

Information for Clients in receipt of R&D grants which are co-funded by the European Regional Development Fund (ERDF) 2014-2020.

1. You are asked to keep a separate or adequate accounting system for all transactions related to the project. If the Grant Inspector can clearly distinguish grant-related transactions and you can provide supporting documentation for these transactions, then this should be deemed 'adequate'.
2. The EU request that you keep **all** supporting documents [e.g., time sheets, project reports, publicity documents for new product launches, invoices, bank statements etc.] relating to the project until December 31st 2027 or until such earlier date as may be notified to you by Enterprise Ireland (EI).
3. You are required, for the project duration (i.e., from start date until the last payment is paid to you by EI), to display a poster at a location readily visible by the public (e.g., reception). **Enterprise Ireland will provide you with a poster.**
4. The ERDF emblem, Ireland's European Structural and Investment Funds (ESIF) and Enterprise Ireland logos must feature on any ERDF project related documents and publicity/communications materials produced for use **outside** your company. Internal documents such as timesheets and small promotional objects (e.g., key-rings) do not need to display the logos. Logos must be displayed in the following order (horizontal and/or vertical orientation): (i) ESIF logo, (ii) ERDF logo, (iii) Enterprise Ireland logo. Logos must be the same size (minimum print height x width is 19x58mm). Colour logos should be used when possible. Black and white versions can only be used in justified cases. Logos and guidelines are available at:

<http://nwra.ie/regulations/>

Some examples of where the logos must be used:

- Display/exhibition stands.
 - Videos, DVDs, CDs, Adverts (including TV).
 - Press releases/Launches/Newsletters.
 - Awards.
5. A short project description, aims and results **must** be provided on your **website** highlighting the financial support of the EU. The ERDF and ESIF logos **must** be displayed somewhere on your website (not necessarily on the Home Page) and must be placed in a prominent position, inside the viewing area of a digital device, without requiring the user to scroll down the page. Logos must be displayed in colour on the website. Suggested Text for your Website to be amended as appropriate:

Project Description: R&D initiatives in this company are co-funded by the European Regional Development Fund and Enterprise Ireland under the Border, Midland and Western Regional Operational Programme 2014-2020.

Aims: To develop 3 new products/processes aimed at establishing/ increasing R&D activity which will drive company development.

Results: Three new products/processes were successfully developed. As a result, one was launched into a new/existing market.

6. Acceptance of funding is an acceptance of your inclusion in the list of ERDF beneficiaries which will be published twice annually on the Northern & Western Regional Assembly's website (www.nwra.ie). This will include company name, project summary, start/end dates and total eligible expenditure. Any concerns you may have regarding confidentiality will be taken into account.
7. Your company **may** be audited by the ERDF Unit in EI, the Regional Assembly, The Irish Audit Body and/or the EU. ERDF co-funding accounts for 50% of the grant you receive.

Full details of ERDF available at: www.enterprise-ireland.com/ERDF **and details of National Eligibility rules at:** www.enterprise-ireland.com/en/funding-supports/ERDF/Industry-Clients/National-Eligibility-Rules.pdf



European Union
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Information for Clients in receipt of Capital grants which are co-funded by the European Regional Development Fund (ERDF) 2014-2020.

1. You are asked to keep a separate or adequate accounting system for all transactions related to the project. If the Grant Inspector can clearly distinguish grant-related transactions and you can provide supporting documentation for these transactions, then this should be deemed 'adequate'.
2. The EU request that you keep **all** supporting documents [e.g., time sheets, project reports, invoices, bank statements etc.] relating to the project until December 31st 2027 or until such earlier date as may be notified to you by Enterprise Ireland (EI).
3. You are required, for the project duration (i.e., from project start date until the last payment is paid to you by EI), to display a poster at a location readily visible by the public (e.g., reception). **Enterprise Ireland will provide you with a poster.**
4. If your capital grant is greater than €500,000, in addition to the poster, you are required to display a *temporary* billboard, at a location readily visible by the public, during an **infrastructure or construction project** and a permanent plaque (within three months of the last payment from EI). Billboards (minimum size of 2.5m x 1m) and permanent plaques (minimum A4 size) must display Company Name, Main Objectives and ERDF, ESIF & EI logos. Costs for the purchase and installation of billboards can be grant aided if included in your claim.
5. If your grant is for the **purchase of physical objects** and is greater than €500,000, you are required to display a permanent billboard or plaque (see above for details). Please contact EI for further advice on billboards and plaques.
6. The ERDF, Ireland's European Structural and Investment Funds (ESIF) and Enterprise Ireland logos must feature on any ERDF project related documents and publicity/communications materials produced for use **outside** your company. Internal documents do not need to display the logos. Logos must be displayed in the following order (horizontal and/or vertical orientation): (i) ESIF logo, (ii) ERDF logo, (iii) Enterprise Ireland logo. Logos must be the same size (minimum print height x width is 19x58mm). Colour logos should be used when possible. Black and white versions can only be used in justified cases. Logos and guidelines are available at:

<http://nwra.ie/regulations/>

Some examples of where the logos must be used:

- Display/exhibition stands.
 - Videos, DVDs, CDs, Adverts (including TV).
 - Press releases/Launches/ Newsletters.
 - Awards.
7. A short project description, aims and results **must** be provided on your **website** highlighting the financial support of the EU. The ERDF and ESIF logos **must** be displayed somewhere on your website (not necessarily on the Home Page) and must be placed in a prominent position, inside the viewing area of a digital device, without requiring the user to scroll down the page. Logos must be displayed in colour on the website. Suggested Text for your Website to be amended as appropriate:

Project Description: Capital initiatives in this company are co-funded by the European Regional Development Fund and Enterprise Ireland under the Border, Midland and Western Regional Operational Programme 2014-2020. Aims: To carry out building/infrastructural work and/or to purchase physical assets. Results: Increased productivity and competitiveness was achieved as a result of this investment.

8. Acceptance of funding is an acceptance of your inclusion in the list of ERDF beneficiaries which will be published twice annually on the Northern & Western Regional Assembly's website (www.nwra.ie). This will include company name, project summary, start/end dates and total eligible expenditure. Any concerns you may have regarding confidentiality will be taken into account.
9. Your company **may** be audited by the ERDF Unit in EI, the Regional Assembly, The Irish Audit Body and/or the EU. ERDF co-funding accounts for 50% of the grant you receive.

Full details of ERDF available at: www.enterprise-ireland.com/ERDF **and details of National Eligibility rules at:** www.enterprise-ireland.com/en/funding-supports/ERDF/Industry-Clients/National-Eligibility-Rules.pdf



European Union
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Information for Clients in receipt of GradStart grants which are co-funded by the European Regional Development Fund (ERDF) 2014-2020.

1. You are asked to keep a separate or adequate accounting system for all transactions related to the project. If the Grant Inspector can clearly distinguish grant-related transactions and you can provide supporting documentation for these transactions, then this should be deemed 'adequate'.
2. The EU request that you keep **all** supporting documents [e.g., time sheets, project reports, contract of employment, invoices, bank statements etc.] relating to the project until December 31st 2027 or until such earlier date as may be notified to you by Enterprise Ireland (EI).
3. You are required, for the project duration (i.e., from project start date until the last payment is paid to you by EI), to display a poster at a location readily visible by the public (e.g., reception). **Enterprise Ireland will provide you with a poster.**
4. The ERDF emblem, Ireland's European Structural and Investment Funds (ESIF) and Enterprise Ireland logos must feature on any ERDF project related documents and publicity/communications materials produced for use **outside** your company. Internal documents such as timesheets and small promotional objects (e.g., key-rings) do not need to display the logos. Logos must be displayed in the following order (horizontal and/or vertical orientation): (i) ESIF logo, (ii) ERDF logo, (iii) Enterprise Ireland logo. Logos must be the same size (minimum print height x width is 19x58mm). Colour logos should be used when possible. Logos and guidelines are available at:

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Some examples of where the logos must be used:

- Display/exhibition stands.
- Videos, DVDs, CDs, Adverts (including TV).
- Press releases/Launches/ Newsletters.
- Awards.
- Recruitment material for funded posts.

Advertising co-funded posts:

Please ensure that, if you advertise in the local/national press, the advert contains compliant ERDF and ESIF logos. Recruitment Agencies are not required to display the ERDF & ESIF logos on their websites but the Job Description which you send to the Agency must display ERDF & ESIF logos. You will be asked to submit a copy of the Job Description and/or the advert with your first claim.

5. A short project description, aims and results **must** be provided on your **website** highlighting the financial support of the EU. The EU (ERDF) emblem and Ireland's ESIF logo **must** be displayed somewhere on your website (not necessarily on the Home Page) and must be placed in a prominent position, inside the viewing area of a digital device, without requiring the user to scroll down the page. Logos must be displayed in colour on the website. Suggested Text for your Website to be amended as appropriate:

Project Description. A graduate has been co-funded in this company by the European Regional Development Fund and Enterprise Ireland under the Border, Midland and Western Regional Operational Programme 2014-2020. **Aims:** To recruit a graduate who will bring skills into the company that are critical to future growth. **Results:** The graduate commenced employment and is contributing to improvements in company productivity and to changes in output to meet defined market requirements.

