



# Guidelines for completing an application for Agile Innovation Funding

## TABLE OF CONTENTS

<b>1</b>	<b><i>Introduction</i></b>	<b>3</b>
1.1	<b>Background</b>	<b>3</b>
1.2	<b>Additional Information Required</b>	<b>3</b>
1.3	<b>Submission of Applications</b>	<b>4</b>
1.4	<b>Assessment Process</b>	<b>4</b>
<b>2</b>	<b><i>Business Plan Summary - On Line Application Form</i></b>	<b>4</b>
2.1	<b>The application wizard</b>	<b>4</b>
2.2	<b>Tab 1 - Application Overview</b>	<b>5</b>
2.3	<b>Tab 2 - Company Profile</b>	<b>5</b>
2.4	<b>Tab 3 - Company Contact</b>	<b>5</b>
2.5	<b>Tab 4 – Business Background</b>	<b>5</b>
2.5	<b>Tab 5 – Project Overview</b>	<b>5</b>
2.6	<b>Tab 6 – Project Plan</b>	<b>5</b>
2.7	<b>Tabs 7 to 11 - Support may be approved against eligible Salary, Overheads, Travel &amp; Subsistence, Consultancy, Materials &amp; Certification Costs associated with the Agile Innovation Fund Grant Study.</b>	<b>6</b>
2.8	<b>Tab 12 -Grant Request</b>	<b>8</b>
2.9	<b>Tab 13 - Finance</b>	<b>8</b>
2.10	<b>Tab 14 - EU Recovery and Resilience Facility</b>	<b>8</b>
2.11	<b>Tab 15 - Gender Balance</b>	<b>8</b>
2.12	<b>Tab 16 - Company Declaration by Authorised Officer</b>	<b>8</b>
2.13	<b>Tab 17 - Review and Submit</b>	<b>8</b>
	<b><i>Appendix 1 - Definitions</i></b>	<b>9</b>
	<b><i>Appendix 2 - Footnotes</i></b>	<b>9</b>

# 1 Introduction

## 1.1 Background

These guidelines are intended to assist in the completion of the application form for Agile Innovation Funding from Enterprise Ireland.

Funding supports are available for two project categories:

- Agile Innovation projects supports companies in sectors with rapid design cycles to maintain their technology position. These involve the resolution of some technical challenges in order to develop new products-or services. It allows for a very simple application process and delivers a very fast response from application to approval. It can also be suitable for companies who have not previously applied for RD&I support. It is open to all clients to apply provided the total project cost is less than €300,000 and the grant sought is less than €150,000.
- Agile / Digital Process Innovation projects. This involves implementing design, installation and/or configuration of a new production or delivery process or system.
- Applications for both project categories is through the Enterprise Ireland [client portal](#) Select the relevant Project Type on the Grant Request tab.

Projects are open to existing and potential Clients of Enterprise Ireland, Údarás na Gaeltachta and Local Enterprise Office that are manufacturing and/or internationally traded service companies.

If your application is approved for Agile Innovation Funding you will receive a Letter of Offer from your relevant Development Agency detailing information on the claims process.

Further information on Enterprise Ireland claims process is available at:

<https://www.enterprise-ireland.com/en/Process/Companies/Agile-Innovation-Grant-Claim-Forms.html>

Clients of Údaras na Gaeltachta and the Local Enterprise Office should contact their Business Adviser regarding the claims process.

## Overview of the Application Form – Agile Innovation Fund Projects.

The online application requires information on the following;

<i>Item</i>	<i>Description</i>
Business Plan Summary	This is part of the application is done online on the Enterprise Ireland <a href="#">website</a> . The focus is on outlining the business plan and the project(s) for which support is being sought.
Project Plan	This tab is used to provide a summary for the proposed project. Guidelines for the completion of the Project Plan are below.

## 1.2 Additional Information Required

Additional information is required to assist in the assessment of your application:

- **For grant approvals in excess of €5,000 the P&L and Balance Sheet from Annual audited accounts (less than 2 years old) and Management**

**accounts (less than 6 months old) must be appended to the proposal. Management accounts are not required where the audited accounts are less than 6 months old.**

- **A separate offline Project Plan document is required as part of your application. Details on submitting the Project Plan separately are included in the confirmation email you will receive when your online application has been completed and submitted to Enterprise Ireland.**

An application is considered valid and complete when all the relevant parts are submitted.

### **1.3 Submission of Applications**

The Business Plan Summary is completed on-line on [Enterprise Ireland Grant Applications System](#). The on-line system will advise on any additional documents required and how and when to submit them.

### **1.4 Assessment Process**

All applications will be subject to a Commercial Assessment by your relevant Development Agency Advisor and Technical Assessment by a specialist Technologist. Additional information in support of your application may be requested in the course of this assessment. Companies are requested to facilitate the Technical and Commercial assessors both in terms of having early meetings and in providing all necessary information as requested.

