Regional Enterprise Development Fund

2017 - 2020 Competitive Fund

Reference Document

Call 2 - Revised Reference Document including addendum for clarification. April 2018
1. Background

Enterprise Ireland is the government organisation responsible for the development and growth of Irish enterprises in world markets. Enterprise Ireland works in partnership with Irish enterprises to help them start, grow, innovate and win export sales on global markets. In this way, Enterprise Ireland supports sustainable economic growth, regional development and secure employment.

In February 2015, as part of an overarching strategy to support regional enterprise development, the Government announced a Regional Competitive Fund with the objective of supporting significant regional initiatives to build on sectoral strengths and/or to better leverage identified resources to improve enterprise capability. This is in line with the overall objectives of the Action Plan for Jobs: Regional initiative and national enterprise policy.

The Regional Action Plan for Jobs (RAPJs) aims to sustain and support the creation of employment through-out the regions and have specific targets for overall employment and unemployment levels, indigenous exporting employment and numbers of start-ups. The implementation of the RAPJs is guided and overseen by the RAPJs Implementation Groups, and the Regional Enterprise Champions.

The Government announced a series of measures in 2015 to support the ambition, goals and implementation of the RAPJs, including this regional development initiative of up to €60m. Enterprise Ireland with the support of DJEI is leading in the development and implementation of this Fund.

It is proposed to deliver this funding through two Scheme calls, the first call will fund projects under the Regional Enterprise Development Fund of up to €35m in grant support. The second call under this Scheme will fund projects from the remaining balance of the €60m budget available.

2. Objective of the Scheme

Driving Enterprise Capability through the Regional Enterprise Development Competitive Fund

To fulfil the objectives of the regional competitive funding outlined by Government, it is proposed that Enterprise Ireland will provide funding under a new competitive Scheme to successful applicants to implement three-year work programmes. (“the Scheme”).

The Scheme will support major new collaborative and innovative initiatives that can make a significant impact on enterprise development in the region/across regions or nationally to build the unique USP capabilities to grow the regions (“the Projects”). This will be achieved by co-financing the development and implementation of collaborative and innovative projects that can sustain and add to employment at a national, regional and county level.
The overarching aim of this Scheme is to drive enterprise development and job creation in each region throughout Ireland.

The Scheme also seeks to support Industry Clusters which are defined as structures or organised groups of independent parties designed to stimulate innovative activity through promotion, sharing of facilities and exchange of knowledge and expertise and by contributing effectively to knowledge transfer, networking, information dissemination and collaboration among the undertakings and other organisations in the connectivity.

The Scheme will support the development of initiatives that help strengthen the regional ability to adjust and cope with the potential effects of international economic changes that may impact on regions or sectors performance nationally.

3. Scheme Structure

The Scheme has four streams:

- **Stream One** to support major regional, multi-regional or national sectoral initiative grants of €2m up to €5m per project in funding towards capital and current costs. These initiatives should be focussed on achieving defined enterprise development outputs and impacts.

- **Stream Two** to support significant county, regional or multi-regional sectoral and or enterprise initiative grants of €250k up to €2m per project in funding towards capital and current costs. These projects should be focussed on delivery of defined enterprise development outputs and impacts.

- **Stream Three** for local and community enterprise projects, grants of €50k up to €250k per project in funding towards capital and current costs. These projects should be focussed at local, county or regional initiatives that have defined metrics for enterprise development in the area.

- **Stream Four** to support significant Industry Clustering initiatives with grants of €50k up to €250k per project in funding towards current costs. These projects should support industry-led groups to maximise the benefits of collaborative opportunities where the results of the activity will have some identifiable and measurable impact on their business.

Capital costs for New Build and Refurbishment/Renovations supported under the above Streams will be limited to a maximum of 80% of the overall Enterprise Ireland funding\(^1\) for the Project. For example, a project application for €1m may attract funding of €800k, the maximum support for capital costs for New Build and Refurbishment/Renovations will be limited to 80% of this total – i.e. €640k.

Balance of funding\(^2\) of min 20% may be from the private, community or public sector (including HEIs and Local Authorities). The matching funds of 20% can be in cash or kind (with a cash minimum of 10%).*

In respect of Industry Clusters the balance of funding of a minimum of 50% may be provided from companies within the cluster in addition to private investment funding.

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\(^1\) Funding is understood to mean funding approved by Enterprise Ireland

\(^2\) This reference to funding is a reference to overall project funding.
**Note:** In-kind contribution will only be accepted in the form of the following:

- Notional value of a premises if donated by one of the parties i.e. market value of potential lease over the period proposed (the applicant groups must own the building or must hold a lease of not less than 15 years.)
- Salary costs of staff seconded full time to the project by one of the applicant group members.

4. Irish Legal Basis

In accordance with Section 7 (1) (i) of the Industrial Development (Enterprise Ireland) Act 1998, this Scheme shall be administered by Enterprise Ireland, using funds made available for that purpose by the Department of Jobs Enterprise and Innovation with the consent of both the Minister for Jobs Enterprise and Innovation and the Minister for Public Expenditure and Reform.

5. State Aid Law Basis

Streams One, Two and Three are State Aid\(^3\).

