed by a Ballyhoura Development Officer to verify whether any work has commenced prior to accepting an offer of grant aid.

Key Activities

- A contract for funding (Letter of Offer) will be issued for those projects approved for funding by the North Cork Local Community Development Committee.
- Ballyhoura Development CLG will meet with successful applicants to go through Letter of Offer, conduct site visit & confirm finances
- Contract signed by the applicant and returned within 15 days
- Letter of Offer uploaded to to Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs IT system
- Project activity can commence

Applicant Document Requirements

- Completed and signed declaration that work did not commence before acceptance of the offer of grant aid.
- Copy of the applicants insurance policy providing indemnity for the following:
  - the Minister of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs
  - the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs
  - Cork County Council
  - North Cork Local Community Development Committee
  - Ballyhoura Development CLG.
  - The Commission of the European Communities

  The Insurance has to be valid before the work commences and be valid for the duration of the project.
- Documentary Evidence of employer's and public liability insurance for contractors and sub-contractors, as well as indemnity from contractors and sub-contractors for the Promoter has to be valid before the work commences and be valid for the duration of the work undertaken by the contractor/sub-contractor.

3.2.7 Stage 7 - Claim Stage

Overview

Applicants will have to submit their required documentation for Claim as per the project plan. Ballyhoura Development will support applicants with information and workshops on how to complete the claim process. Claims will be processed as speedily as possible.

Key Activities

- Grant can be drawn down when project or project phase is completed.
- Project claim documentation is submitted to Ballyhoura Development CLG.

- Project documentation submitted to Pobal for 3rd administrative check (Article 48 Checks) prior to payment.

Applicant Document Requirements

- A signed Grant Payment Claim Form / Schedule of invoices and bank details
- Proof of Payment
- Signed Original itemised paid invoices for all items purchased showing a VAT or PPS number for the supplier. Invoices have to state that this is a LEADER funded project
- Copies of cheques issued for all items purchased along with a Bank statement showing all EFT payments and cashed cheques
- Signed Receipts for all paid items – please note that this must be a separate document. An invoice marked paid will not suffice.
- If the applicant is not VAT registered, written confirmation of this from the Revenue Commissioner. Please note: VAT letter is required at each stage of the grant payment.
- A completed Performance Indicator Form (provided by Ballyhoura Development CLG)
- Where Contribution in Kind is being used as a contribution towards Project expenditure, timesheets for voluntary labour and an architect / quantity surveyor / engineer's Certificate of consistence with amounts approved. Required forms will be provided by Ballyhoura Development Officer at project approval stage.
- If the Project is for provision of Training, training documentation pack (course registration, evaluation etc.) is required. Templates for these forms will be provided by Ballyhoura Development CLG at project approval stage.
- In the case of capital works, an inspection report confirming that the work being grant-aided has been satisfactorily completed and that costs are reasonable. Also required, an architect / engineer's Certificate of Compliance with relevant planning, building, fire and other regulations.
- The Programme logos must be included on all printed documentation (such as leaflets, pamphlets, reports etc.) These logos will be provided by Ballyhoura Development Officer at project approval stage.
  Example: For websites, the above details have to be provided and a reference to the contribution of the EAFRD on the home page, as well as a hyperlink to the Commission website concerning EAFRD and a hyperlink to the Department. Printout evidence required. Not applicable if project is under 10k. For Capital Projects, a plaque showing that the project has been funded through the LEADER Rural Development Programme must be displayed on completion of the project in a prominent place. For Equipment purchased, it will be necessary to complete an asset register which logs all equipment funded by LEADER RDP.

3.2.8 Stage 8 - Payment Stage

Overview

Applicants will receive payment for the phase of the project claims or the total project following an Article 48 audit by Pobal on the claim expenditure.

Key Activities

- The LEADER grant will be paid by Cork County Council when final administrative check is completed by Pobal.

Applicant Document Requirements

- Return the receipt of payment to Ballyhoura Development CLG

SECTION 4

LEADER Calls

2017 Call 1 - **Environmentally Sustainable Communities**
2017 Call 2 - **Technical Feasibility Studies**
2017 Call 3 - **Community Services and Facilities**
2017 Call 4 - **Community Economic Infrastructure and Services**

SECTION 4

Call 1 - Environmentally Sustainable Communities

Call Overview: The following call information for funding for Environmentally Sustainable Communities should be read in conjunction with Section 1, 2, 3 and 4 of this document, where the detail of the LEADER programme is outlined.

Call Type: Open Call

Timeline: Expressions of Interest Open January 1st 2017
Expressions of Interest will be assessed on an ongoing basis and Full Applications invited from those Expressions of Interest deemed eligible.

LDS Theme: 3. Rural Environment

LDS Sub Themes: 7. Protection & Sustainable Use of Water Resources
8. Development of Renewable Energy
9. Protection & Improvement of Local Biodiversity

LDS Objectives: 7. To build the capacity of local individuals, communities and business, to innovate and enable effective, efficient, financially viable and socially acceptable ways to manage water resources in the LDS area between 2015-2020, including participating in public, private and community collaborative structures.
8. To improve the knowledge base for, awareness of and community innovation and activity in conservation, restoration, protection and sustainable use, and management of biodiversity and ecosystem services across the LDS area between 2015-2020.
9. To build community and business capacity to invest in research, development, testing and deployment of renewable energy and conservation technologies, to minimise the impact of climate change, reduce emis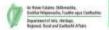sions, reduce carbon footprint and reduce fuel poverty in the LDS area between 2015-2020, without negatively impacting upon the environment.

Open Call Allocation: € 65,303
Maximum Funding: € 200,000 per project
Minimum Funding: € 5,000 per project
Rate of Aid: Training up to 100%/Capital up to 75%

Target Geographic Area: All communities in the Ballyhoura Development area of North Cork.

20% of the 2017 Call funding will be ring fenced for projects that are deemed high quality, in line with the scoring criteria from the following communities, that have demonstrated less capacity in the past to access LEADER funding: Ballindangan; Knockadea (including Knockanevin & TO Park); Ballyhea; Churchtown; Newtownshandrum.

Overview

Increased knowledge, awareness and community activity to support the local environment was a recurring theme across the public consultations in the development of the North Cork Local Development Strategy, which is the guiding document for the implementation of the LEADER Programme.

The Environmentally Sustainable Communities Call is designed to encourage community organisations, community owned enterprise, private individuals and business, and collaborations of private and community interests, to design and develop new approaches to enhance biodiversity management, the protection and sustainable use of local water resources, and creation and use of local renewable energy resources.

Eligible Applicants

Community organisations, community owned enterprises, private individuals and business, and collaborations of private and community interests, that seek support to promote a more sustainable approach to local communities, will be eligible to submit an Expression of Interest.

Eligible Activities

All proposals must clearly demonstrate a strategic impact in their community. Innovative proposals can include but are not limited to:

- Local biodiversity enhancement actions through preservation and restoration of habitats, help for particular species and ecosystems, planning for changing conditions, research, and education.
- Inventory, monitoring, and analysis to establish priorities for protection and restoration of habitats for species and ecosystems of special concern.
- Mapping and control of invasive species where they may threaten more desired native species.
- Habitat restoration and promotion of native landscaping and habitat enhancement in neighbourhoods, public and commercial spaces.
- New approaches that promote public understanding and engagement in biodiversity, water or renewable energy.
- Development and deployment of new products and services that will expand the use of sustainable energy.
- Development and deployment of community scale and community owned energy generation, from clean and renewable resources.
- Energy efficiency through retrofits of community owned buildings and related infrastructure.
- Community projects and partnerships with industry that advance the circular economy through reduce, reuse and recycle initiatives.
- Planning for impacts of climate change, land use and management practices.
- Water conservation and sustainable use of water resources.