In order to streamline the process for Agile Innovation Fund, applications (involving Grants of up to €150,000) may be submitted at any time to Enterprise Ireland.

## **2 Business Plan Summary - On Line Application Form**

*Note, this is completed [online](#) on the Enterprise Ireland website. Registration is necessary. The online application will provide full guidance detail. This section is included to aid preparation for completing the on-line form.*

### **2.1 The application wizard**

The application [wizard](#) is designed to bring you to the correct form.

The Online Forms homepage allows for the review of any existing applications and for making a new application. Choose the **Begin** button to commence a new application.

At the New Application page, a list of available funding schemes is presented and allows for the selection of Agile Innovation Fund.

After choosing Agile Innovation Fund, the wizard will seek to establish if the company is large (>250 employees) or an SME (Small or Medium Enterprise). Select as appropriate.

The wizard then requests a confirmation that the project has been discussed with a [Development Adviser](#).

Once the details have been confirmed, the wizard seeks confirmation that the application should now proceed. The Online Application consists of tabs which should be selected and completed as follows:

## **2.2 Tab 1 - Application Overview**

This tab provides information on the status of the application and gives access to Share the Application, Produce a Printable Copy and Delete the Application.

## **2.3 Tab 2 - Company Profile**

Please note that this tab is stored for future applications and should not require attention again unless some relevant aspect of the company has changed.

This tab requests information on company type, (for Agile Innovation applications, "Company" must be selected), contact details, bank name, business activity, structure, trading history, ownership and management structure, and company products and services.

## **2.4 Tab 3 - Company Contact**

This tab holds details of the company contacts responsible for grant applications. If this is a first online application or a new contact, name and contact details will need to be entered; otherwise it is only necessary to select the contact for this application.

## **2.5 Tab 4 – Business Background**

This tab deals with the company business strategy, the competitive landscape, priority export markets, accessing the market, revenue model, product/service delivery, skill capability of management and staff, strategic impact and risks, and the benefits and needs for Grant support (the incentive effect).

## **2.5 Tab 5 – Project Overview**

This tab asks for a summary of the proposed Agile Innovation Fund project, and details on previous state funded R&D projects undertaken by the company.

## **2.6 Tab 6 – Project Plan**

This tab asks for a **summary** of the proposed Agile Innovation Fund project. The goal is to have a plan that could be used throughout the project. It should ideally be written by the person who will lead the project. For Agile Innovation projects in particular, this document should be written by a technical person in the company. This is not a business or marketing document and should not repeat anything already covered in the Application Form.

You can assume that the audience has a technical background. The level of detail should be appropriate to the complexity of the project. Please be clear about the existing situation or problem to be solved in order to give some context to the proposed solution.

Key questions that require particular focus include those on the innovative aspects of the project and the uncertainties involved as well as the project activities.

**Note:** In addition to completing this section, **a separate offline Project Plan document is required** as part of your application. Details on submitting the Project Plan separately are included in the confirmation email you will receive when your online application has been completed and submitted to Enterprise Ireland.

**2.7 Tabs 7 to 11 - Support may be approved against eligible Salary, Overheads, Travel & Subsistence, Consultancy, Materials & Certification Costs associated with the Agile Innovation Fund Grant Study.**

Cost Category	Amount	Notes:
Salaries		<ul style="list-style-type: none"> <li>• Only those Salary costs of company employees associated with time spent on the project are eligible for support.</li> <li>• The salary costs of the Managing Director (MD) or Chief Executive Officer (CEO) is not eligible with the exception of Small Enterprises where a maximum 30% of the MD's or CEO's time may be eligible where it is deemed to be critical to the project.</li> <li>• Eligible salary costs to exclude Employer's PRSI, bonus and commission.</li> </ul>
Overheads	30% of eligible salaries	<ul style="list-style-type: none"> <li>• Overheads can only be paid as a % of eligible salary costs</li> <li>• The company's normal overhead provision, up to 30% of actual wages/salary costs, is the appropriate allowance for businesses where wages/salaries are paid.</li> </ul>
Travel & Subsistence	<ul style="list-style-type: none"> <li>- Economy Air / Ferry / Rail Fares.</li> <li>- Mileage 60 Cents / km.</li> <li>- Economy Car Hire.</li> <li>- Subsistence, 24 hr period, €200 per Day.</li> <li>- Subsistence, &lt;24hr period - Day rate, €60 per Day.</li> </ul>	<ul style="list-style-type: none"> <li>• Only Travel and Subsistence costs for trips related to the proposed project by employees of the company are allowed.</li> <li>• For all out of pocket expenses including, hotels, meals, taxis, local fares, incidentals etc.</li> </ul>
Consultancy	Max. €900 per day	<ul style="list-style-type: none"> <li>• The cost of obtaining specialist external advice as an input to the project is eligible for support.</li> <li>• Consultancy rate per day to be inclusive of travel and subsistence and all out-of-pocket expenses.</li> </ul>

