

**LEADER**  
**RURAL**  
**DEVELOPMENT**  
**PROGRAMME**



Clare Local  
Development  
Company

**Application & Drawdown Handbook**

**[www.cldc.ie](http://www.cldc.ie)**







# What is LEADER?

LEADER is an acronym for Liaisons Entre Actions de Développement de l'Économie Rurale (Links between actions for the development of the rural economy). LEADER provides rural communities with the resources to enable local partners actively engage and direct the local development of their area, through a community-led local development (CLLD) approach.

## LEADER Principles

**Area based local development strategies**

**Bottom up approach**

**Public private partnerships (LAG)**

**Innovation**

**Integrated and multi sectoral actions**

**Networking**

**Co-operation**

### Background to LEADER in Clare

The LEADER Rural Development Programme was first introduced as an EU pilot initiative in 1991 to sixteen areas of Ireland, one of which was Co. Clare. Rural Resource Development which was chosen to administer LEADER in the county brought together a broadly-based group representing community and farming interests, the private sector and state agencies.

The success of the pilot programme saw LEADER II (1995 – 2000) extended to all rural areas of the country. The third programme, the LEADER National Rural Development Programme, funded jointly by the EU and the National Development Programme commenced in 2002 and concluded in December 2006.

LEADER RDP 2007-2013 saw the Programme in the mainstream of CAP reform measures. Over 300 projects were funded throughout Co. Clare, with the exception of the county town of Ennis.

## LEADER Rural Development Programme

**€8.9m Budget 2016-2020**

**The full Local Development Strategy and summary is available online at [www.cldc.ie](http://www.cldc.ie)**

### Policy Framework

Rural development is a key component of the EU Common Agricultural Policy (CAP). It is supported through the European Agricultural Fund for Rural Development (EAFRD), which in turn is delivered through nationally co-financed programmes. Three long term strategic objectives have been identified for EU rural development policy for 2014 -2020;

- Improving the competitiveness of agriculture;
- The sustainable management of natural resources and climate action; and
- A balanced territorial development of rural areas.



## **Priorities for Rural Development**

These policy objectives are reflected in a number of priorities for rural development. LEADER is programmed under Priority 6 – promoting social inclusion, poverty reduction and economic development in rural areas. This provides the basis for LEADER to address key challenges facing Irish society and deliver supports to address, for example, the increase in levels of poverty and social exclusion.

Each priority is targeted at a number of focus areas with LEADER focused on building the capacity and skills of the local community and socio-economic actors in rural areas to tackle local development objectives.

The Programme also focuses on key themes and sub-themes, which should underpin LEADER activities throughout the county. These themes are drawn from the Programme consultation process, as well as consultation and research conducted by the Commission for the Economic Development of Rural Areas (CEDRA) in 2012 and 2013.

The themes reflect the key challenges facing rural Ireland, with regard to economic recovery, employment creation, tackling social exclusion and reducing the impact of global warming and resource depletion. The sub-themes encompass the diversity of local needs and the actions required to address these needs through the LDS.

## **Our vision for LEADER**

CLDC's vision for LEADER 2014-2020 is that Clare will be a county where businesses and communities are supported to grow and create quality job opportunities, create enhanced eco-tourism offerings, devise innovative solutions to local issues and to build strong, resilient communities identifying and meeting the needs of the most vulnerable in an economically, socially, culturally and environmentally sustainable manner.

## **Local Objectives and Actions**

Our vision will be realised through the implementation of our LDS through nine objectives and twenty-two actions which are consistent with the above themes and sub-themes.

## **Who can apply for LEADER funding?**

- Rural businesses wishing to expand or develop a start-up business**
- Farm Families wishing to diversify to increase family farm income**
- Community and Voluntary Organisations wishing to enhance local community activities**
- Individuals with an eligible project**



## Rates of Grant Aid

Private projects can apply for a maximum grant rate of 50% for capital projects and 75% for Analysis & Development (A&D) projects, subject to the ceilings below.

Communities can apply for grant aid at 75% and Analysis and Development at 90%. Training projects may receive 100% funding.