Stream Four - Industry Clusters are supported under General Block Exemption Rules (GBER 2014-2020), Article 27, Aid for Innovation Clusters.


6. Eligible Applicants

To be eligible all applicants must be registered as a Designated Activity Company, (DAC) or a Company Limited by Guarantee, (CLG) under the Companies Act 2014. Where the Applicant is a DAC, the constitution of the applicant shall provide that no payment (other than reasonable and proper payments for services rendered, vouched expenses or rent for premises let to the Company) transfer or distribution may be made directly or indirectly to a member and that, upon a winding up or dissolution of the company, no transfer, payment or distribution may be made to a member but that instead all net assets shall be given up or transferred to some other institution or institutions having main objects similar to the main objects of the Company and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the Company.

Stream One, Two and Three Applicants will be not for profit entities that have already, or propose to set up a distinct legal not for profit entity (DAC/CLG) by the call close date that comprise national/regional, county and local stakeholders, with a purpose of benefiting the wider needs of the community and region/nation as defined in the relevant streams outlined below. Stream Four Applicants must be an incorporated DAC/CLG by the call close date and be linked, for the purposes of the cluster with, at least five independent unrelated companies at national/regional, county or local level.

Applicants can be promoted by private or public organisations, which for example might include:

- Higher and Further Education Institutes

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3 Streams one, two and three fall under Article 107 TFEU and the de minimis Regulation no. 1407/2013.
• Semi State Commercial bodies
• Local Enterprise Development Groups
• Local Authorities

7. Ineligible Applicants

The Scheme is not open to the following:

• Applications that are received after 15.00hrs. on the call close date.
• Applications that don’t meet the minimum funding threshold, e.g. minimum of €50K grant.
• Applicants that are not registered as a Designated Activity Company, (DAC) or a Company Limited by Guarantee, (CLG) under the Companies Act 2014 prior to submission of their applications by:
  • 18th August 2017 (for 1st Call – Streams 1 - 4)
  • 28th of June, 2018 (for 2nd Call – Streams 1 - 4)
• Retail; Tourism; Transport; and large infrastructural projects – e.g. Ports; Roads; By-pass; etc.
• Applications which include or relate to activities that Enterprise Ireland considers as ineligible or as involving an unacceptable reputational risk. Ineligible activities include activities relating to:
  ▪ The gambling sector, including ‘gaming’ (as defined in the Gaming and Lotteries Act 1956).
  ▪ Adult entertainment.
  ▪ Tobacco products.

8. Ineligible Activities

The following activities are not eligible costs under the Scheme.
• Costs incurred other than in the implementation of the successful applicant’s work programme.
  • Costs of staff temporarily seconded to applicant companies for Streams One, Two and Three.
  • Any expenditure incurred prior to 15.00hrs. on the day of the call close is not eligible for support.

9. Funding

• Each successful applicant shall be given funding for a maximum three-year period to drive the implementation of its work programme. A maximum of €5m of funding per project over the period can be provided by Enterprise Ireland under this Scheme. Enterprise Ireland will fund up to 80% of eligible expenditure or €5m per project, whichever is the lesser, over the period of funding. The continuance of funding throughout the three-year period shall be contingent upon delivery of agreed milestones for the project, which shall be set by Enterprise Ireland. The funding is also subject to justification of costs and the evaluation criteria detailed below by Enterprise Ireland in Section 16, where Enterprise Ireland reserves the right to reduce or disallow proposed funded costs, or to schedule some or all of the costs in stages over the term of the funding. Enterprise Ireland shall make no commitment to funding the successful applicant after the three-year period of funding.
• The activity being proposed for funding must be additional to the activities currently being undertaken if any, and additional to activities, if any, currently funded by the State.

All successful projects for funding must commence within 12 months from the start date of the Project. Time extensions beyond the 3-year period will be subject to consideration by EI approving Committee.

Note: Funding of new building or refurbishment costs will be limited to a maximum of 80% of the supportable costs per project and building and refurbishments costs will have commenced within 12 months of the grant offer date for Streams One, Two and Three only.

10. Maximum Funding Levels

Streams One, Two & Three - the maximum funding level per project will be up to 80%,
Stream Four – the maximum funding level per project will be up to 50%,

with the following funding limits for each stream:

- Stream One – Major regional change projects – grant funding of €2m up to €5m;
- Stream Two – Regional change projects – grant funding of €250k up to €2m;
- Stream Three – Local and community enterprise projects – grant funding of €50k up to €250k;
- Stream Four – Industry Clusters – grant funding of €50k up to €250k;

11. Procurement Guidelines

Successful Applicants should be aware that the public funding of expenditures of private bodies gives rise to procurement obligations for those bodies. This is particularly so where the public funding represents in the region of 80% of the contract costs as is the case in this fund.

The extent of those obligations will depend on the value and type of the expenditure.

In general, the higher the value of the expenditure, the greater the obligation.