Support to Make an Application

Advice, mentoring, support and training will be available to applicants to complete an EOI though Ballyhoura Development. Applicants that have their EOI approved at Phase 1, and are eligible to proceed with a full application to Phase 2, will be invited to training workshops to develop the full application form.

Call Process

1. Expression of Interest

The Environmentally Sustainable Communities is an open and ongoing call. It will be a two stage process. Applicants will initially complete an Expression of Interest form. This will be evaluated based on the following criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass

If deemed eligible, applicants will be invited to Stage 2 to submit a Full Application.

2. Full Application

Projects will be evaluated by the Independent Evaluation Committee following submission of fully completed applications, accompanied by all supporting documentation as required for the project. Full Applications will be evaluated based on the following scoring criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass
Deadweight - Does the project actually require LEADER funding to proceed?	Pass/Fail	Pass
Displacement/Competition - Will the project be in direct competition with an existing local business, and could it result in displacement of jobs or activities elsewhere?	Pass/Fail	Pass
Innovation – Has the applicant demonstrated what is new about the project?	15	70%
Applicant Background, Skills and Experience – Has the applicant demonstrated that it has the skills and experience necessary to ensure project is a success?	20	70%
Financial Viability – Has the applicant demonstrated the projects value-for-money, and the projects financial viability, from development, through to operation?	15	70%
Sustainability of the project – Does the business/project plan demonstrate that the project is viable and sustainable in to the future?	15	70%
Market – What evidence has been provided that the project is filling an identified need, market or demand?	15	70%
Project Impacts – Has the applicant demonstrated how the project will	10	70%

benefit the local community, socially, economically and environmentally?		
Specific Added Value to the Call – Has the applicant demonstrated the projects added value to the local community?	10	70%
TOTAL	100	75%

In making final decisions on the funding, North Cork LCDC will give priority to the projects that can demonstrate strong potential for positive environmental impact. Should there be more projects that score above the minimum evaluation criteria set-out, the projects will be ranked in order of their overall score until the funding is allocated.

This is a competitive application process with a limited fund. Projects that score above the minimum score criteria will not be guaranteed funding. Subject to Departmental approval, LEADER grant offers will be issued following the final decision of approval by North Cork LCDC. There will be an appeals process for unsuccessful applicants.

Call 2 – Technical Feasibility Studies

Call Overview: The following call information for funding for Technical Feasibility Studies should be read in conjunction with Section 1, 2, 3 and 4 of this document, where the detail of the LEADER programme is outlined.

Call Type: Open Call

Timeline: Expressions of Interest Open January 1st 2017

Expressions of Interest will be assessed on an ongoing basis and Full Applications invited from those Expressions of Interest deemed eligible.

LDS Theme:
1. Economic Development, Enterprise Development & Job Creation
2. Social Inclusion
3. Rural Environment

LDS Sub Themes:
1. Rural Tourism
2. Enterprise Development
3. Rural Towns
4. Broadband
5. Basic Services Targeted at Hard to Reach Communities
6. Rural Youth
7. Protection & Sustainable Use of Water Resources
8. Development of Renewable Energy
9. Protection & Improvement of Local Biodiversity

LDS Objectives:
1. To support and build community and business capacity to invest in and optimise outcomes from recreation, environment, food, heritage, and cultural development, to generate jobs for residents, revenues for business and income through increased visitor numbers to the LDS area across 2015-2020.
2. To support community and individual entrepreneurial capacity to strengthen innovation, production, distribution knowledge, infrastructure and networks, to sustain and grow employment in the LDS area across 2015-2020.
3. To animate and develop the distinctive human, social, environment, built character, and commercial activity of rural towns and villages, across the LDS area between 2015 and 2020, as centres of the wider economic and social hinterlands. To create attractive centres for living, leisure, service, business and employment.
4. To build community, business and individual knowledge and capacity, through improved access to, and understanding of, the opportunities and innovations presented by faster broadband, and increase uptake and usage to optimise the social, economic and employment benefits from broadband investment in to the LDS area across 2015-2020.
5. To build the capacity of individuals and communities living in the LDS area, to sustain and improve their quality of life, through supporting them to provide increased and improved services (social, recreational, retail and financial), and educational, cultural and artistic activities across 2015-2020.

6. To strengthen the capacity of young people, youth, and community organisations across the LDS area between 2015-2020, through innovative programming, engagement, participation and partnership, across local community, social, environment and economic development activities.

7. To build the capacity of local individuals, communities and business, to innovate and enable effective, efficient, financially viable, and socially acceptable ways to manage water resources in the LDS area between 2015-2020, including participating in public, private and community collaborative structures.

8. To improve the knowledge base for, awareness of, and community innovation and activity, in conservation, restoration, protection, and sustainable use and management of biodiversity and ecosystem services across the LDS area between 2015-2020.

9. To build community and business capacity to invest in research, development, testing and deployment of renewable energy and conservation technologies, to minimise the impact of climate change, reduce emissions, reduce carbon footprint and reduce fuel poverty in the LDS area between 2015-2020, without negatively impacting upon the environment.

Open Call Allocation:	€ 40,000
Maximum Funding:	€ 30,000 per project
Minimum Funding:	€ 5,000 per project
Rate of Aid:	Community up to 90% / Private up to 75%
Target Geographic Area:	All communities in the Ballyhoura Development area of North Cork.

Overview

The Technical Feasibility Studies Call is designed to encourage community organisations, community owned enterprises, private individuals, and private business, and collaborations of private and community interests, with financial support to undertake research, development and analysis of a range of social, environmental and economic activities that will benefit the local area.

Applicants seeking support will need to be researching, developing or analysing activities that fit with the North Cork Local Development Strategy, which is the guiding document for the implementation of the LEADER Programme.

Eligible Applicants

Community organisations, community owned enterprises, private individuals, and private business, and collaborations of private and community interests, that seek support to promote a more sustainable approach to local communities, will be eligible to submit an Expression of Interest.

Eligible Activities

All proposals must clearly demonstrate a strategic impact in their community. Innovative proposals can include, but are not limited to: Feasibility Studies, Development Plans, Analysis & Development of Rural (Rurally Sourced) Products, Resource Audits, Development of Prototype Products and Services, Assessment and exploratory works necessary to inform a detailed heritage related project proposal e.g.

Archaeological Assessment, investigation of structure, development of appropriately detailed repair specifications and methodologies, ecological survey, Analysis of the Commercial Feasibility of a Project.

Please note: Where a project receives a technical feasibility study grant there is no commitment to fund any project that may arise on foot of the analysis or development work until an application for the subsequent project has been received and approved by the North Cork Local Community Development Committee.

Support to Make an Application

Advice, mentoring, support and training will be available to applicants to complete an EOI through Ballyhoura Development. Applicants that have their EOI approved at Phase 1, and are eligible to proceed with a full application to Phase 2, will be invited to training workshops to develop the full application form.