*Please note each call will have its own ceilings.*

## Funding Limits

LEADER funding is not intended for large scale projects. It is not anticipated that large capital grants will be approved in this programme due to a lower programme budget. Please see ceilings on individual calls. The maximum grant amount for Analysis & Development projects is €30,000.

### Summary of Current Funding Ceilings and Support Rates

Type of project	Applicant	Maximum Rate of Aid	Maximum Funding
<b>Investment &amp; other supports</b> (including animation undertaken as part of the implementation of a project)	Private	Up to maximum of 50%	Please see call details
	Community under basic services targeted at hard to reach communities sub-theme	Up to maximum of 75%	
<b>Analysis and Development</b>	Private	Up to maximum of 75%	€30,000
	Community	Up to maximum of 90%	
<b>Training</b>	Private or Community	Up to maximum of 100%	€200,000



## De Minimis

Most grant assistance is subject to the EU 'de minimis' rule which stipulates that aid to any one beneficiary must not exceed €200,000 from all grant-giving agencies over any three-year period. 'De minimis' also applies to non-commercial community projects where the ceiling is €500,000 over a three year period.

## What projects can be funded through LEADER?

Eligible costs for grant applications include:	Grant applications for the following projects will not be considered:	Grant applications for the following costs will not be considered:
<ul style="list-style-type: none"><li>• Construction &amp; Fit-out costs</li><li>• Professional Fees (subject to conditions)</li><li>• Machinery &amp; Equipment</li><li>• Marketing/Promotion</li><li>• Training</li><li>• Analysis &amp; Development</li></ul>	<ul style="list-style-type: none"><li>• Agriculture</li><li>• Fisheries</li><li>• Conventional retail operations, excluding community based shops and farm shops selling locally produced produce</li><li>• Courses of instruction or training which form part of normal education programmes or systems at secondary or higher levels. <b>Note:</b> <i>This includes the rural development diploma and degree</i></li><li>• Horticulture (including bee keeping)</li><li>• General maintenance works of public bodies</li><li>• Childcare</li><li>• Health Care</li><li>• Nursing homes</li><li>• Housing</li><li>• Race and sport horse industries.</li><li>• Greyhound Industry</li><li>• Projects that already have other EU funding either directly or through a national programme</li></ul>	<ul style="list-style-type: none"><li>• Conventional motor vehicles including cars, industrial/farm/construction vehicles, vans and buses</li><li>• Insurance for project promoters</li><li>• Loans</li><li>• Planning application fee</li><li>• Working capital including stock</li><li>• Payments for gifts, donations or personal entertainments</li><li>• Statutory fines and penalties, criminal fines and damages</li><li>• Legal expenses in respect of litigation</li><li>• Costs associated with meeting a legislative or statutory requirement</li><li>• Reclaimable VAT</li><li>• Improvements/ refurbishment of private residential property</li></ul>

Please note that the Board of CLDC may also adopt policies from time to time that deem other activities ineligible.



# How to apply for LEADER grant aid

**CALL FOR APPLICATIONS** Please note that there will be a limited timeframe in which to submit your application to CLDC as part of an open Call for Applications process. A CLDC Rural Development Officer will advise you of the deadline dates. See also [www.cldc.ie](http://www.cldc.ie)

## Step 1: COMPLETE AN EXPRESSION OF INTEREST FORM

- In the first instance, you should complete and submit an expression of interest form (EOI) to CLDC.
- You can download this form from the CLDC website ([www.cldc.ie](http://www.cldc.ie)) or fill it in on-line. You can also contact our office in Westgate at 065-68 66800 to request a printed copy. You will receive an acknowledgement of this along with an identifying reference number.
- Your details and that of your project are entered into an IT system operated by the funding authority, the Department of Arts, Heritage, Rural, Regional and Gaeltacht Affairs.

## Step 2: DISCUSS YOUR PROJECT IDEA WITH A RURAL DEVELOPMENT OFFICER FROM CLDC

- Meet with a CLDC Rural Development Officer to discuss your project (a site visit may be required in the case of construction/capital projects). This provides us with an opportunity to assess the eligibility of your project.
- We will also advise you regarding the appropriate grant rate for your project and timelines for making an application.