For these purposes, expenditures may be divided into a number of categories. First, there is the categorisation of above or below threshold contracts. The thresholds are set out in the European Union (Award of Public Authority Contracts) Regulations 2016 (S.I. 284 of 2016)

Accordingly, expenditures (a) over €209,000 (excluding VAT) for goods and/or services contracts and (b) over €5,225,000 (excluding VAT) for construction works contracts, bring the relevant contract within the terms of the 2016 Regulations.

Where the value of the relevant works, goods or services supply contract is below the relevant threshold then less prescriptive requirements which are set out in the Government Procurement Guidelines for Goods and Services of July 2017 apply (OGP-Procurement-Guidelines-Web-Version-LINKS).

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4 However, in the case of key personnel, they can be recruited up to 24 months from the acceptance of the offer.
5 In this context, the term “supportable” costs means “approved” costs.
Stream One - Major Regional Change Projects

Stream One of the Scheme is designed to support a major initiative with high impact on enterprise development and the ability to create jobs at the regional, multi-regional or national level, with major investment of €2m up to €5m per project in funding towards capital and current costs.

The kind of projects envisaged include:

- Supporting sectoral specialised incubator and proto-typing space or hubs (e.g. Design, Medical Devices, Food, Fintech and Agri-tech);
- Addressing a capability weakness in a group of companies in a region/s by supporting Development Centres involving product, service and platform R&D, and consultancy staff;
- Other project types targeted at achieving high impact on the economic development and ability to create jobs in the region/s.

**Eligible Costs**

- All eligible costs are required to be directly related to the implementation of the work programme. Cost categories include:

  - **Personnel:** A maximum grant of up to 80% of eligible salary or €64,000 per annum whichever is the lesser over a period of no more than 3 years. Salary (excluding employers PRSI, bonus and commission) is capped at €80,000 per annum, per person. Such new additional personnel\(^6\) must have fixed term contracts and be employed directly by a successful applicant to drive the various elements of the work programme over the period of funding. Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme\(^7\). Grant Payments will be made in 3 instalments based on a Schedule detailed in Appendix 1. The person must be appointed within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.

  - **Overheads:** Support for eligible overheads to a maximum of 30% of the total eligible salary costs.

  - **Travel:** A maximum grant of €39,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support domestic and foreign travel which can be shown to have been reasonably incurred and wholly for the implementation of the work programme. This also includes attendance and participation at trade fairs. All travel expenses are subject to Enterprise Ireland’s current rate of travel and subsistence costs (see Appendix 1 for further details).

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\(^6\) A maximum of six personnel can be supported for funding to drive the various elements of the work programme

\(^7\) Only key management personnel or key technical personnel charged with the management and delivery of the overall project or specific elements of the proposed project will be eligible for support
• **New Build costs** – Enterprise Ireland will provide a maximum grant of 80% of eligible expenditure, towards the purchase of an existing building and modification of same to create dedicated space for the project. Eligible costs are the building purchase cost, building modification costs and related architectural and engineering design costs.

Enterprise Ireland will support the construction of a new stand-alone building or an extension to an existing building to create dedicated space for the project. Site purchase costs for the new-build or expansion are not eligible costs for support. Own labour/own management costs related to the construction are not eligible costs for support. Eligible costs are construction costs and the related architectural and engineering design costs.

• **Renovation/refurbishment cost** – A maximum grant of up to 80% of eligible costs towards renovation/refurbishment. Enterprise Ireland will allow modification costs under the following headings:
  - Internal structural work such as manufacturing conversion to office space and vice versa
  - Test kitchen facilities
  - Upgrade of Broadband/Wi-Fi access
  - Equipment/Fit-out including hardware and software
  - Hot desk Facilities
  - Architectural Design costs
  - Networking facilities
  - Modifications may not include works that can be considered by Enterprise Ireland as routine/Minor/wear and tear/maintenance work etc.

Note:
- **Regarding modification costs the groups must own the building or must hold a lease of not less than 15 years remaining on the lease**
- **Equipment must be less than 5 years old; hardware and software must be new.**
- **All eligible costs exclude VAT.**

• **Promotional Activities**: A maximum grant of €9,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support communication activities required to implement its work programme by a successful applicant. This may include awareness events, promotional material and website costs (excluding design).

• **Consultancy Support**: A maximum grant of **€27,000** per year over a maximum 3-year period or 80% of eligible costs whichever is the lesser, over the period of funding. The maximum daily rate of up to €900 per day, (subject to agreement with Enterprise Ireland) to support the hiring of appropriate external experts required to drive key elements of the work programme.
Stream Two - Regionally Significant Change Projects

Stream Two of the Scheme is designed to support significant initiatives with high impact on enterprise development at a regional, multi-regional and/or county level, with significant investment of €250,000 up to €2m per project in funding towards capital and current costs.

The kind of projects envisaged include:

- Stimulating the development of a regional enterprise initiative that has potential to have high regional and county impact
- Building on connectivity initiatives amongst groups of companies and other stakeholders that has the potential to drive enterprise and or economic growth in an area.
- Supporting the development of digitalisation and e-working in the Region as a cornerstone of incentive to relocate work activities in less advantaged regional areas.
- Stimulating the development of SME outreaches from the third-level sector.
- Projects to stimulate additional start-ups.
- Stimulating the emergence of other collaborative and innovative projects promoted by three or more regional, county and local stakeholders.
- Scaling existing projects that in each area leads to significant step change in the impact of the project.