6. Acceptance of funding is an acceptance of your inclusion in the list of ERDF beneficiaries which will be published twice annually on the Northern & Western Regional Assembly's website (www.nwra.ie). This will include company name, project summary, start/end dates and total eligible expenditure. Any concerns you may have regarding confidentiality will be taken into account.
7. Your company **may** be audited by the ERDF Unit in EI, the Regional Assembly, The Irish Audit Body and/or the EU. ERDF co-funding accounts for 50% of the grant you receive.

Full details of ERDF available at: www.enterprise-ireland.com/ERDF and details of National Eligibility rules at: www.enterprise-ireland.com/en/funding-supports/ERDF/Industry-Clients/National-Eligibility-Rules.pdf



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Information for Clients in receipt of Key Manager grants which are co-funded by the European Regional Development Fund (ERDF) 2014-2020.

1. You are asked to keep a separate or adequate accounting system for all transactions related to the project. If the Grant Inspector can clearly distinguish grant-related transactions and you can provide supporting documentation for these transactions, then this should be deemed 'adequate'.
2. The EU request that you keep **all** supporting documents [e.g., time sheets, project reports, contract of employment, invoices, bank statements etc.] relating to the project until December 31st 2027 or until such earlier date as may be notified to you by Enterprise Ireland (EI).
3. You are required, for the project duration (i.e., from project start date until the last payment is paid to you by EI), to display a poster at a location readily visible by the public (e.g., reception). **Enterprise Ireland will provide you with a poster.**
4. The ERDF emblem, Ireland's European Structural and Investment Funds (ESIF) and Enterprise Ireland logos must feature on any ERDF project related documents and publicity/communications materials produced for use **outside** your company. Internal documents such as timesheets and small promotional objects (e.g., key-rings) do not need to display the logos. Logos must be displayed in the following order (horizontal and/or vertical orientation): (i) ESIF logo, (ii) ERDF logo, (iii) Enterprise Ireland logo. Logos must be the same size (minimum print height x width is 19x58mm). Colour logos should be used when possible. Logos and guidelines are available at:

<http://nwra.ie/regulations/>

Some examples of where the logos must be used:

- Display/exhibition stands.
- Videos, DVDs, CDs, Adverts (including TV).
- Press releases/Launches/ Newsletters.
- Awards.
- Recruitment material for funded posts.

Advertising co-funded posts:

Please ensure that, if you advertise in the local/national press, the advert contains compliant ERDF and ESIF logos. Recruitment Agencies are not required to display the ERDF & ESIF logos on their websites but the Job Description which you send to the Agency must display ERDF & ESIF logos. You will be asked to submit a copy of the Job Description and/or the advert with your first claim.

5. A short project description, aims and results **must** be provided on your **website** highlighting the financial support of the EU. The EU (ERDF) emblem and Ireland's ESIF logo **must** be displayed somewhere on your website (not necessarily on the Home Page) and must be placed in a prominent position, inside the viewing area of a digital device, without requiring the user to scroll down the page. Logos must be displayed in colour on the website. Suggested Text for your Website to be amended as appropriate:

Project Description. A Key Manager has been co-funded in this company by the European Regional Development Fund and Enterprise Ireland under the Border, Midland and Western Regional Operational Programme 2014-2020. Aims: To recruit a Key Manager who will bring skills into the company that are critical to future growth. Results: The Key Manager commenced employment and is contributing to improvements in company productivity and to changes in output to meet defined market requirements.

6. Acceptance of funding is an acceptance of your inclusion in the list of ERDF beneficiaries which will be published twice annually on the Northern & Western Regional Assembly's website (www.nwra.ie). This will include company name, project summary, start/end dates and total eligible expenditure. Any concerns you may have regarding confidentiality will be taken into account.
7. Your company **may** be audited by the ERDF Unit in EI, the Regional Assembly, The Irish Audit Body and/or the EU. ERDF co-funding accounts for 50% of the grant you receive.

Full details of ERDF available at: www.enterprise-ireland.com/ERDF and details of National Eligibility rules at: www.enterprise-ireland.com/en/funding-supports/ERDF/Industry-Clients/National-Eligibility-Rules.pdf



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