## Step 3: PREPARE YOUR DRAFT BUSINESS PLAN

- Prepare a draft Project or Business Plan and submit it to the CLDC Rural Development Officer.

## Step 4: FEEDBACK and FURTHER CONSULTATION

- Finalise your business plan following consultation with the Rural Development Officer.
- In addition to advice and guidance, we may also be able to provide you with the services of a mentor or other soft supports, should you require same.
- Ensure that the business plan is signed and dated (signature/s and date on the last page) and that these signature details are the same as those on the application form.

## Step 5: ACQUIRE THE NECESSARY SUPPORTING DOCUMENTATION

Liaise with CLDC and acquire the necessary documents to accompany your application. These may include (see checklist):

- Signed business or project plan
- The requisite number of quotations (See Public Procurement Guidelines)
- Planning permission (if required) or documentary evidence that it is not required
- Evidence of ownership of property or lease
- Evidence of matched funding and bridging finance
- Support Letters
- eTax Clearance Certificate
- Other documentation as requested by CLDC
- Submit your documentation via email and hard copy to your Rural Development Officer



### **Step 6: SUBMIT YOUR APPLICATION**

- Under the Call for Applications process, you will need to submit your application by the specific deadline for that call.
- Complete the grant application form in the presence of a LEADER Rural Development Officer to apply for LEADER funding and submit it along with the required supporting documentation including your business plan.
- Application forms must be signed and dated. The amount of grant aid officially requested on the form and the breakdown of same must correspond exactly to submitted quotes.
- A letter of acknowledgement will issue. However this should not be taken as an indication that grant-aid will be awarded to your project.

### **Step 7: PROJECT ASSESSMENT STAGE**

- Further discussions may take place with you regarding your application before it is submitted to an evaluation committee for expert evaluation.
- These committees contain a broad range of expertise in their respective fields and their recommendation along with completed score sheets (details available from call stage) are submitted to the Board of CLDC for final approval.

### **Step 8: LETTER OF OFFER STAGE**

- CLDC is required to inform the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs of all projects approved. A final decision will take at least 15 working days after the CLDC Board meets.
- Once you are approved you will get a phone call from a Rural Development Officer.
- You will then be notified of the Board's decision in writing within a further 10 working days (as contracts have to be prepared). Please allow a minimum 3 weeks before planning to start your project.
- If successful, you will be given two copies of a letter of offer of grant aid, one of which you will need to sign and return to CLDC by a prescribed timeframe.
- We may also carry out an up to date site assessment of your project, including another site visit to ensure no project works have commenced, in advance of issuing the letter of offer.