Call Process

1. Expression of Interest

The Technical Feasibility Studies is an open and ongoing call. It will be a two stage process. Applicants will initially complete an Expression of Interest form. This will be evaluated based on the following criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass

If deemed eligible, applicants will be invited to Stage 2 to submit a Full Application.

2. Full Application

Projects will be evaluated by the Independent Evaluation Committee following submission of fully completed applications, accompanied by all supporting documentation as required for the project. Full Applications will be evaluated based on the following scoring criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass
Deadweight - Does the project actually require LEADER funding to proceed?	Pass/Fail	Pass
Displacement/Competition - Will the project be in direct competition with an existing local business, and could it result in displacement of jobs or activities elsewhere?	Pass/Fail	Pass
Innovation – Has the applicant demonstrated what is new about the	15	70%

project?		
Applicant Background, Skills and Experience – Has the applicant demonstrated that it has the skills and experience necessary to ensure project is a success?	20	70%
Financial Viability – Has the applicant demonstrated the projects value-for-money, and the projects financial viability, from development, through to operation?	15	70%
Sustainability of the project – Does the business/project plan demonstrate that the project is viable and sustainable in to the future?	15	70%
Market – What evidence has been provided that the project is filling an identified need, market or demand?	15	70%
Project Impacts – Has the applicant demonstrated how the project will benefit the local community, socially, economically and environmentally?	10	70%
Specific Added Value to the Call – Has the applicant demonstrated the projects added value to the local community?	10	70%
TOTAL	100	75%

In making final decisions on the funding, North Cork LCDC will give priority to the projects that can demonstrate strong potential for positive environmental impacts. Should there be more projects that score above the minimum evaluation criteria set-out, the projects will be ranked in order of their overall score until the funding is allocated.

This is a competitive application process with a limited fund. Projects that score above the minimum score criteria will not be guaranteed funding. Subject to Departmental approval, LEADER grant offers will be issued following the final decision of approval by North Cork LCDC. There will be an appeals process for unsuccessful applicants.

Call 3 - Community Services & Facilities

Call Overview: The following call information for funding for Community Services and Facilities should be read in conjunction with Section 1, 2, 3 and 4 of this document, where the detail of the LEADER programme is outlined.

Call Type: Closed Call

Timeline: Expressions of Interest Open Monday January 2nd 2017
Expressions in Interest Close Monday February 27th 2017
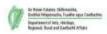Full Applications will be invited from those Expressions of Interest deemed eligible. The Full Application deadline will be Monday July 31st.

LDS Theme: 1. Economic/Enterprise Development and Job Creation
2. Social Inclusion
3. Rural Environment

LDS Sub Themes: 3. Rural Towns
4. Broadband

5. Protection & Sustainable Use of Water Resources ;
6. Basic Services Targeted at Hard to Reach Communities
9. Renewable Energy

LDS Objectives: 3. To animate and develop the distinctive human, social, environment, built character, and commercial activity of rural towns and villages, across the LDS area between 2015 and 2020, as centres of the wider economic and social hinterlands. To create attractive centres for living, leisure, service, business and employment.
4. To build community, business and individual knowledge and capacity, through improved access to, and understanding of, the opportunities and innovations presented by faster broadband, and increase uptake and usage to optimise the social, economic and employment benefits from broadband investment in to the LDS area across 2015-2020.
5. To build the capacity of individuals and communities living in the LDS area, to sustain and improve their quality of life, through supporting them to provide increased and improved services (social, recreational, retail and financial), and educational, cultural and artistic activities across 2015-2020.
6. To strengthen the capacity of young people, youth, and community organisations across the LDS area between 2015-2020, through innovative programming, engagement, participation and partnership, across local community, social, environment and economic development activities.
9. To build community and business capacity to invest in research, development, testing and deployment of renewable energy and conservation technologies, to minimise the impact of climate change, reduce emissions, reduce carbon footprint and reduce fuel poverty in the LDS area between 2015-2020, without negatively impacting upon the environment.

Open Call Allocation: € 152,373
Maximum Funding: € 152,373 per project
Minimum Funding: € 5,000 per project
Rate of Aid: Training up to 100% / Capital up to 75%

Target Geographic Area: All communities in the Ballyhoura Development Area of North Cork.

20% of the 2017 Call funding will be ring fenced for projects that are deemed high quality, in line with the scoring criteria from the following communities, that have demonstrated less capacity in the past to access LEADER funding: Ballindangan; Knockadea (including Knockanevin & TO Park); Ballyhea; Churchtown; Newtownshandrum

Overview
Adding value to existing resources through new services, supporting community cohesion, and creation of new supports for youth, was a recurring theme across the public consultations for the development of the North Cork Local Development Strategy, which is the guiding document for the implementation of the LEADER Programme from 2016-2020.

The Community Services and Facilities Call is designed to support community organisations, to invest in the development of new local services and facilities, that have a direct and demonstrable positive social and cultural impact in the Ballyhoura Development area.

Eligible Applicants

Community Organisations seeking to support and promote local engagement, and improve outcomes from facilities and services will be eligible to apply.

Eligible Activities

All proposals must clearly demonstrate a social inclusion benefit and impact in their community. Innovative proposals can include but are not limited to:

- Enhancement of existing community facilities
- Community capacity-building and training initiatives targeted at groups at risk of social exclusion
- Development and delivery of sustainable community services
- Community-based engagement and communication strategies
- Community hubs
- Inclusive recreation infrastructure
- Proposals from groups at risk of social exclusion, to enhance and foster holistic approaches to community engagement, participation, planning and service provision
- Development and delivery of community-based responses to improve social inclusion and community cohesion
- Capacity building, training & mentoring initiatives to support the needs of young people
- Development of community infrastructure and services for rural youth
- Personal development and skills development, for groups at risk of social exclusion and rural youth
- Activities that promote and encourage access, participation and usage, of existing community, recreation, heritage and cultural infrastructure
- Improving the quality-of-life and recreational environments of communities
- Establishment of networks and clusters, or other partnerships, to foster inclusive community strategic planning and development.

Support to Make an Application

Advice, mentoring, support and training will be available to applicants to complete an EOI through Ballyhoura Development. Applicants that have their EOI approved at Phase 1, and are eligible to proceed with a full application to Phase 2, will be invited to training workshops to develop the full application form.

Call Process

1. Expression of Interest

The Environmentally Sustainable Communities is an open and ongoing call. It will be a two stage process. Applicants will initially complete an Expression of Interest form. This will be evaluated based on the following criteria.

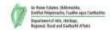| Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass

If deemed eligible, applicants will be invited to Stage 2 to submit a Full Application.

2. Full Application

Projects will be evaluated by the Independent Evaluation Committee following submission of fully completed applications, accompanied by all supporting documentation, as required for the project. Full Applications will be evaluated based on the following scoring criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass
Deadweight - Does the project actually require LEADER funding to proceed?	Pass/Fail	Pass
Displacement/Competition - Will the project be in direct competition with an existing local business, and could it result in displacement of jobs or activities elsewhere?	Pass/Fail	Pass
Innovation – Has the applicant demonstrated what is new about the project?	15	70%
Applicant Background, Skills and Experience – Has the applicant demonstrated that it has the skills and experience necessary to ensure project is a success?	20	70%
Financial Viability – Has the applicant demonstrated the projects value-for-money, and the projects financial viability, from development, through to operation?	15	70%
Sustainability of the project – Does the business/project plan demonstrate that the project is viable and sustainable in to the future?	15	70%
Market – What evidence has been provided that the project is filling an identified need, market or demand?	15	70%
Project Impacts – Has the applicant demonstrated how the project will benefit the local community, socially, economically and environmentally?	10	70%
Specific Added Value to the Call – Has the applicant demonstrated the projects added value to the local community?	10	70%
TOTAL	100	75%

In making final decisions on the funding, North Cork LCDC will give priority to the projects that can demonstrate strong potential for positive environmental impacts. Should there be more projects that

score above the minimum evaluation criteria set-out, the projects will be ranked in order of their overall score until the funding is allocated.