Eligible Costs

All eligible costs are required to be directly related to the implementation of the work programme. Cost categories include:

- **Personnel:** A maximum grant of up to 80% of eligible salary or €64,000, whichever is the lesser, over a period of no more than 3 years. Salary (excluding employers PRSI, bonus and commission) is capped at €80,000 per annum, per person. Such new additional personnel\(^8\) must have fixed term contracts and be employed directly by a successful applicant to drive the various elements of the work programme over the period of funding. Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme\(^9\). Grant Payments will be made in 3 instalments based on a Schedule detailed in Appendix 1. The person must be appointed within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.

- **Overheads:** support for eligible overheads to a maximum of 30% of the total eligible salary costs.

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\(^8\) A maximum of six personnel can be supported for funding to drive the various elements of the work programme

\(^9\) Only key management personnel or key technical personnel charged with the management and delivery of the overall project or specific elements of the proposed project will be eligible for support
- **Travel:** A maximum grant of €39,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support domestic and foreign travel which can be shown to have been reasonably incurred and wholly for the implementation of the work programme. This also includes attendance and participation at trade fairs. All travel expenses are subject to Enterprise Ireland’s current rate of travel and subsistence (see Appendix 1 for further details).

- **New Build costs** – Enterprise Ireland will provide a maximum grant of 80% of eligible expenditure, towards the purchase of an existing building and modification of same to create dedicated space for the project. Eligible costs are the building purchase cost, building modification costs and related architectural and engineering design costs.

  Enterprise Ireland will support the construction of a new stand-alone building or an extension to an existing building to create dedicated space for the project. Site purchase costs for the new-build or expansion are not eligible costs for support. Own labour/own management costs related to the construction are not eligible costs for support. Eligible costs are construction costs and the related architectural and engineering design costs.

- **Renovation/refurbishment cost** – A maximum grant of up to 80% of eligible costs towards renovation/refurbishment. Enterprise Ireland will allow such modification costs under the following headings:

  - Internal structural work such as manufacturing conversion to office space and vice versa
  - Test kitchen facilities
  - Upgrade of Broadband/Wi-Fi access
  - Equipment/Fit-out including hardware and software
  - Hot desk Facilities
  - Architectural Design costs
  - Networking facilities
  - Modifications may not include works that can be considered by Enterprise Ireland as routine/minor/wear and tear/maintenance work etc.

  Note:

  - *Regarding such modification costs the groups must own the building or must hold a lease of not less than 15 years remaining on the lease*
  - *Equipment must be less than 5 years old; hardware and software must be new*
  - *All eligible costs exclude VAT*

- **Promotional Activities:** A maximum grant of €9,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support communication activities required to implement its work programme by a successful applicant. This may include awareness events, promotional material and website costs (excluding design).

- **Consultancy Support:** A maximum grant of €27,000 per year over a maximum 3-year period or 80% of eligible costs whichever is the lesser, over the period of funding. The maximum daily rate of up to €900 per day, (subject to agreement with Enterprise Ireland) to support the hiring of appropriate external experts required to drive key elements of the work programme.
Stream Three - Local and Community Enterprise Projects

Stream Three of the Scheme is designed to stimulate the development of local community-based enterprises and networks both existing and new, which have the potential to develop suitable initiatives that can both sustain and grow jobs in their area, county or region, and that progressively adopt innovative and collaborative approaches to stimulating start-ups and small businesses in their areas. They will have funding requirements that range from €50k up to €250k per project.

These are projects that can

- Deliver more job creation at local and community level.
- Ensure appropriate services to promote/support additional start-ups at local and community level.
- Strengthen collaboration across enterprise development agencies and other enterprise support organisations.
- Develop a capability to support micro enterprise with high growth potential in collaboration with existing agencies and supports.
- Work with their Local Enterprise Office (LEO) & Enterprise Ireland, to facilitate start-ups with a defined path for onward progression.
- Promote a culture of entrepreneurship locally and or regionally.

The kind of projects envisaged include but are not limited to:

- Startup Academies/Local Ecosystem/Mentoring/Boot Camps (excluding Accelerators);
- Scaling Academies;
- Local Networks/Consortia to deliver sector growth;
- Potential Exporters/Local Supply Chains;
- Addressing regional challenges.

**Eligible Costs**

All eligible costs are required to be directly related to the implementation of the work programme. Cost categories include:

- **Personnel:** A maximum grant of up to 80% of eligible salary or €64,000 whichever is the lesser over a period of no more than 3 years. Salary (excluding employers PRSI, bonus and commission) is capped at €80,000 per annum, per person. New additional personnel\(^\text{10}\) must have fixed term contracts and be employed directly by a successful applicant to drive the various elements of the work programme over the period of funding. Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme\(^\text{11}\). **Grant Payments will be made in 3 instalments based on a Schedule detailed in Appendix 1.** The person must be appointed

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\(^{10}\) A maximum of six personnel can be supported for funding to drive the various elements of the work programme

\(^{11}\)Only key management personnel or key technical personnel charged with the management and delivery of the overall project or specific elements of the proposed project will be eligible for support
within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.