### **Step 9: ACCEPTANCE OF OFFER STAGE**

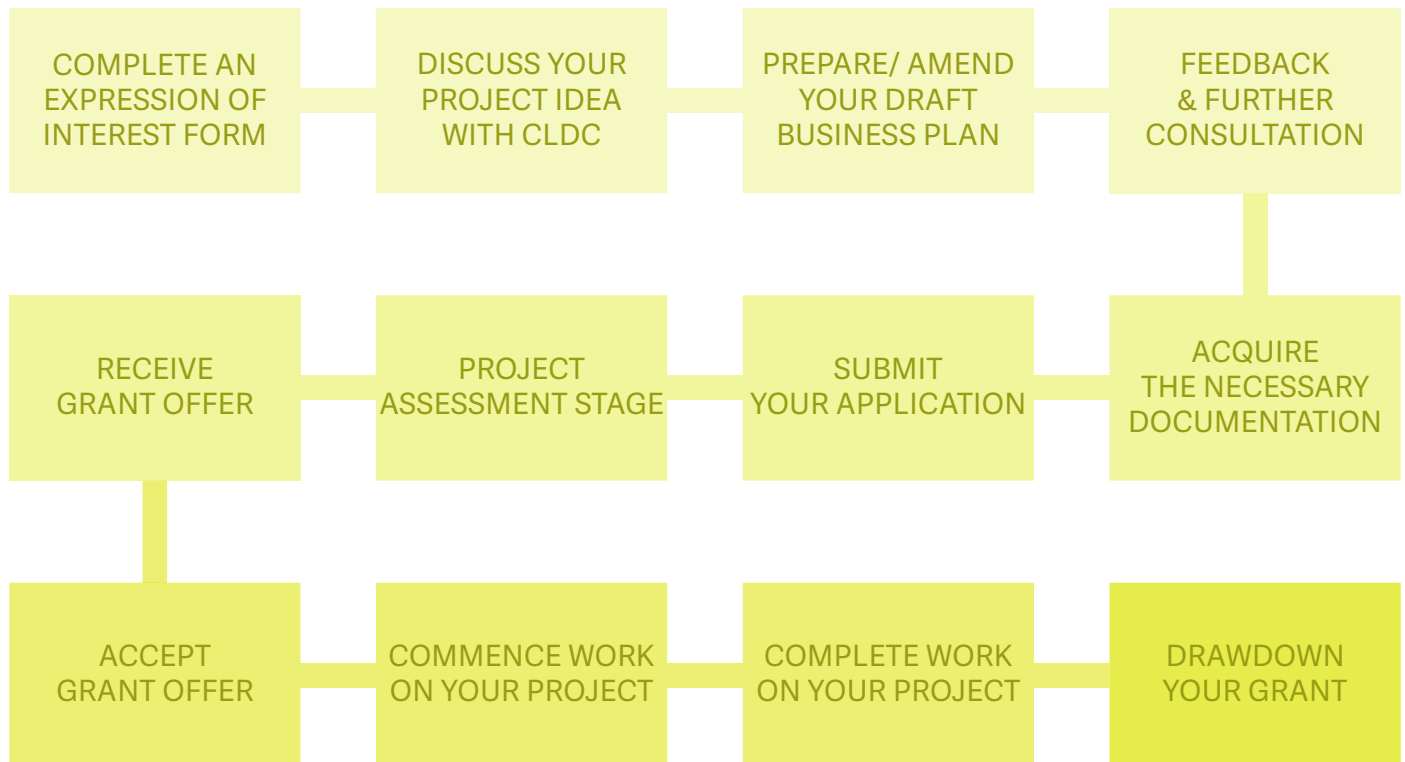
- It is vital that work does not commence on your project until you have entered into a contract with CLDC. The date you sign your contract is taken as your date of eligibility; this is a very important date. No expenditure should take place prior to this date.
- Accordingly, CLDC will issue a further letter, called a Drawdown Letter, on receipt of the signed letter of offer. This letter will set out the documents you will need to submit when drawing down your grant. CLDC Rural Development Officers will hold draw down seminars so you can find out exactly what is required in order to draw down your grant.
- Any project costs incurred prior to this are ineligible for grant aid and may render the entire project ineligible, so please do not start to spend until you have signed and dated your letter of offer.
- Read the Drawdown Letter and checklist carefully and take particular note of the completion date of the project, this will help to avoid delays at drawdown stage.



## Step 10: COMMENCE WORK ON YOUR PROJECT

- Once you receive your Drawdown Letter you can commence work on your project.
- Keep a photographic record of the work as it progresses and retain all documentation you receive from suppliers and professionals relating to your project.

## LEADER Application Process Flowchart



## KEY PERFORMANCE INDICATORS

You will be given a set of indicators relating to your project which you must update us on for a period of 5 years after your final grant payment.

## DRAWDOWN STAGE

- Submit the documentation at each drawdown stage as set out in the Drawdown letter along with a completed and signed claim form detailing the expenditure on which you wish to claim the grant aid.
- If applicable, we will also carry out an up to date site visit to view your project.

## PROJECT COMPLETION

- You will need to ensure that all LEADER funded assets are in place for a drawdown inspection.
- Assets must not be sold, leased or substantially modified within five years of the date of the final grant payment.
- The relevant insurances will need to be in place on all grant aided assets during that 5 year period.
- You will also need to continue to operate the activity within Ireland during that time and complete annual "In-operation" declarations.
- It may be a requirement of your contract to erect a plaque in acknowledgement that the project received LEADER funding.



