



***APPLICATION FOR GRANT TOWARDS THE PREPARATION OF
FEASIBILITY STUDY/BUSINESS PLAN/TECHNICAL ASSISTANCE***

1. **Name of Promoter:** _____
- Address:** _____

- Telephone No:** _____
- Fax No.** _____
- E-Mail:** _____
- Website:** _____

2. **Legal status of the applicant, e.g. sole trader, Co-op., Limited Company
(attach Memorandum and Articles of Association if appropriate)**

3. **Outline Work Experience/Qualifications of Promoter**

4. **Details of Study/Plan**
(Outline details of work to be done, objectives of Study/Plan. Include, if relevant,
product to be developed, markets, customers, competitors and estimated employment)

5. **Expenditure Details:**
State expenditure to be incurred under the following headings.

	€	Details
(a) Wages/Salaries	_____	_____
(b) Consultancy Fees	_____	_____
(c) Prototype Costs	_____	_____
(d) Travel	_____	_____
(e) Subsistence	_____	_____
(f) Other Expenses	_____	_____
TOTAL	€ _____	

(The estimate of expenditure should be carefully considered as over-expenditure will not be grant aided)

6. **Who will undertake this Work?**

7. **Proposed completion date:** _____

8. **Have you received previous grant aid or assistance from any State/Semi- State organisation? YES/NO** _____

If yes, state

Amount € _____ Purpose _____

From Whom _____ Date _____

9. **Please state:**

VAT Reg. No. _____

Employer's Reg. No. _____

Tax No. _____

Tax Clearance Certificate may be required.

10. **Declaration**

I/we wish to apply for a grant towards the preparation of a Feasibility Study/Business Plan in accordance with the information contained herein. I/we have not sought (other than that outlined at 8 above) and will not seek aid from any other State Agency or sources in respect of this expenditure.

Signed: _____ Date: _____
 Promoter(s)

(Additional information may be appended to this application form)

Application Form should be returned to:
Chief Executive Officer, Clare Co. Enterprise Board Ltd., Enterprise House,
Mill Road, Ennis, Co. Clare. Tel: 065-6841922 Fax: 065-6841887
E-mail: clareceb@clareceb.ie Web-site: www.clareceb.ie



*County & City Enterprise Boards are funded by the Irish Government
 and part-funded by the European Union under the National Development Plan 2000 – 2006.*

GUIDELINES FOR THE PREPARATION OF AN APPLICATION FOR A FEASIBILITY STUDY/BUSINESS PLAN GRANT

County Enterprise Fund

The primary objective of the County Enterprise Fund is to assist through grant aid in the establishment of small scale economic projects. The fund will support among other matters the preparation of feasibility studies and business plans aimed at assessing the viability of projects.

Eligible Projects

The Board may assist suitable enterprises (including enterprises in the manufacturing and internationally traded services area with an employment potential of up to 10 persons) with the exception of:-

- (a) ***Enterprises where there is already a sufficiency of firms participating.***
- (b) ***Enterprises coming under other schemes or Operational Programmes.***
- (c) ***Enterprises which are contrary to public policy.***

Grant Levels

A grant not exceeding 50% of the cost of preparing a Feasibility Study/Business Plan subject to an overall limit of €5,100 in the case of a single project may be approved.

Studies Which May Qualify For Grant Aid

Costs incurred in undertaking the following studies may be considered for grant aid:-

- (a) ***Market Research***
- (b) ***Negotiations with potential joint venture partners.***
- (c) ***Selection of suitable plant and equipment***
- (d) ***Assessment of site and building requirements***
- (e) ***Sourcing of raw materials***
- (f) ***Preparation of costings, financial projections and business plans.***

Eligible Expenditure

- (a) ***Salary/Wages*** - This will be costed on a notional basis of up to €10 per hour as long as the applicant is not receiving a wage/salary from any other source. For this purpose an applicant in receipt of unemployment assistance/benefit is considered to be in receipt of another salary and is, therefore, not eligible for salary aid.
- (b) ***Consultancy Fees*** - The cost (excluding V.A.T.) of obtaining specialist advice necessary in establishing the viability of a project is eligible for assistance.
- (c) ***Travel Expenses*** - Normal out of pocket travel expenses essential to the study can be grant aided at a rate of €0.50 per mile.
- (d) ***Subsistence*** - €50 for a 24 hour period
- (e) ***Postage, telephone, etc.***
- (f) ***Expenditure on Prototype development payable at 50% rate.***

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