This is a competitive application process with a limited fund. Projects that score above the minimum score criteria will not be guaranteed funding. Subject to Departmental approval, LEADER grant offers will be issued following the final decision of approval by North Cork LCDC. There will be an appeals process for unsuccessful applicants.

Call 4 - Community Economic Infrastructure & Services

Call Overview: The following call information for funding for Community Economic Infrastructure and Services should be read in conjunction with Section 1, 2, 3 and 4 of this document, where the detail of the LEADER programme is outlined.

Call Type: Closed Call

Timeline: Expressions of Interest Open Monday January 2nd 2017
Expressions in Interest Close Monday February 27th 2017
Full Applications will be invited from those Expressions of Interest deemed eligible.
The Full Application deadline will be Monday July 31st.

LDS Theme:
1. Economic/Enterprise Development and Job Creation
2. Rural Environment

LDS Sub Themes:
1. Rural Tourism
2. Enterprise Development
3. Rural Towns
4. Broadband
9. Renewable Energy

LDS Objectives:
1. To support and build community and business capacity, to invest in and optimise outcomes from recreation, environment, food, heritage and cultural development, to generate jobs for residents, revenues for business and income through increased visitor numbers to the LDS area across 2015-2020.
2. To support community and individual entrepreneurial capacity, to strengthen innovation, production, distribution knowledge, infrastructure and networks, to sustain and grow employment in the LDS area across 2015- 2020.
3. To animate and develop the distinctive human, social, environment, built character and commercial activity of rural towns and villages across the LDS area, between 2015 and 2020, as centres of the wider economic and social hinterlands, to create attractive centres for living, leisure, services, business and employment.
4. To build community, business and individual knowledge and capacity, through improved access to, and understanding of, the opportunities and innovations presented by faster broadband, and increase uptake and usage to optimise the social, economic and employment benefits from broadband investment in to the LDS

area across 2015-2020.

9. To build community and business capacity to invest in research, development, testing and deployment of renewable energy and conservation technologies, to minimise the impact of climate change, reduce emissions, reduce carbon footprint and reduce fuel poverty in the LDS area between 2015-2020, without negatively impacting upon the environment.

Open Call Allocation:	€ 217,095
Maximum Funding:	€ 200,000 per project
Minimum Funding:	€ 5,000 per project
Rate of Aid:	Training up to 100% / Capital up to 75% /Economic/Commercial Activity 50%
Target Geographic Area:	All communities in the Ballyhoura Development Area of North Cork.
	20% of the 2017 Call funding will be ring fenced for projects that are deemed high quality, in line with the scoring criteria from the following communities, that have demonstrated less capacity in the past to access LEADER funding: Ballindangan; Knockadea (including Knockanevin & TO Park); Ballyhea; Churchtown; Newtownshandrum.

Overview

Increased community activity to support economic development and employment, and creation of new local services, was a recurring theme across the public consultations for the North Cork Local Development Strategy, which is the guiding document for the implementation of the LEADER Programme from 2016-2020. The Economic Infrastructure and Services is designed to encourage community organisations, community owned businesses, social enterprise, and collaborations of private and community interests, to invest in the development of the local economy. Projects that are innovative and increase economic growth and diversification, build capacity and create local jobs will be prioritised in the evaluation and award process.

Eligible Applicants

Community Organisations, Community Owned Business, Social Enterprise, Cooperatives and collaborations, such as Public-Private Partnerships, where there is a community majority shareholding, and partnerships of all of the above, that seek to promote entrepreneurship, create jobs, foster innovation and enhance the local economy, will all be eligible to apply.

Eligible Activities

All proposals must clearly demonstrate a strategic impact in their community. Innovative proposals can include but are not limited to:

- Community enterprise and incubation spaces for start-up and developing business.
- Tourism attractions, event facilities and tourism accommodation developments, to add value to the tourism product.
- Business and visitor infrastructure in rural towns and villages.
- Social farms and new wellbeing models.
- New approaches to using existing unused housing and commercial stock in the centre of towns and villages, to create new models of urban living and working.

- New community owned business and service based on the use of local resources and opportunities, recycled materials, renewable energy, clean technology, information and communications technology.
- Cultural centres, museums, interpretation centres, recreation infrastructure.
- Skills development for identified economic opportunities and rural innovation.
- Activities that build on, and optimize the capacity and efficiency, of existing recreation, heritage and cultural infrastructure.
- Research and planning, including support for the development of sectoral strategies to guide growth.
- Partnerships among communities and industry, to respond to labour market needs and opportunities.
- Improving the quality-of-life and working environments in communities.
- Establishment of networks and clusters, or other partnerships, based on regional strengths and opportunities.
- Encouraging and supporting applications from economically disadvantaged communities, to foster job creation and support business development.

Support to Make an Application

Advice, mentoring, support and training will be available to applicants to complete an EOI through Ballyhoura Development. Applicants that have their EOI approved at Phase 1, and are eligible to proceed with a full application to Phase 2, will be invited to training workshops to develop the full application form.

Call Process

1. Expression of Interest

The Environmentally Sustainable Communities is an open and ongoing call. It will be a two stage process. Applicants will initially complete an Expression of Interest form. This will be evaluated based on the following criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass

If deemed eligible, applicants will be invited to Stage 2 to submit a Full Application.

2. Full Application

Projects will be evaluated by the Independent Evaluation Committee following submission of fully completed applications, accompanied by all supporting documentation as required for the project. Full Applications will be evaluated based on the following scoring criteria:

Score Criteria	Weighting	Min Score
Does the project comply with eligibility criteria as set out in the Local Development Strategy?	Pass/Fail	Pass
Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?	Pass/Fail	Pass
Does the project comply with the Call Criteria?	Pass/Fail	Pass
Deadweight - Does the project actually require LEADER funding to proceed?	Pass/Fail	Pass
Displacement/Competition - Will the project be in direct competition with an existing local business, and could it result in displacement of jobs or activities elsewhere?	Pass/Fail	Pass
Innovation – Has the applicant demonstrated what is new about the project?	15	70%
Applicant Background, Skills and Experience – Has the applicant demonstrated that it has the skills and experience necessary to ensure project is a success?	20	70%
Financial Viability – Has the applicant demonstrated the projects value-for-money, and the projects financial viability, from development, through to operation?	15	70%
Sustainability of the project – Does the business/project plan demonstrate that the project is viable and sustainable in to the future?	15	70%
Market – What evidence has been provided that the project is filling an identified need, market or demand?	15	70%
Project Impacts – Has the applicant demonstrated how the project will benefit the local community, socially, economically and environmentally?	10	70%
Specific Added Value to the Call – Has the applicant demonstrated the projects added value to the local community?	10	70%
TOTAL	100	75%

In making final decisions on the funding, North Cork LCDC will give priority to the projects that can demonstrate strong potential for positive environmental impacts. Should there be more projects that score above the minimum evaluation criteria set-out, the projects will be ranked in order of their overall score until the funding is allocated.