# Your Business Plan

In addition to your Grant Application Form the provision of a Business or Project Plan is essential. A Business Plan should convince an evaluator that your project is viable in operational, management and financial terms. A Project Plan (for non-commercial projects) must convince the evaluator that the project is viable and has valuable benefits for the community, the natural environment or other non-commercial interests. In this context, not all of the headings below will apply to a Project Plan.

## **YOUR BUSINESS PLAN SHOULD CONTAIN THE FOLLOWING DETAILS:**

### **Summary**

A brief introduction to the project including the project title or name and promoter's location in the county.

### **The Promoter**

Provide information on the promoter or group, including relevant skills or expertise, experience in this particular field, ability to see the project through and commitment to the project.

### **Background**

Describe how the project has been conceived and planned. Where it is an expansion of an existing business, information should be provided on the performance of the current business and the reasons for diversification or expansion.

### **The Project**

Describe the project in detail here focusing on elements for which funding is sought.

### **Market Research**

What research has been done in relation to the project? Show how much you know about the market and illustrate what market share you need in order to make your project viable. Non-commercial applications need to show that there is a demand or need for their project.

### **Marketing Strategy**

What strategy will be pursued in order to achieve the market share or demand referred to above?

### **Innovation**

As innovation is a key principle of the LEADER programme, you should describe how your project is different.

### **Competition**

You should identify any competitors and show how your project will not adversely affect or displace other established local businesses.



### **Project Costs & Project Funding**

This should include a detailed breakdown of the costs involved in the project based on quotations received. A separate section should show how the funding will be sourced, including grant-aid, loans and own resources.

### **Financial Projections**

Comprehensive three-year financial projections must be provided for most projects. These should include Profit & Loss projections and Cash Flow projections and demonstrate the viability of the project.

### **Project Impact**

Outline the benefits or positive impact of your project for yourself, the business, the wider community or the environment. Give realistic projections for job creation, business growth etc.

### **Conclusion**

This is an opportunity to convince the evaluator that your project should be supported, highlight what is different about it and its suitability as a LEADER rural development project.

### **Sign & Date**

It is essential that both the Application Form & Business/Project Plan are signed and dated by the promoter(s) at the time of submission.

## **EVALUATION CRITERIA FOR LEADER PROJECTS**

**The following criteria will be applied in assessing applications for grant aid;**

- 1. Eligibility** Does the project comply with eligibility criteria as set out in the LEADER Operating Rules?
- 2. Innovation** Is there something new about the project in terms of the product or idea, the technology/production method, the market, the promoter, or the location?
- 3. Deadweight** Does the project actually require LEADER funding to proceed?
- 4. Displacement/Competition** Will the project be in direct competition with an existing local business and could it result in displacement of jobs elsewhere?
- 5. Promoter Background/Skills** What is the promoter's track record and have they the skills and experience necessary to make a success of the project?
- 6. Market Research** Has the project been adequately researched? Has the need/market/demand for the project been firmly established?
- 7. Marketing Plan** Is there an adequate marketing or promotion plan in place for the project?
- 8. Financial Viability** Can the project demonstrate its financial viability in the medium to long term?
- 9. Sustainability** Will the project be sustainable in the long term?
- 10. Job Creation** Will the project result in job creation - full time, seasonal or part time? Or will existing jobs be sustained/ secured by this new project?
- 11. Impact/Benefits** What benefit will the project have for the promoter, the wider community or the environment?
- 12. Added Value** Is there added value from the project for the overall development of the county?



# GENERAL INFORMATION

## Supporting Documents

A check-list of supporting documents required (which will vary from project to project) is contained in the Grant Application Form. In order to avoid a delay in processing your application, it is important to include all relevant items from this list with your application.

## Tax Clearance

CLDC is obliged to ensure that the tax affairs of grant-recipients, contractors, service-providers and suppliers are in order and current tax reference number and tax clearance access number will be required. Promoters who are not registered for VAT must receive written confirmation of this from Revenue.