- **Overheads**: support for eligible overheads to a maximum of 30% of the total eligible salary costs.

- **Travel**: A maximum grant of €39,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support domestic and foreign travel which can be shown to have been reasonably incurred and wholly for the implementation of the work programme. This also includes attendance and participation at trade fairs. All travel expenses are subject to Enterprise Ireland’s current rate of travel and subsistence (see Appendix 1 for further details).

- **Renovation/Refurbishment cost** – A maximum grant of up to 80% of eligible costs towards renovation/refurbishment. Enterprise Ireland will allow modification costs under the following headings:
  - Internal structural work such as manufacturing conversion to office space and vice versa
  - Test kitchen facilities
  - Upgrade of Broadband/Wi-Fi access
  - Equipment/Fit-out including hardware and software
  - Hot desk Facilities
  - Architectural Design costs
  - Networking facilities
  - Modifications may not include works that can be considered by Enterprise Ireland as routine/minor/wear and tear/maintenance work etc.
  
  **Note:**
  - Regarding such modification costs, the groups must own the building or must hold a lease of not less than 15 years remaining on the lease\(^ {12}\).
  - Equipment must be less than 5 years old; hardware and software must be new.
  - All eligible costs exclude VAT.

- **Promotional Activities**: A maximum grant of €9,000 or 80% of eligible costs, whichever is the lesser, over the period of funding to support communication activities required to implement its work programme by a successful applicant. This may include awareness events, promotional material and website costs (excluding design).

- **Consultancy Support**: A maximum grant of €27,000 per year over a maximum 3-year period or 80% of eligible costs whichever is the lesser, over the period of funding. The maximum daily rate of up to €900 per day, (subject to agreement with Enterprise Ireland) to support the hiring of appropriate external experts required to drive key elements of the work programme.

\(^{12}\) Exceptions to this requirement may be considered on a case by case basis.
Stream Four of the Scheme is designed to support Industry Clusters to maximise the benefits of collaborative opportunities through Industry Clusters where the results of the activity will have some identifiable and measurable impact on the businesses in the region/sector and/or nationally.

Industry Clusters are structures or organised groups of independent parties designed to stimulate innovative activity through promotion of mutual interests, sharing of facilities and exchange of knowledge and expertise and by contributing effectively to knowledge transfer, networking, information dissemination and collaboration among the undertakings and other organisations in the clusters.

The projects supported will range from €50k up to €250k per project.

These projects would include:

- Already established Industry Clusters and Networks may apply to Enterprise Ireland for funding support. The collaborative activity being proposed for funding, must be additional to the activities currently being undertaken and additional to activities currently funded by the State to them.

- Undertaking new projects which involve businesses collaborating for specific purposes, where the results of the activity will have some identifiable and measurable impact on their business for examples in the areas of:
  - increased productivity and company income
  - increased market share
  - increased innovation and knowledge transfer
  - technology trends and their application
  - enhanced capability
  - new value chains

**Eligible Costs**

All eligible costs are required to be directly related to the implementation of the work programme. Cost categories include:

- Salary costs (excluding employers PRSI, bonus and commission) of the applicant/employees of the applicant.
The grant is calculated at a maximum of 50% of eligible expenditure or up to €40,000 whichever is the lesser incurred by the successful applicant.

- **Personnel**: A maximum grant of up to 50% of eligible salary or €40,000 whichever is the lesser over a period of no more than 3 years, under de minimis aid. Salary (excluding employers PRSI, bonus and commission) is capped at €80,000 per annum, per person. Such new additional personnel must have fixed term contracts and be employed directly by a successful applicant to drive the various elements of the work programme over the period of funding. Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme. **Grant Payments will be made in 3 instalments based on a Schedule detailed in Appendix 1. The person must be appointed within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.**

- **Staff time**: A maximum grant of up to 50% of eligible salary costs incurred by the applicant in respect of employees of the applicant. Standard salary support is up to €1,000 per week (€200 per day) towards time committed to the project by employees of participant companies within the group. Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme. Only salary costs in respect of time spent on the work programme shall be eligible costs.

- **Overheads**: support for eligible overheads to a maximum of 30% of the total eligible salary costs.

- **Travel**: A maximum grant of €39,000 or 50% of eligible costs, whichever is the lesser, over the period of funding to support domestic and foreign travel which can be shown to have been reasonably incurred and wholly for the implementation of the work programme. This also includes attendance and participation at trade fairs. All travel expenses are subject to Enterprise Ireland’s current rate of travel and subsistence (see Appendix 1 for further details).

- **Promotional Activities**: A maximum grant of €9,000 or 50% of eligible costs, whichever is the lesser, over the period of funding to support communication activities required to implement its work programme by a successful applicant. This may include awareness events and marketing of the connectivity to increase participation, promotional material to increase visibility and website costs (excluding design).

- **Facilitation/Consultancy Support**: A maximum grant of €27,000 per year over a maximum 3-year period or 50% of eligible costs whichever is the lesser, over the period of funding. The maximum daily rate of up to €900 per day, (subject to agreement with Enterprise Ireland) to support the hiring of appropriate external experts required to drive key elements of the work programme.