This is a competitive application process with a limited fund. Projects that score above the minimum score criteria will not be guaranteed funding. Subject to Departmental approval, LEADER grant offers will be issued following the final decision of approval by North Cork LCDC. There will be an appeals process for unsuccessful applicants.

SECTION 5

Frequently Asked Questions

SECTION 5

Frequently Asked Questions

Who can apply for LEADER Funding?
Individuals, businesses, social enterprises and community groups are all eligible to apply for LEADER funding.

How do I apply for LEADER funding?
The application process now involves two steps:
Step 1: All applicants must complete an Expression of Interest Form for each project.
Step 2: If your Expression of Interest form is deemed eligible in principle, you will then be given an application form, and invited to submit your application for LEADER funding.

If my Expression of Interest form is approved, does that mean my funding application will be approved?
No. Expressions of Interest will be assessed against two criteria only

- (a) To ensure compliance and 'fit' with the LEADER Operating Rules
- (b) To ensure compliance and 'fit' with the North Cork Local Development Strategy

What is a Time Specific / Targeted Call?
A time specific call is a call for Expressions of Interest under specified themes and subthemes of the programme within a defined timeframe. This is a competitive process to ensure that funding is targeted where it delivers the most value and to ensure that all projects have an equal opportunity to apply for funding. The majority of the available budget will be allocated using time specific / targeted calls.

What is a Rolling Call?
A rolling call is open to Expressions of Interest on a continuous basis until the budget for that project activity is fully allocated i.e. funding is allocated on a first come first served basis.

Can I still submit an Expression of Interest Form even if there isn't a time specific / targeted call open for my project?
Yes. Expression of Interest forms will be accepted on a continuous basis. This will help the North Cork Local Community Development Committee to plan effectively for the future and respond to local needs. If you submit an Expression of Interest form outside a time specific / targeted call, the enquiry will be placed on a database, and applicants will be informed of any calls as they arise.

How can I seek 75% funding?
To attract the 75% rate of aid a community group must be:

- A non-profit distributing group
- Institutionally separate from the state
- Coming together, or has come together, to pursue a common cause or interest for the good of their community
- Autonomous and engaged in voluntary activity
- Promoting the interests of the wider community rather than the commercial interests of its members

- A group, or project whose membership does not consist of any secondary economic beneficiaries e.g. local business people coming together as a community body to apply for funding to being tourists into an area.

What happens when I send in my Expression of Interest form?

All Expression of Interest forms submitted will receive an acknowledgement. All project ideas will be assessed for eligibility and applicants informed of the outcome. If your expression of interest form is eligible you will be invited to make a full application for funding.

My expression of interest form has been deemed eligible in principle what happens next?

Ballyhoura Development CLG will inform you of the documentation required to complete the Full Application and the decision making criteria and processes. This will take the form of a training seminar and information sessions on any other aspects of that project call which are deemed relevant to all project promoters; there will also be opportunities to meet with a Development Officer to discuss your proposal and get guidance on the application process.

Once my application is submitted what happens next?

Ballyhoura Development will assess your project against the Local Development Strategy and programme operating rules and prepare a project report. All projects are then fully assessed and scored by an independent Evaluation Committee before going to North Cork Local Community Development Committee for a final decision on the projects and the levels of funding.

How long will it take to get a decision on my application?

It may take a number of months between the time that you are invited to make an application and a final decision is made. The timeframe will be set out in each individual funding call. This is to allow project promoters sufficient time to prepare their application and collate the documentation required. In the case of time-bound, targeted calls, no project applications will be assessed before the final deadline for submission of applications.

If my project is approved what happens?

If your project is approved you will be issued with a letter of offer and grant contract. Once this has been signed and returned to Ballyhoura Development CLG you may commence work on your project. Ballyhoura Development CLG will continue to guide you through the process until your project is ready for payment.

If my project is refused what happens?

If your project is refused you will receive a letter outlining the reason/s for refusal. You can appeal this decision and information about the appeals process will be included in your refusal letter.

SECTION 6

Contact Information

SECTION 6

Contact Information

Kilfinane   Ballyhoura Development CLG,
Ballyhoura Centre, Main Street
Kilfinane, Co. Limerick.
Telephone: 063 91300
email: leader@ballyhoura.org

Kilmallock   Ballyhoura Development CLG,
Coote Hall Outreach Office
Deebert, Kilmallock, Co. Limerick.
T: 063 20555
Email: leader@ballyhoura.org

Charleville   Ballyhoura Development CLG,
Charleville Outreach Office
Parochial Hall, Chapel St, Charlevillle, Co. Cork
T: 063 21008
Email: leader@ballyhoura.org

Cappamore   Ballyhoura Development CLG,
Cappamore Outreach Office
Cappamore Campus
Cappamore, Co. Limerick
T: 061 381174
Email: leader@ballyhoura.org

Mitchelstown   Ballyhoura Development CLG,
Mitchelstown Outreach Office
Kingston Arms, Kings Square
Mitchelstown, Co. Cork
T: 025 85213
Email: leader@ballyhoura.org

SECTION 7

Forms and Templates

All forms and templates are available from Ballyhoura Development CLG.

SECTION 7

7.1 Expression of Interest Questions

Expression of Interest Information

1.	Date	
2.	Funding Call Name you are making an EOI under	

Applicant Information

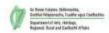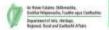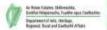|			
1.	Contact Person		
2.	Correspondence Address		
3.	Telephone *(Mobile where possible)*		
4.	E-Mail Address *(Required)*		
5.	Applicant Group / Organisation		
6.	Project Address *(if different)*		

7. Applicant Type	*(Please X)*	Please provide the relevant Registration Number for the Applicant
Formalised Community/ Voluntary Group	☐	CRA No: CHY No:
Company Limited by Guarantee (without share capital)	☐	CRA No: CHY No: CRO No:
Cooperative Society under the Industrial & Provident Societies Act	☐	REG No: CHY No:
Designated Activity Company Limited by Shares	☐	CRO No.:
Private Company Limited by Shares	☐	CRO No.:
Trust	☐	CRA No: CHY No: CRO No:
Sole Trader	☐	
Farmer	☐	Herd No:
Private Individual	☐	
Other *(Please specify)*	☐	

8. Have you, your business or group received Leader funding in the past 7 years?   **Yes**   **No ☐**

If yes, please complete the following table:

Purpose	Amount	Date of Approval
	€	

Project Information

9.	Project Title	

10. The Project Idea - *Please provide a brief summary of your project below (min 200 - max 600 words).*

11. Project Costs - *Please specify the elements for which you are seeking funding in the table below.*

	Brief description	Estimated Cost
a.		
	Total Estimated Project Costs	
12. Is a site or building required for this project?	Yes ☐ No ☐ In Place ☐	

13. If so, is the site or building in your ownership?	Yes ☐	No ☐	In Place ☐
14. Is a Lease Required? *(min 7 years)*	Yes ☐	No ☐	In Place ☐
15. Is Planning Permission Required?	Yes ☐	No ☐	In Place ☐
16. Project Time Frame	Proposed Start Date:		Proposed Completion Date:
17. LEADER Funding Amount Required			