## Project Expenditure

All project expenditure payments should be made by electronic banking, cheque or Bank Draft. Relevant bank statements will be required to verify all project expenditure.

## Planning Permission and Fire Certificate

Both are required for most capital projects. Where they are not required, written confirmation from an appropriate authority must be provided.

## Assessment of Costs

Capital/construction projects will require independent assessment of costs by an appropriately qualified person. The promoter will have to bear the cost of any such assessment.

## Insurance

Insurance cover must be taken out on a project's grant aided assets, including public liability. The cover must indemnify CLDC, the Minister and the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs.

## Acknowledgement of LEADER Support

Grant recipients must publicly acknowledge CLDC, LEADER and EU support as advised by CLDC.



# CLDC Procurement Guidance

This document is only intended as a guide and is not a substitute for professional procurement advice. It is recommended that promoters who require assistance in relation to public procurement should seek the services of a professional in this area and/or contact the **Office of Government Procurement** at [www.procurement.ie/contact-us](http://www.procurement.ie/contact-us); tel: 076 100 8000; e-mail [support@ogp.gov.ie](mailto:support@ogp.gov.ie) or [construction@per.gov.ie](mailto:construction@per.gov.ie). **E tenders** publishing website is [www.etenders.gov.ie](http://www.etenders.gov.ie)

## Advice on procurement issues

Promoters are advised to pay particular attention to the following:

- Contracts above National thresholds and below EU thresholds must be advertised on eTenders and adhere to National Procurement Guidelines.
- Contracts above the EU thresholds must be advertised on the OJEU (via [www.etenders.gov.ie](http://www.etenders.gov.ie)).
- Projects involving construction works must adhere to the requirements of <http://constructionprocurement.gov.ie/>.
- The correct Common Procurement Vocabulary must be assigned.
- The selection and award criteria must be related, and proportional to the subject matter of the contract.
- The award criteria and their weighting, and the tender specifications, must be in the contract and/or advertisement notice.
- The proposed project must be maintained on e-Tenders for the required length of time (minimum 21 days).
- The tender responses must be assessed in accordance with the award criteria and their weighting.
- The unsuccessful tenderers must be notified of the outcome of the competition.
- Post-tender negotiations are not permitted 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.

The applicable thresholds and advertising requirements for public procurement are set out in [www.procurement.ie/sites/default/files/choosing\\_the\\_correct\\_procurement\\_procedure.pdf](http://www.procurement.ie/sites/default/files/choosing_the_correct_procurement_procedure.pdf).



## Contract notices below the EU threshold

Amount (ex VAT)	Type of Contract	Procedure
€0 - €25,000	Supplies or services contracts	Obtain a minimum of 3 written quotes. Emails are acceptable
€0 - €50,000	Works & Works Related Services	Obtain at least 5 written quotations or follow the e-tenders process
<b>€25,000</b> <b>EU Threshold</b> <b>(currently €135,000)</b>  <b>€50,000</b> <b>EU Threshold</b> <b>(currently €5,225,000)</b>	Supplies or Services Contracts  Works & Works Related Services	Formal advertising on <b>www.etenders.gov.ie</b> (Non-OJEU notice)
<b>Above EU Thresholds</b>	Works, Supplies or Services Contracts	Formal advertising inviting tenders advertising on OJEU (Via <b>www.etenders.gov.ie</b> )

Up-to-date thresholds, which are revised every two years, can be checked on the EU public procurement website <http://simap.ted.europa.eu/>

## Quotations –Fact Sheet

**Quotation:** The document must be titled a quotation and not an order, an invoice, a proforma or any other name. It should have a quote number or reference if relevant.

**From:** The name, address and contact details of the person, organisation, business or company providing the quote should appear on the quote. This must include the VAT registration number of the provider if registered for VAT.

**To:** The quote should be addressed to the person, organisation or company which is making the application to the RDP LEADER 2014 - 2020 and this should include their address.

**Date:** The date on which the quotation is issued should be clear.

**Details:** The details of the individual items and individual aspects to which the quote refers should be clearly specified and set out in the quote. This specification should



include the number of items or the number of hours, etc. and their unit cost. A total for each item or element should then be given.

