**tRural Development Programme (LEADER) 2014-2020**

**Project Expression of Interest Form**

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| --- |
| Your Local Action Group for the Rural Development Programme 2014-2020 is the Limerick Local and Community Development Committee (Limerick LCDC).  West Limerick Resources CLG is the programme Implementing Partner for the Limerick LCDC in the  West Limerick area.    **Step 1:** **Expression of Interest**  The EOI is the first step of a two-step LEADER application process.  Please note this is an Expression of Interest form (EOI) and NOT an Application form.  The deadlines for receipt of Expression of Interest are outlined in the accompanying Call Documents. The EOI must be completed in full, failure to do so will result in a delay in processing your EOI.   * The EOI can be downloaded from [www.wlr.ie](http://www.wlr.ie), or by contacting [rdp@wlr.ie](mailto:rdp@wlr.ie) * **Once you have completed the EOI form, save a copy for your own records and send it to** [**rdp@wlr.ie**](mailto:rdp@wlr.ie) **by return e-mail. A signed hard copy must also be returned, marked LEADER EOI, to West Limerick Resources, St Mary’s Rd, Newcastle West, Co. Limerick, along with the relevant governing documents.** * West Limerick Resources will acknowledge receipt of your EOI. * Fully Completed EOI’s will be assessed for eligibility under the Rural Development (LEADER) Programme 2014-2020 and approved by the Limerick LCDC * Following eligibility assessment of your EOI, you will be informed of the outcome. * If your project is eligible in principle you will be invited to make a formal application for funding.   **Step 2:** **Full Application**  You will be invited to engage and participate in the West Limerick Resources LEADER application support activities before completing and returning your Application to West Limerick Resources in line with the requirements and timeframes as set out in each particular LEADER Funding Call and the LEADER Operation Rules.  **Contact:**  Address: West Limerick Resources CLG, St Mary’s Rd., Newcastle West, Co. Limerick.  Tel: 069 62222  Email: [rdp@wlr.ie](mailto:rdp@wlr.ie)  Web: [www.wlr.ie](http://www.wlr.ie)  https://www.limerick.ie/sites/default/files/limco.pngS:\RDP 2014-2020\Logos\eu-agricultural.jpg |

## Guidance for Completing the Expression of Interest Form

The Expression of Interest Form should be completed by a duly authorised person who is agreed as the primary point of contact for the duration of the application process. The EOI must be completed in full, failure to do so will result in a delay in processing your EOI.

You will be asked to tick that he/she has read and understand Data Protection Act consent form at the bottom of the application form before returning it to West Limerick Resources.

Before you begin, please ensure you have the following:

* A copy of the Call document relevant to your project detailing the types of projects eligible – please ensure you read this in full before completing the Expression of Interest Form. If you have any queries please contact the relevant project officer prior to submitting your EOI.
* A valid e-mail address
* A copy of your governing documents which must be submitted with the completed EOI. For example:

|  |  |
| --- | --- |
| **Applicant Type** | **Documents Required (Signed Copy)** |
| Private limited company | Constitution and/or Memorandum and Articles of Association |
| Company Limited by Guarantee | Constitution |
| Formalised Groups | Constitution and/or Governing Rules |
| Co-operatives | Governing Rules |
| Partnerships | Partnership Agreement |

* All supporting documents must be signed
* **A separate Expression of Interest Form must be completing for each project which your group/organisation intends to apply for.**

The following table provides detail of the information being sought in each section of the EOI:

|  |  |
| --- | --- |
| Section | Information Required |
| EOI Information | Please insert the title of the Call relevant to your Expression of Interest. This can be found on the accompanying Call Document. |
| Applicant Information | Please include the contact information for primary point of contact for the project along with the contact information for the applicant group/organisation.  Please select the relevant applicant type and provide the corresponding registration number:   * CRA number (Charity registration number given to you by the Charities Regulatory Authority) * CHY number (Charity number given to you by the Revenue Commissioners) * CRO number (Companies Registration Office number) * REG Number: (Cooperative Society Number)   A full list of all LEADER funding received by the applicant group/organisation in the past seven years must be included whether it has been received in Limerick or elsewhere in the country (if relevant). |
| Project Information | In this section please include a clear descriptive project title and provide an overview of your project idea and estimated projects costs. Formal quotations are not required at EOI stage. While this information should be as accurate as possible, it is recognised that this information may differ slightly from what may be submitted at Stage Two Full Application. |
| Date Protection Act Consent | Please read this section in full and confirm that you understand how your information will be stored and used by the LAG and its implementing partners. |
| Signature and Declaration | Please ensure that you have completed the EOI in full and that the information provided is complete and accurate to the best of your knowledge before signing and dating this form |
| For Office Use Only | Please do not complete this section |

## Expression of Interest (EOI) Information

|  |  |
| --- | --- |
| 1. **Date** |  |
| 1. **Call Name under which you are making an EOI** | Choose an item. |

## Applicant Information

|  |  |
| --- | --- |
| 1. **Contact Person** |  |
| 1. **Correspondence Address** |  |
| 1. **Eircode** |  |
| 1. **Telephone** *(Mobile where possible)* |  |
| 1. **E-Mail Address** *(required)* |  |
| 1. **Applicant Group / Organisation** |  |
| 1. **Project Address** *(if different)* |  |
| Applicant Type | *Please supply a copy of your governing document with this expression of interest* |

|  |  |  |
| --- | --- | --- |
| **Applicant Type** | **(*Please x*)** | **Please provide the relevant Registration Number for the Applicant** |
| Formalised Community/Voluntary Group |  | CRA No:  CHY No:  CRO 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 (Ltd) |  | CRO No.: |
| Trust |  | CRA No:  CHY No:  CRO No: |
| Sole Trader |  |  |
| Farmer |  | Herd No: |
| Private Individual |  |  |
| Other (*Please specify)* |  |  |