18. Other Funding Sources for this project if applicable: *(Please incl. any funding application outcomes pending from other sources).*
Local Authority ☐   Fáilte Ireland ☐   Heritage Council ☐   Cash/Savings ☐   Private matching from communities ☐   Local Enterprise Office ☐   Bank Loan(s) ☐   National Lottery ☐   • Other (*Please specify*) _____

7.2 Leader Application Form Questions

SECTION 1. LEADER FUNDING CALL INFORMATION

1.1 Funding Call Information

Call Name	
Project Title	
Project Location	

Please indicate to which RDP LEADER Theme and Sub-theme the project relates. Please mark an X in one box only.		
RDP Theme	LEADER Sub-theme	X
Economic Development, Enterprise Development and Job Creation	Rural Tourism	
	Enterprise Development	
	Rural Towns	
	Broadband	
Social Inclusion	Basic Services Targeted at Hard to Reach Communities	
	Rural Youth	
Rural Environment	Protection and Sustainable Use of Water Resources	
	Protection and Improvement of Local Biodiversity	
	Development of Renewable Energy	

SECTION 2. APPLICANT INFORMATION

2.1 Applicant's Details

Name of Individual/Organisation/Business	
Contact Person	
Position	
Correspondence Address of Contact Person	
Project Address *(if different)*	
Telephone *(mobile where possible)*	
E-Mail Address *(required)*	

Website Address	

2.2 Applicant Type

1. Applicant Type	(*Please X*)	Please provide the relevant Registration Number for the Applicant
Formalised Community/ Voluntary Group	☐	CRA No: CHY No:
Company Limited by Guarantee (without share capital)	☐	CRA No: CHY No: CRO No:
Cooperative Society under the Industrial & Provident Societies Act	☐	REG No: CHY No:
Designated Activity Company Limited by Shares	☐	CRO No.:
Private Company Limited by Shares	☐	CRO No.:
Trust	☐	CRA No: CHY No: CRO No:
Sole Trader	☐	
Farmer	☐	Herd No:
Private Individual	☐	
Other (*Please specify*)	☐	

* If the applicant is an Individual/Sole Trader/ Farmer, please progress to Section 2.5 .
* If the applicant is a Constituted Community Group/ Cooperative/Trust, please complete section 2.3 and then progress to Section 2.5.
* If the applicant is a Company Limited By Guarantee/ Limited Company/ Designated Activity Company, please complete question 2.4 and then progress to Section 2.5.

2.3 Applicant Details for Constituted Community Group/ Cooperative / / Trust

Year of Establishment	

Date of Last AGM	

Does Your Group have a Constitution or Memorandum and Articles of Association?	Yes ☐ No ☐

Please list the Group's key objectives as per the Constitution/ Memorandum and Articles of Association.

Please list all current Directors/Committee Members of the applicant, along with their position and whether they are representing Community or Commercial interests.

Name:	Position:	Community(✓)	Commercial(✓)	Non-Commercial(✓)

Is the applicant registered with the Charities Regulator?	Yes ☐ No ☐

Has the applicant adopted the Governance Code?	Yes ☐ No ☐

Is the applicant registered with the Cork Public Participation Network (PPN)?	Yes ☐ No ☐

2.4 Applicant Details for Company Limited By Guarantee/ Limited Company/ Designated Activity Company

Year of Establishment	

Is the applicant registered with the Companies Registration Office?	Yes ☐ No ☐

If the Business is NOT registered with either the CRO or the Register of Friendly Societies, please state why:	

Is the Business a member of a local, regional, or national business network e.g. Chamber of Commerce, ISME etc. ?	Yes ☐ No ☐

If yes, please give details:	

For Companies with Share Capital, please provide the names of the shareholders within the company and their percentage ownership. Please indicate if this is not applicable N/A ☐		
Name:	Position:	Percentage (%) Ownership

Please indicate the Existing Employment Levels in the Company (this can include business owners/directors who are employed in the business)

	Full-time Paid	Part-time Paid	Seasonal (Paid)	Supported Employment (CE etc.)
Male <35				
Male >35				
Female <35				
Female >35				
Total				

2.5 Applicant VAT and Tax Information

Tax Details		
Is the Group/Company/Individual registered for VAT ?	Yes ☐ No ☐	If Yes, VAT Number: _____ If No, please attach letter of confirmation from Revenue.
Information Required to verify Tax Clearance Cert Tax Reference No. _____ Tax Clearance Access No (TCAN):_____ Please confirm that the Group gives permission to Ballyhoura Development CLG to confirm Tax Clearance Status. Yes ☐ No ☐		

Does the applicant have a separate Bank/ Credit Union Account?	Yes ☐ No ☐

2.6 Applicant Background, Skills and Relevant Experience

Applicant's background, including any significant experience and skills in relation to the proposed project? *(Max 400 Words)*

SECTION 3. PROJECT DETAILS

3.1 Project Type

Type of Proposal:	Community Project □	New Enterprise □	Existing Enterprise □	Other □
If other, please explain:				

What is the nature of assistance sought?				
Capital Expenditure □	Marketing □	Analysis & Development □	Training □	Co-Operation □

3.2 Project Summary

A full Project Plan or Business Plan (where project involves economic activity) must be submitted with this application

Please provide a brief summary of the project proposal, the main activities involved to develop it, and details of any other parties involved. Please indicate clearly the specific aims of the project. *(Max 1,000 words)*

3.3 Need/Requirements: What specific need/requirement will the project meet? Describe the need for the proposed project, how this need has been identified and how far the proposed project will go in addressing this need *(Max 400 words)*.

3.4 Impact Assessment:

Have any social, economic and environmental impact assessments been undertaken in relation to the proposed project, and if yes, what were the key findings? If no, please outline the social, economic and environmental impacts and benefits the project will bring to the wider community? *(Max 400 words)*

3.5 Beneficiaries

Please provide details of the primary beneficiaries/ users of the project. *(Max 200 words)*

3.6 Market

Has market research or other research appropriate to the project been undertaken? If Yes, please provide details and outline the key findings. If No, how has the need for the proposed project been identified? *(Max 400 words)*	Yes □ No □

How will the proposed project be marketed and promoted? *(Max 400 words)*

3.7 Competitors & Displacement

Will the project have any competitors, when operational? If yes, please give details below. If applying as a company, please provide details of your current and potential future competitors. *(Max 400 words)*	Yes □ No □

Will the project adversely affect or displace any of the competitors outlined above, or any other similar businesses? Please explain. *(Max 400 words)*	Yes □ No □

3.8 Innovation

What is new, unique and/or innovative about the proposed project? *(Max 400 words)*

3.9 Supports Required

What skills, supports or expertise do you require to complete the proposed project? *(Max 400 words)*

3.10 Sustainability/Viability

On completion, how will the project be managed, operated and sustained into the future? (Max 400 words)

3.11 Employment Potential

On completion, what impact will the project have on employment? Please provide details of jobs sustained and new jobs created from the project.

Employment Potential	Existing Jobs Sustained	New Jobs Created		
		Year 1	Year 2	Year 3
Full Time				
Part Time				
Seasonal				
Community Employment				
Rural Social Scheme				
TUS				
CSP				
Other				
Total				

3.12 Project Schedule

What is the due commencement date of the project?	
What is the due completion date of the project?	
What date will the project be operational?	