12. Application Process

13 A maximum of six personnel can be supported for funding to drive the various elements of the work programme

14 Only key management personnel or key technical personnel charged with the management and delivery of the overall project or specific elements of the proposed project will be eligible for support
The Regional Enterprise Development Fund is a competitive offer. Applications for funding will be invited through two public calls for submission of projects. These calls will be announced in the National Press. All Applications will be subject to an Assessment and Selection process.

Completed applications can be downloaded from the Enterprise Ireland website and must be submitted electronically in Word format to Enterprise Ireland at GA-REDF@enterprise-ireland.com before 15.00hrs. on the relevant call close date. Late applications will not be accepted.

On receipt of an application, an email will be sent to confirm that Enterprise Ireland has received the application form. After the deadline for receipt of applications, and when initial checks are carried out, each application will be acknowledged within three working days. Applicants who do not receive either acknowledgement should immediately contact GA-REDF@Enterprise-Ireland.com.

13. Eligibility

All applications will be screened for eligibility for the fund. Ineligible applicants will be informed within two weeks of the deadline for receipt of applications. Ineligible applicants will not be put forward for evaluation.

14. Closing Date/Time for Applications

Completed applications must be received before 15.00 hrs. on:

- 28th June 2018 for 2nd Call Applications

Applications received after 15.00 hrs. on the date of the call close will not be considered.

Please note that eligible expenditure can only be incurred after the date of Call Close, which is as follows:

29th June 2018 for 2nd Call Applications

15. What will an application consist of?

An Applicant will be required to submit a fully completed application form which clearly addresses the required project evaluation criteria as set out in Section 16 below. Limited support documentation will be accepted to provide clarity on the project for the evaluation committee, these will be restricted to building plans and or drawings, artist’s impressions, project costing and financial projections, as appropriate. However, these will not form part of the evaluation. It is essential that all key facts are presented in the application form as this will form the basis of the evaluation process.
16. Evaluation Process – Streams One, Two, Three and Four

The evaluation process will consist of 4 stages for each of the two proposed calls.

Stage 1:
- Once final applications are received for Streams One, Two, Three & Four they will be evaluated against the relevant evaluation criteria, and due diligence and project assessment will be completed by Enterprise Ireland.

Stage 2:
- **Stream One & Two Applicants only:** An Enterprise Ireland panel will assess all eligible applications against the Scheme criteria based on the detail submitted. All applicants will be invited to pitch their proposal to this panel, after which each application will be awarded a preliminary score.

- **Stream Three & Four:** An Enterprise Ireland panel will assess and evaluate all applications against the Scheme criteria, based on the information provided in the completed application form and the outcome of the due diligence process. Each application will then be awarded a preliminary score.

Stage 3:
- Projects receiving preliminary scores of 55% or higher will be forwarded to an independent Evaluation Panel for consideration. The independent Evaluation Panel will evaluate/assess and re-score applications based on the Scheme’s evaluation criteria.

Stage 4:
- Funding is based on ranked score, provided applicants are scoring 60% or higher (up to the Evaluation Panel approval capacity of €35m for the first call) and then from the balance of the €60m fund remaining available for the second call.\(^{15}\) Selected projects will be recommended for funding to Enterprise Ireland’s Investment Committee/Board for approval. Enterprise Ireland reserves the right to reduce or disallow proposed costs, or to schedule some or all of the costs in stages over the term of the funding.

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\(^{15}\) That is funding is based on a system of the higher the ranking in terms of scoring, the higher the priority in terms of funding.
16. Evaluation criteria to be applied to the proposed Scheme applications

In order to ensure a balanced regional spread, Enterprise Ireland will target €2m to be allocated for the best ranked project/s from each NUTS III region which have attained a minimum score of 60% or higher in the evaluation process.

All other funding will be awarded to the highest scored and ranked applications following the evaluation process.

All applications will be evaluated against the following criteria:

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<th>Evaluation Criteria</th>
<th>Weighting</th>
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<tbody>
<tr>
<td>1 Impacts &amp; value for money</td>
<td>30%</td>
</tr>
<tr>
<td>2 Collaboration and Participation</td>
<td>20%</td>
</tr>
<tr>
<td>3 Viability and sustainability</td>
<td>20%</td>
</tr>
<tr>
<td>4 Building Regional Strengths</td>
<td>20%</td>
</tr>
<tr>
<td>5 Significance for innovation and Capability Building</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The Evaluation Panel will score each applicant based on how these criteria are addressed and will rank them in order of merit. Applicants that are being considered for support must have attained a minimum 60% of the score available at this stage.