## 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** |
|  | ***€*** |  |
|  | ***€*** |  |
|  | ***€*** |  |
|  | ***€*** |  |
|  | ***€*** |  |
| ***Total*** |  |  |

## Project Information

|  |  |  |
| --- | --- | --- |
| 1. **Project Title – *Please reference the organisation, community or area in the title*** |  | |
| 1. **The Project Idea** - *Please provide a brief summary of your project (min 100 - max 600 words)*: | | |
|  | | |
| 1. **Project Costs** - *Please specifying elements for which you are seeking funding*: | | |
| |  |  |  | | --- | --- | --- | |  | **Brief Description** | **Estimated Cost** | | **1** |  |  | | **2** |  |  | | **3** |  |  | | **4** |  |  | | **5** |  |  | |  | **Total Estimated Cost** |  | | | |
| 1. **Is a site or building required for this project?** | Yes  No  Yes, already in place  Not Applicable | |
| 1. **If so, is the site or building in your ownership?** | Yes  No  Not Applicable | |
| 1. **Is a Lease Required?** *(min 10 years)* | Yes  No  Yes, already in place  Not Applicable | |
| 1. **Is Planning Permission Required?** | Yes  No  Yes, already in place  Not Applicable | |
| 1. **Project Time Frame** | **Proposed Start Date** | **Proposed Completion Date** |
| 1. **Total Estimated Project Cost (*Should equal total estimated cost in Q11)*** | **€** | |
| 1. **LEADER Funding Required**   ***(Please refer to the Call Document for the relevant rate of aid/maximum funding grant)*** | **€** | |

## Other Funding Sources for this project if applicable *(including application pending)* (*Please x*)

* Cash/Savings  Bank Loan(s)
* Local Authority National Lottery
* Fáilte Ireland  Heritage Council
* Local Enterprise Office
* Other  (*Please specify)* 

## Declaration and Signature

|  |  |
| --- | --- |
| I confirm the details supplied in this Expression of Interest (EOI) form are true and correct to the best of my knowledge; that the project has not started and that none of the estimated project costs outlined in this EOI have been incurred. | |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |
| Part or all of the information you provide will be held on computer and hard copy format. This information will be used for the administration of Expression of Interests and producing monitoring returns. LAG’s and/or Implementing Partners may share information with each other and government departments/agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications. It may also be subject to meeting obligations under the Freedom of Information Act as amended. This policy does not affect your rights and your information will be held as prescribed under the Data Protection Acts 1988 and 2003. | |

## For Office Use Only

|  |  |
| --- | --- |
| **Implementing Partner** | West Limerick Resources |
| **EOI Reference ID (Generated by RDP IT System)** |  |
| **Call Type** | Rolling  Time Limited |
| **Primary Local Objective Statement** | Choose an item. |
| **Programme Theme** | Choose an item. |
| **Programme Sub-theme** | Choose an item. |
| **Received by (Signature)** |  |
| **Received by (Print Name)** | Choose an item. |
| **Date of Receipt** |  |
| **Date Stamp** |  |

## DATA PROTECTION ACT CONSENT FORM

## Data Protection Act Consent

Limerick LCDC is responsible for delivering the Rural Development Programme LEADER 2014 – 2020 with West Limerick Resources CLG as its implementing partner in the West Limerick area with Limerick and Limerick City and County Council as financial partner. We are required to collect information on individuals and community groups whom we assist.

As soon as you contact Limerick LCDC and its partners a record is created in your name for the information you provide. The information will be stored by the LAG and its implementing partners where relevant in paper/electronic form. Information that we then collect including information that you give us is added to the record. You have the right, given by the Data Protection Act of 1988 and 2003 to a copy of your information at any time. We charge a fee of €6.35 for each request. *You should address your request to:* Limerick LCDC, c/o Limerick City & County Council, Merchants Quay, Limerick

The information we record is used only for the following purposes:

* Processing of applications
* Auditing of applications (Article 48 check)
* Compiling statistical information to help us plan and improve our services
* Analysing information about applicants for other bodies such as various Government Departments
* Producing our own statistics for publication
* Publication of promoter and project details (including photography) for publicity and promotional purposes.

Personal information about you will be disclosed only in accordance with LAG registration under the Data Protection Act. The purpose for which we hold information and the people to whom we may disclose it are listed in the Register of Data Controllers. This is a public register kept by the Office of the Data Commissioner at the Irish Life Building, Talbot Street, Dublin 1. (Phone 01- 874 8544), and you may inspect it free of charge.

To give you an example of disclosure: The Limerick LCDC is required to give promoters names and certain other personal data to Rural Development Division in the Department of Agriculture, Food and Rural Development. The Department in turn observes strict rules of disclosure that are registered with the Office of the Data Protection Commissioner. Other information supplied and collected may also be disclosed to people and bodies from time to time. On request you can receive a list of disclosures.

## Declaration and Signature

|  |  |
| --- | --- |
| I confirm that I have read and understand the above statement on the Data Protection Act and give consent to Limerick LCDC and its partnersfor the use and disclosure of data and information as outlined above. | |
| **Signature** |  |
| **Print Name** |  |
| **Date** |  |
| Part or all of the information you provide will be held on computer and hard copy format. This information will be used for the administration of Expression of Interests and producing monitoring returns. LAG’s and/or Implementing Partners may share information with each other and government departments/agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications. It may also be subject to meeting obligations under the Freedom of Information Act as amended.  This policy does not affect your rights and your information will be held as prescribed under the Data Protection Acts 1988 and 2003. | |