SECTION 4. PROJECT LOCATION

What geographical area will the project service?

If the applicant is incorporating the use of land or premises in the project, is the land or premises owned or leased? Please attach evidence of ownership or letter of intent to lease.	Owned □ Leased □

If the land or premises are leased, what is the current or planned expiry date of the lease?	Date:

SECTION 5. PROJECT PERMISSIONS

Is planning permission required for completion of the project? If Yes, please attach full planning permission with your application. If No, please attach confirmation from Cork City and County Council that planning is not required.	Yes □ No □

Is an Appropriate Assessment, for Special Areas of Conservation or Protection, or an Environmental Impact Assessment required for your project? (If Yes, please attach)	Yes □ No □

Is this a heritage project? If Yes, please see additional guidelines	Yes □ No □

Are statutory approvals required for completion of the project (e.g. HACCP, AIRE etc). If Yes, please give details:	Yes □ No □

SECTION 6. TRAINING PROJECTS (IF APPLICABLE)

Is the project for the provision of Training? If yes, please provide the details requested below, and attach an outline of the training programme proposed.		Yes □ No □
Course Title:	Course Provider:	
Is the Course Accredited? (If Yes, please provide details of Accreditation below)		Yes □ No □
Please explain the reason why the Training is needed:		
Numbers of men under 35 years of age to be trained Numbers of women under 35 years of age to be trained Numbers of men over 35 years of age to be trained Numbers of women over 35 years of age to be trained		
Please note that all training courses supported by RDP LEADER funding must provide evidence of course participation and outcomes, including Participant Registration forms, Course Registers and Course Evaluations.		

SECTION 7. TECHNICAL ASSISTANCE PROJECTS (IF APPLICABLE)

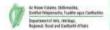| Is your proposed project an Analysis and Development project? (i.e. feasibility study, product development etc.) If Yes, please provide details below, and attach a Terms of Reference for the work you or your group/company is proposing. *(Max 1000 words)*	Yes □ No □

SECTION 8. PROJECT PROCUREMENT

Please indicate if you are a :   Contracting Authority ☐   Non-contracting Authority ☐

A Contracting Authority means a state, regional or local authority, or a body governed by public law, or an association formed by one or more of such authorities, or one or more of such bodies governed by public law.

Please indicate if the project will involve expenditure to any one supplier, in excess of the levels outlined below, for the following activities:

Purchase of Supply Activities: €25,000

Purchase of Construction Activities: €50,000

Purchase of Information Technology Activities: €10,000

Please refer to the LEADER Operating Rules for further information on the requirements for procurement.

Please complete the following quotation schedule, which details the procurement process for goods and services to be supplied if the project is successful:

Nature of Contract Goods Item Equipment	Supplier	Please tick best quote	Quotation Date	Quotation Excl. VAT	Quotation Incl. VAT	Dated & Signed/Email
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐
		☐				☐

Are you/your Group linked in any way to the suppliers listed above?

Yes   ☐   No   ☐

If yes, please provide details: *(Max 400 words)*

SECTION 10: PROJECT FINANCES

Capital/Equipment/Marketing Expenditure			
Please outline the project costs in Euro (based on chosen supplier) in the tables below.			
CAPITAL/EQUIPMENT/MARKETING			
Description	Supplier	Cost € (excluding	Cost € (including

Training / Animation Expenditure			
Description	Supplier	Cost € (excluding	Cost € (including

Analysis & Development Expenditure			
Description	Supplier	Cost € (excluding	Cost € (including

Professional Fees (Only Where Linked To Capital Project – Max 12% Total Project Cost)			
Description	Supplier	Cost € (excluding	Cost € (including

Please provide details of the Total Project Costs in the summary table below. In all cases, project costs must be based on actual quotations and/or a completed documented tendering process. **Note:** If the Group is registered for VAT, the project cost excluding VAT will be used when calculating grant aid.

Summary Of Total Project Costs				
Description	**Total Cost € (excluding VAT)**	**Total Cost € (including VAT)**	**Applicable Rate of Aid**	**Grant Aid €** *(Please complete only if voluntary labour or donations are not included in project*
Capital/ Equipment/ Marketing				
Training/ Animation				
Analysis & Development				
Professional Fees				
Publicity Plaque *(if applicable)*				
Total Overall Costs				

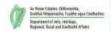| Private Matching Funding	
Savings	€
Borrowings	€
Voluntary Labour (Community & Farm Diversification projects only)* (Detailed Voluntary Labour Calculation Sheet must accompany application)	€
Donations	€
Other (please specify)	€

Total Private Matching Funding	€
Number of work phases in the project:	

Total Grant Aid Sought:	

To assist with project cash-flow, you may request phased payments of grant aid, should this project application be successful. This is subject to LAG approval.

Phased Payments Requested:　　　**Yes ☐**　　　**No**　　　☐

SECTION 11. APPLICANT FINANCES

Last Annual Income/Turnover:	€
Please attach Audited Accounts for the past three years, where available. If not available, please consult with the Ballyhoura Development Officer to agree an appropriate alternative.	

Do you have any debts or liabilities outstanding (if Yes, please list)	Yes ☐　　No ☐

Will this project be able to proceed if your application to the Rural Development Programme LEADER 2014-202 is underlineunsuccessful?　　　YES ☐　　　　　NO ☐　　　　　IN PART ☐

If in part, please explain: (Max 200 words)

SECTION 11: OTHER FUNDING

Has an enquiry/application for grant assistance for this project been made to any other state agency e.g. Cork City & County Council, Arts Council, Fáilte Ireland, Heritage Council etc.?

Yes　　　☐　　　　　　　　　　No　　　☐

If Yes, please provide name of the public body(s) and the outcome of the enquiry/application – *please attach evidence / correspondence*

Date	Agency	Amount	Outcome (*Successful/Unsuccessful)*

SECTION 12: STATE AID

The aid being sought is provided under the European Commission Regulation on De Minimis Aid. Small amounts of State aid, up to 200,000 Euros in any three-year period to any one enterprise, are regarded as too small to significantly affect trade or competition in the common market. Such amounts are regarded as falling outside the category of State aid that is banned by the EC Treaty and can be awarded without notification to or clearance by the European Commission. A Member State is required to have a mechanism to track such aid (called 'De Minimis aid') and to ensure that the combined amount of De Minimis aid payments from all sources to one enterprise in any three-year period respects the 200,000 Euro ceiling. Please provide details of all other De Minimis aid which has been granted to your company within the past three years. It should be noted that a false declaration by a company resulting in the threshold of €200,000 being exceeded could later give rise to the aid being recovered with interest.