**NET Cost:** The cost of all the individual elements / items should then be added to give a total net cost. Costs in the quote should be clearly identified in the correct currency Euro (€) or pound sterling (£) as applicable.

**VAT:** The VAT rate and the VAT amount should be clearly identified, should be calculated and included clearly and separately on the quote.

**Total Cost:** The total cost (which includes the VAT) on the quotation should also appear.

**Signature:** The quotation must be signed by the person providing it. Quotations submitted electronically, which are accompanied by clearly identifiable date and source information, will be accepted up to the maximum thresholds outlined.

### **Audit requirements and sanctions**

The Promoter(s) must submit all of the relevant documentary evidence to clearly demonstrate compliance with the relevant tendering and public procurement requirements. All quotations must be signed and dated by the tenderer to allow independent verification. Quotations submitted electronically, which are accompanied by clearly identifiable date and source information, will be accepted up to the maximum thresholds outlined above. The request for tender document should be submitted with the quotes.

Where public procurement applies, Promoters must submit an audit trail for all actions including, where relevant, copies of:

- (a) Request for tender,
- (b) Evidence of publication,
- (c) Responses to those tender requests,
- (d) Tender scoring sheets used and evidence to back up the reason for selecting the successful tender,
- (e) Notification of intention to award,
- (f) Copies of letters notifying unsuccessful tenders of the result of the tender process, and
- (g) Copy of letter notifying the successful tender.

Where a proposed project is advertised on e-Tenders (or the OJEU), the Promoter must submit a printout from the e-Tenders website of the various actions and activities during this period.

Failure to follow correct procurement procedures will result in elements of the project being disallowed and a penalty being applied using the methodology outlined in the European Commission Guidelines on applying correction for public procurement irregularities (Commission Decisions - European Structural and Investment Funds 2014-2020 - Regional Policy - European Commission). Such disallowances may result in the repayment of previous phased grant payments.

### **Artificial Splitting of Projects**

The deliberate artificial splitting of projects that exceed the thresholds allowed is strictly not permitted. For a project to be considered eligible as a phased project, it must be stand-alone and operable in its own right. Artificial splitting of projects to come in under public procurement thresholds should not occur.



# Documentation Checklist

**Each application form must be accompanied by all or some of the following relevant documentation:**

- Quotations for project cost:
  - 3 quotes for each item between €5,000 and €25,000 ex. VAT.
  - 5 quotes for each item over €50,000 ex. VAT.

**Quotes must show VAT amount and the rate.**
- Financial Projections -3 years required to include P&L and monthly cashflow.
- Schedule of quotes and data protection form.
- If an existing company :
  - Copies of audited accounts (past 3 years,).
  - Copy of Certificate of Incorporation, Memorandum & Articles of Association.
  - List of Directors and Shareholders.
- Evidence of availability of match-funding e.g. Own bank account statement, letter from your bank or financial institution sanctioning loan, other source of funds. You will need to show that you can pay for the project in advance of draw down of LEADER grant aid.
- VAT number or a letter from the Revenue Commissioners stating that you are not registered for VAT.
- Any support letters e.g. from local complementary businesses, other development agencies, Failte Ireland or any other source that the promoter or CLDC deems relevant.
- Evidence from other funding bodies that no other source of public funding is available e.g. Failte Ireland, Clare County Council.
- Evidence of ownership of property/asset.
- Folio number and map.
- Copy of lease agreement- for a community group 21 years and a commercial business, 7 years.
- Copy of building plans/drawings.
- Copy of full planning permission or alternatively evidence that planning permission is not required.
- If an architectural heritage project, a letter of support from Mr. Dick Cronin, Architectural Conservation officer with Clare County Council. Email: ruacroinin@clarecoco.ie.

**NB** You are required to use e-tenders for supplies and services over €25,000 and for construction work over €50,000. The e-tendering website is [www.etenders.gov.ie](http://www.etenders.gov.ie). If you are unclear, please contact a member of staff.