Where two or more applicants have the same score, the scores attained, by each of those applicants, in the following criteria, will be applied, as necessary, in the following order to determine the ranking of the applicants:

- The applicant with the highest score under ‘impacts and value for money’
- If the scores are still even, the applicant with the highest score under ‘Viability and sustainability’
- If the scores are still even, the applicant with the highest score under ‘collaboration and participation’

- **Impacts and VFM – 30%**
  - Projects must be nationally and or regionally impactful;
  - Show job creation potential/planned regional impact;
  - Have defined economic impact and benefits;
  - Demonstrate value for money;
  - Demonstrate the gap in provision, or the added value of the initiative, in terms of supports to enterprise development and job creation;
  - Demonstrate how a proposal fits with existing public and private infrastructure e.g. availability of business space in creating enterprise hubs and clusters across the region; developing skilled talent and stimulating innovation, R&D and IP;
  - Demonstrate the capability to grow additional competitive advantage and USP for the region, and the longer-term capability of the project to deliver that;
  - Show how the project will assist the connectivity of the region both within, between key stakeholders, and companies, and with the global marketplace;
  - Demonstrate the value add to existing initiatives and plans to deliver sustainability of the enterprise/network;
  - Helping companies in the Region prepare for international economic uncertainty;
• Show additionality and extra activity impact compared to what is already in place.

• **Collaboration and Participation – 20%**
  o Evidence of collaboration between a number of key stakeholders to develop and implement the proposal;
  o Industry support/need/benefit;
  o Evidence of other regional stakeholder involvement;
  o Appropriate industry/3rd level/R&D linkages locally and nationally;
  o Outline plans for collaboration between stakeholders both within, throughout and between Regions;
  o Building linkages between different sectors and subsectors on convergence opportunities and other issues, e.g. between the MNCs and exporting/sub supply SMEs and between micro enterprise and other businesses and interests;
  o Promoting public and private partnership, e.g. alignment, collaboration with other players (e.g. EI, LEO, Regional Skills Fora, Education & Training Board (ETB), Higher and Further Education Institutes, and Chambers of Commerce etc.)

• **Viability and sustainability – 20%**
  o Ability to deliver, and sustain the development in the longer term, each application must demonstrate a clear path toward self-sustainability;
  o Workable business /project plan with cash flows;
  o Credible value proposition for the Region;
  o Other sources of finance for project identified;
  o Proven track record of promotors in delivering and implementing projects;
  o Key performance metrics and timelines for project delivery and the approach to monitoring of same must be included in the application.

• **Building Regional Strengths – 20%**
  o Building on existing or potential geographical strengths by sectors;
  o Leveraging of existing public/private infrastructure in the area;
  o Focus will be in sectors that contribute to national economic development with due regard to critical scale;

• **Significance for innovation and Capability Building - 10%**
  o Nature of innovation and additionality defined;
  o Innovation in approach to stimulating enterprise and ‘best practice’ and fit with industry sector potential in the region;
  o Scale & impact of capability building provided in the project

17. **Post approval stage**

Enterprise Ireland will inform the applicant company of the decision in their case. In the case of successful applicants, a formal letter of offer will be issued.
18. Reviews

Enterprise Ireland will undertake an internal programme review no more than two years after the commencement of the Scheme. In addition, monitoring will be undertaken of each successful applicant in relation to achievement of agreed performance metrics annually. There is a requirement for projects to supply updates, progress reports and financial information on request within 2 weeks of receiving such requests from Enterprise Ireland.

19. False Statements

If, for the purposes of obtaining aid under this Scheme, a person knowingly makes a false or misleading statement or withholds essential information, the person who made such false statements or withheld essential information shall be liable for the full amount of the funds paid on, on discovery or reasonable suspicion of any circumstances all further funding will be withheld.

20. Information and Publicity

Prospective applicants should note that details of awards made under this Scheme may be publicised.

21. Confidentiality

Enterprise Ireland will not release any information received as part of this application except for evaluation as set out above or as may be required by law, including the Freedom of Information (FOI) Acts 2014 and the Data Protection Acts 1998 and 2003.

As part of its evaluation process, the application will be given to an assessment panel which will include external assessors as well as Enterprise Ireland employees. All external assessors will have signed a confidentiality agreement with Enterprise Ireland.
22. Further Information

For more information contact the following Enterprise Ireland Regional Executives based on your location:

Dublin
Eoghan Hanrahan
+353 1 7272289
Deirdre O’Neill
+353 1 7272145

South-East
Martin Corkery
+353 21 4800229
Brian Fives
+353 51 333537

Midlands and Mid-East
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James Maloney
+ 353 90 6487125
Mark Atterbury
+ 353 90 6487 128
Ena Coleman
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South
Martin Corkery
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Ciara Concannon
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Jacqui Norton
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Mid-West & Kerry
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Catherine Hogan
+ 353 61 777009
Harriet Cotter
+ 353 61 777015
West

Barry Egan  
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Burga Fullam  
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Margaret Charleton  
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North-West

Aidan McKenna  
+353 (42) 935 4426

Carole Brenan  
+ 353 71 9159726

Joan Mullen  
+ 353 71 9159732

North-East

Aidan McKenna  
+353 (42) 935 4426

Anne Caldwell  
+ 353 42 9354429

Or your local Regional Enterprise Ireland office.
Appendix 1 Claim Process

The following information must be included when submitting a claim:

Capital Grant

- Checklist
- Independent Accountant’s Report (Currently required if grant package exceeds €250,000.00)
- Director’s Statement
- Claim Form
- Tax Clearance Details
- Solicitor’s Letter on title to the building
- Insurance Broker’s Statement of Insurance Cover
- Bank Details Form

Employment Grant

The person must be appointed within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.