I wish to apply for LEADER funding under the De Minimis Regulation (EC) 1407/2013 of 18 December 2013. I confirm that (Name of Promoter)   has been granted only the following de minimis aid within the past three years (please provide details in the following table)

Agency	Amount	Date of Approval of	Purpose

SIGNED: DATE:

7.3 Leader Application Checklist

LEADER - File Index / Document Checklist for XXXXXXX	
Application	**Tick**
Expression of Interest docs	
Eligibility Test Form	
Applicants Memo & Arts / Constitution	
Applicants Signed AGM minutes & treasurer Report	
Applicants Business Plan and Project Outline	
Applicants Signed and dated Application with completed Data Protection	
Applicants Bank Statements (1 yr) as at application date	
Applicants Evidence of Bridging Finance / Match Funding (incl Other grant approval)	
Applicants Certified Voluntary Labour Agreement	
Applicants Insurance Policies including indemnities as required	
Applicants Other Grant Scheme Details (Refusal Details)	
Applicants Performance Indicator Collection Declaration	
Applicants Evidence of Ownership / Lease	
Applicants Final Planning Permission & Fire Cert	
Applicants Reliability Declaration	
Applicants Revenue letter re VAT registration	
Applicants Tax Clearance Certificate Details	
Contractors Insurances / Architect Reports / Engineers Reports (incl. Maps/Drawings)	
Applicants Notifications to unsuccessful tenderers	
Applicants De-Minimis Form	
Applicants Audit Trail Report	
Applicants Tender Report	
Applicants Signed and dated Contract	
Acceptance slip - dated :	
Applicants Photos	
Applicants Project Details	
Applicants Claim Form	
Applicants Original Invoices	
Applicants Original Receipts	
Applicants Original Bank Statement	
Valid Tax Clearance Certificate for Supplier/Contractor	
Applicants Insurance Policies for Building Contractor	
Applicants Outcome Report	
Applicants Performance Indicator Sheet	
Applicants signed Drawdown Request Form	
Applicants Quotation-Invoice Listing	
Applicants Assets Register & Storage Agreement (applying to equipment)	
Applicants Independent Value of Works Certificate eg: (independent engineer)	

7.4 List of Agricultural De minimis Schemes 2013 – 2016

Scheme Name	2013	2014	2015	2016
Premium from Kerry cattle live Calves	X	X	X	X
Bovine Viral Diarrhoea Compensation Scheme (BVD) Beef and Dairy calves	X	X	X	X
Beef Technology Adoption Programme (BTAP)	X	X	X	X
Sheep Technology Adoption Programme (STAP)	X	X	X	X
Dairy Development Programme (DDP)	X		X	
Bord Bia Quality Assurance Scheme	X	X	X	
Imported Fodder Transport Scheme	X			
Beef Genomics Scheme (BGS)		x	x	
Milking Skills Programme paid by Farm Relief Service (FRS)		x	x	x
Dairy 'Cash Plan 2014' Programme (DCP)		x	x	
Superlevy Installment Scheme				x
Fodder Damage Aid Scheme 2016				x
Emergency Flood Damage Relief Scheme 2016				x

7.5 Electronic Tax Clearance (eTC)

The Revenue Commissioners have introduced electronic Tax Clearance (eTC) from January 1st 2016. The changes are explained in detail on the following Revenue webpage
http://www.revenue.ie/en/online/etax-clearance-faqs.html.

Electronic Tax Clearance is the new online application and verification process for tax clearance and for the majority of Revenue customers it will replace the existing annual paper based verification system. Applicants who are tax compliant will be issued with a Tax Clearance Access Number (TCAN) which they must give to third parties who require verification of their suppliers' Tax Clearance status.
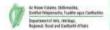
How does eTC work?
Both the supplier and project promoter must register for the Revenue Online System (ROS) to utilise the electronic verification system. Registration can take up to two weeks to complete, and unregistered promoters are advised to apply early.

In order to apply for online tax clearance verification, applicants for and verifying bodies must have an active tax registration, e.g. be an active PAYE customer, or have an Income Tax, Partnership or Corporation Tax registration.

There are 3 exceptions to applying for eTax Clearance in electronic format:-

i. non-resident applicants who have no tax registration number in this State,
ii. non e-enabled applicants,
iii. non-registered voluntary bodies e.g. tidy towns committees.

Most promoters will either already be or have no problems registering for ROS. They will possibly be registered for Employer PAYE for staff or for Income Tax or Corporation T
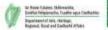
7.6 Sample Claim Form

	Promoter Name:				Promoter Identification №:		
Invoice No.	Supplier Name	Invoice Date	Total Euro	Vat Euro	Eligible Amount Euro	VAT Registered Y/N	VAT No.
	Theme: Sub Theme:		Grant Rate		Total Eligible		Total Due Total Eligible & Grant Rate
	Tax Reference Number: Tax Clearance Access Number:			Date of Check			
	Promoter Signature			Date			

7.7 Promoter Insurance and Indemnity Declaration

The project promoter (henceforth referred to as 'the Promoter') accepts and confirms that the Minister of the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs , the *(insert LAG or other indemnifiable party name(s))* is at all times and instances indemnified from and against all actions, proceedings, costs, damages, expenses, claims, demands and liabilities (save to the extent that same is due to the gross neglect or default of the aforementioned parties) arising in any way directly or indirectly out of:

(a) any act, default, omission, or negligence of the Promoter, its servants or agents, or any person in and on the project area or premises with the promoter's authority or by the promoter's invitation;

(b) any act, default, omission or negligence of the Promoter, its servants or agents (or any persons with the Promoter's authority or invitation) in or on other areas adjacent to or in the vicinity of the project area or premises over which the promoter may have rights of access or use;

(c) the Permitted Use; and

(d) any breach by the Promoter of its obligations, its undertakings, the conditions or other provisions contained in the contract or subordinate to the Operating Rules for the Rural Development Programme (LEADER) 2014-2020.

The Promoter confirms its responsibility and duty to effect and keep in force, for the project for which LEADER grant aid is sought, public liability insurance or other insurance as required. The Promoter shall also give notice to the Minister forthwith upon becoming aware of the happening of any event which might affect any insurance policy relating to the project, its assets, premises and any other item subject to insurance.

If at any time the Promoter shall be entitled to the benefits of any insurance on the project premises or property (which is not effected or maintained in pursuance of any obligation herein contained) to apply all monies received by virtue of such insurance in making good the loss or damage in respect of which the same shall have been received. To notify the Minister, the LAG, as appropriate, in writing of any damage, howsoever occasioned, to the project premises or assets, immediately on becoming aware of same. To pay to the Minister, the LAG, as appropriate, on demand the amount of any insurance monies in respect of the damage to the project premises or assets which cannot be recovered by reason of any act, default, omission or negligence of the Promoter, its servants, agents, promoters or invitees.

If and whenever during the 5-year durability period the project premises or any part thereof are damaged or destroyed by any of the Insured Risks and the insurance money under the policy of insurance is by reason of any act or default of the Promoter or anyone at the project premises expressly or by implication with the Promoter's authority other than the Minister, the LAG, as appropriate, its servants agents employees or workmen wholly or partially irrecoverable, forthwith in every such case to (at the option of the Minister, the LAG, as appropriate) either:

(a) Rebuild and reinstate at its own expense the property or buildings contained in the premises or structures subject to an application for grant aid are part destroyed or damaged to the reasonable satisfaction and under the supervision of the LAG, as appropriate, surveyor, the Promoter being allowed towards the expenses of so doing upon such rebuilding and reinstatement being completed

the amount (if any) actually received in respect of such damage or destruction under any insurance as aforesaid; or

(b) Pay to the LAG, as appropriate, on demand, with interest at the Prescribed Rate (insert relevant rate %), the amount of such insurance monies so irrecoverable from the date on which the Promoter shall be notified by its insurers that such monies are irrecoverable whichever is the least expensive for the Promoter.