**NB** Additional information may be sought by the Rural Development Officer, the Evaluation Committee or the Board of Clare Local Development Company.



# Application Checklist

- ☐ Signed and Dated LEADER Application Form
- ☐ Signed and Dated Data Protection Form
- ☐ Signed and Dated Business Plan
- ☐ 3 year Financial Projections (P&L and cash flow)
- ☐ Single Farm Payment application if a farmer
- ☐ Certificate of Incorporation & Memorandum and Articles of Association
- ☐ Company Accounts for the last 3 years
- ☐ Quotations
- ☐ Signed and Dated Schedule of Quotes
- ☐ Etenders: Scoring matrix, report, tender document, expressions of interest & copy of notice
- ☐ Evidence of ownership –Freehold or Evidence of ownership –Lease
- ☐ VAT number or letter from Revenue stating that you are not registered for VAT
- ☐ Grant of full Planning Permission or written evidence from Clare Co. Co. that planning permission is not required
- ☐ Permission from NPWS/National Monuments Service (if required)
- ☐ Copy of Building Plans or Drawings
- ☐ Evidence of availability of match funding and bridging
- ☐ Evidence that there is no other public source of funding available to you



## CLDC Policies

Topic	Current Operating Rule	CLDC Policy	Rationale
<b>Medium enterprises</b> (between 50-249 employees)  <b>Micro</b> (less than 10 employees) & <b>Small</b> (less than 50 employees) will remain be eligible	p.16	Only accept micro and small enterprise applications	1. Limited budget  2. Profile, nature of enterprises located in rural parts of the county
<b>Rural Towns</b>	Footpaths and ornamental lighting are eligible p.17	That footpaths and lighting would not be eligible	Limited budget
<b>Applicant Type</b>	GAA clubs and sporting organisations p.42 sporting facilities	Applications should come from community groups and not GAA or sporting organisations	Build capacity within the community
<b>Lease Duration</b>	p.67 5 years from date of payment of grant aid	21 years for community applications 7 years for enterprise application	Longevity and integrity of process
<b>Benefit in Kind</b>	p.59 eligible	That voluntary labour, contribution in kind, donation of land etc be deemed ineligible	1. Limited budget and  2. Administrative burden



<b>Purchase of Land</b>	p. 76	That the costs of land purchase be deemed ineligible	Limited budget
<b>Drones</b>	Eligible	That the purchase of a drone would only be considered as part of a larger project and a condition of appropriate and responsible use be included in the grant contract	Project integrity
<b>Apps</b>	Eligible	That the inclusion of an app would only be considered as part of a larger project	Project integrity
<b>Minimum grand aid</b>	€1,250 p.55	€5,000	Work involved in lodging an application and drawing down
<b>Maximum as per calls</b>	To be announced on each call		
<b>Fee for attendance at training courses</b>	Nil	Nil – contribution which goes towards tea and coffee paid either directly to hotel or community centre	Difficulty in dealing with and lodging cash
<b>Marketing</b>	Eligible	That the inclusion of a marketing budget would only be considered as part of a larger project	Limited budgets
<b>Statues</b>	Eligible	Exclude	Limited budget



Topic	Current Operating Rule	CLDC Policy	Rationale
<b>Publications</b>	Eligible	Exclude	Limited budget
<b>Tourism brochures</b>	Eligible	Only as part of a group marketing application e.g. destinations	Limited budgets
<b>Websites</b>	Eligible	A. Refer to LEO who offer funding for 'on line trading vouchers' B. Communities -only as part of training application or C. As part of a larger project where the LEO could not fund the website	Value for money
<b>Rural Youth</b>	Eligible	It is preferable that applications should be made by the youth group but where this is not possible e.g. difficulties in lease arrangements, then the youth group should be a strong partner in the application	Build capacity
<b>Rates of Aid</b>	p.57	90% rate should not be applied for disadvantaged communities	Limited budgets



## My notes

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



[illegible]







## CLARE LOCAL DEVELOPMENT COMPANY

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An Roinn Ealaíon, Oidhreacht,  
Gnóthaí Réigiúnacha, Tuaithe agus Gaeltachta  
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