Grant Payments will be made in 3 instalments as follows:

<table>
<thead>
<tr>
<th>Instalment</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Payment</td>
<td>On recruitment of the person</td>
</tr>
<tr>
<td>2nd Payment</td>
<td>12 months later</td>
</tr>
<tr>
<td>Final Payment</td>
<td>24 months later</td>
</tr>
</tbody>
</table>

- Checklist
- Director’s Statement
- Claim Form
- Tax Clearance Details
- Bank Details Form

Promotional Grant

- Checklist
- Director’s Statement
- Claim Form
- Invoices
- Company bank statement as proof of payment
- Tax Clearance Details
- Bank Details Form

Travel Grant

- Checklist
- Director’s Statement
- Grant Claim Form
- Air Ticket print-outs
- Confirmation of payment if travel booked by travel agent
- Company bank statement as proof of payment
- Tax Clearance Details
- Bank Details Form

Salary
- Excludes employers PRSI, bonus and commission
## 20.1 Planned Process Overview & Timelines

<table>
<thead>
<tr>
<th>Steps</th>
<th>Details</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Launch of Second Call for applications</td>
<td>Minister announces launch of second call</td>
<td>16&lt;sup&gt;th&lt;/sup&gt; April 2018</td>
</tr>
<tr>
<td>Receipt of final and full applications for all streams.</td>
<td>Applications received by EI GRANT APPLICATIONS team</td>
<td>28&lt;sup&gt;th&lt;/sup&gt; June 2018</td>
</tr>
<tr>
<td>EI Board decision</td>
<td></td>
<td>November 2018</td>
</tr>
<tr>
<td>Letters of offer, contracts issued</td>
<td>Minister announces awards of grants</td>
<td>November/December 2018</td>
</tr>
</tbody>
</table>
Addendum to the Regional Enterprise Development Fund
Terms of Reference Document

Clarifications of eligible expenditure

Personnel – Eligible Costs – (Streams 1 to 4 – Pages 10, 12, 15 & 18)
Personnel supports under the Regional Enterprise Development Fund will only be for new additional personnel who must have fixed term contracts and be employed directly by the successful applicant to drive the various elements of the work programme over the period of funding.

Only key management personnel or key technical personnel charged with the management and delivery of the overall project or specific elements of the proposed project will be eligible for support.

The person must be appointed within 24 months from the offer date and the post must be maintained for a period of 3 years from the date of recruitment.

A Maximum of up to six personnel can be supported for funding to drive the various elements of the work programme providing the posts are deemed eligible, also providing the project funding model shows evidence that these numbers are viable and sustainable over the period of funding.

Roles for which funding has been approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme.

Stream 4 Industry Clusters exception (only)
The Staff Time clause (on Page 18 of the Scheme document) allows for support towards staff seconded from member companies of the cluster to the DAC/CLG for defined periods of time. The maximum salary limit is set at €200/day or €1,000/week. Roles for which funding will be approved by Enterprise Ireland must be clearly assigned with responsibilities relating to the implementation of the work programme. Only salary costs in respect of time spent on the work programme shall be eligible costs.
Capital Costs for New Build & Refurbishment/Renovation/Etc. - Page 3 (Applicable to Streams 1, 2, & 3)

"Capital costs for New Build and Refurbishment/Renovations supported under the above Streams will be limited to a maximum of 80% of the overall approved Enterprise Ireland funding for the Project."

The implication of this statement means that you must have an absolute minimum of 20% of other costs i.e. Salary/Personnel; Overheads; Travel; Promotional Activities and Consultancy to enable a project to claim the full capital costs.

E.g. If you have the following maximum eligible costs for your project, based on one management salary,

- One salary at €80k/year (€64k/yr. grant) €192k
- Overhead on salary – 30% €57.6k
- Travel (Max €39k) €39k
- Promotional Activities (Max €9k) €9k
- Consultancy Support (Max €27k/yr. X 3) €81k
- Maximum non-capital grant potential €378.6k

Capital costs will be limited to a maximum of 80% of the overall Enterprise Ireland approved Funding for the project.

In the example above the maximum overall eligible project funding will be 5 times €378.6k (which is a minimum 20% of the overall funding) which is €1,893,000 (100% of overall eligible project funding) and therefore the maximum Capital funding will be €1,514,400 for this example.

Note:

Prior to approval if the actual costs incurred in the “Other Costs” categories above are reduced or deemed ineligible, it will have a knock-on effect on capital costs e.g. If €30k of the consultancy element was deemed ineligible at assessment stage, then this would mean a potential reduction of €120k in the Capital and an overall reduction of €150k in grant support to remain within the “maximum 80% of funding for capital costs” limit.

At Grant payments stage, claims can be made for approved activity up to the maximum limits of approved funding under each heading, as outlined in the letter of offer.
Call Two: Competitive Call for applications under the Regional Enterprise Development Fund.

Launch of Call Two on April 16th in Farmleigh by Minister Humphries and CEO of Enterprise Ireland Julie Sinnamon

Call Close: 28th June 2018 at 15:00 GMT

Board Approval November 2018