		<ul style="list-style-type: none"> <li>• Where there is more than one consultancy firm involved on the project, the rate applies to each firm separately.</li> <li>• Funding towards market-led research/consumer focus panels is eligible where there is a clear requirement for the results to be used to develop the product/process which is the objective of the R&amp;D project.</li> <li>• Projects consisting solely of market-led research/consumer focus panels/consumer reaction to products which are not integral to the R&amp;D project are not eligible. Sales related consultancy is NOT eligible for support.</li> <li>• If the amount of eligible expenditure for subcontracted/consultancy work on the project exceeds 60% of the total costs, the project is deemed ineligible.</li> <li>• The requirement is that at least 40% of the expenditure on the R&amp;D project (related to salaries) must be carried out in house in order to build R&amp;D capability. However, it is important to recognise that this is a guidance on the maximum allowable, not a target – ideally the amount of in-house R&amp;D should be far higher than the amount of subcontract/consultancy costs.</li> </ul>
Prototype and Materials		<ul style="list-style-type: none"> <li>• Prototype materials, specialised software tools, hire of equipment or facilities and other sundry costs relating to building a prototype are eligible.</li> <li>• Capital items/equipment costs such as laptops, servers are not eligible under this expenditure item.</li> </ul>
Certification / Clinical Trials		<ul style="list-style-type: none"> <li>• Testing and certification for the purpose of developing more effective products.</li> <li>• Clinical Trials.</li> </ul>

## 2.8 Tab 12 -Grant Request

Approved Funding will be by way of a grant. Details on the Claims Process is available at <https://enterprise-ireland.com/en/Process/Companies/Agile-Innovation-Grant-Claim-Forms.html>

Maximum grant rates depend on company size, project type and whether this is a collaborative project as shown below.

<b>Company Size</b>	<b>Small</b>	<b>Medium</b>	<b>Large</b>
Agile Innovation Projects	45%	35%	25%
R&D and Agile with Collaboration	60%	50%	40%
Digital Process Innovation	50%	50%	50%*

\*Note that support for Digital Process Innovation for Large companies is De Minimis Aid funding.

## 2.9 Tab 13 - Finance

This Tab requests information on the historic and forecasted trading position, sales pipeline, sources of funding, future impacts on share ownership and directors / promoter's remuneration.

## 2.10 Tab 14 - EU Recovery and Resilience Facility

As part of Ireland's National Recovery and Resilience Plan 2021 please complete this tab.

## 2.11 Tab 15 - Gender Balance

As part of Enterprise Ireland's Women in Business Strategy please complete this tab.

## 2.12 Tab 16 - Company Declaration by Authorised Officer

Please complete the declarations as requested by selecting the YES/NO prompt as appropriate and entering the name of the Authorised Officer of the applicant company.

## 2.13 Tab 17 - Review and Submit

The online application tracks the fields yet to be completed. When all fields are marked as complete, the application should be carefully reviewed for accuracy and then submitted by using the Submit button. A confirmation email will be sent to the email account specified for the Company Contact. The email will contain important information concerning any documents still to be submitted (e.g. Project Plan). The application is not complete until all the required additional documents have been received. A further email confirmation will be sent once all documents have been received and checked for eligibility.

## **Appendix 1 - Definitions**

### **Definition of small and medium-sized enterprises (extracted from Commission Recommendation 2003/261/EC of 6 May 2003)**

1. The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.
2. Within the SME category, a small enterprise is defined as an enterprise which employs fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed EUR 10 million.

A company that exceeds the upper limits of the Medium Enterprise is automatically classed as a Large Enterprise.

## **Appendix 2 - Footnotes**

Secondment – Loan of Qualified Personnel:

For Small and/or Medium Sized Enterprises a portion of the cost of the loan of qualified personnel seconded to the applicant company is eligible. Up to a maximum of 50% of salary costs, for up to three years, in addition to agreed recruitment costs incurred by the Company, are eligible. Secondment describes the temporary employment of a person by the applicant company for an agreed period of time after which the person has the right to return to his/her previous employer. The maximum salary on which this % is based will be determined by the Approving Committee. The person may be seconded from a research organisation or a large enterprise to the SME company, and the seconded person must be employed in a newly created function, must work on research, development and innovation activities and must have been employed for at least two years in the research organisation or large enterprise.

## **Appendix 3: Right to Appeal**

All clients have the right to appeal by contacting their DA to discuss committee decisions, or by appealing to the Secretary to the Board.

<https://www.enterprise-ireland.com/en/About-Us/Services/Client-Charter>