



Dún Laoghaire-Rathdown
County **Enterprise** Board

APPLICATION FOR EXPORT MARKETING GRANT FUNDING

The completed application form should be returned to:-

Dún Laoghaire-Rathdown CEB
Nutgrove Enterprise Park
Nutgrove Way
Rathfarnham
Dublin 14

Tel: (01) 494 8400
Fax: (01) 494 8410
Email: info@dlrceb.ie

Office Use Only

CEB no.

PLEASE NOTE

ALL APPLICATIONS FOR GRANT AID MUST BE MADE ON THIS FORM,
PHOTOCOPIED FORMS ARE NOT ACCEPTABLE AND WILL NOT BE
CONSIDERED.

Please type or use block letters throughout.

IMPORTANT

**If the application is incomplete, it will be returned to you
and this may cause a delay in dealing with your application.**

SECTION A - PROMOTER'S DETAILS

Name:

Home Address:

Landline:

Mobile:

SECTION B - BUSINESS DETAILS

Business Name:

Business Address:

Landline:

Fax:

Email:

Website:

Brief description of project (product/service supplied, markets served etc.):

Business Profile

A new start up

Existing business

Year of Establishment

Approx. Turnover €

Employees

Legal structure

Sole Trader

Partnership

Limited Company

Cooperative

Social Enterprise

Undetermined

Business Sector

ITC

Manufacturing

Tourism

Food

Craft

Textiles

Services

SECTION C - YOUR EXPORTING STRATEGY

Describe your current marketing activities and strategy:-

Outline your plan for growing your business through overseas sales and the benefits you hope to gain. Prioritise the market(s) you hope to enter.

SECTION D - GRANT APPLICATION DETAILS

Grant covers 50% of costs up to max. €2,000 (ex VAT)

Please include, on an itemized basis, your estimate of the costs you will incur. Eligible costs are listed in Section E (4).

Activity	Cost (excluding VAT)
1. _____	€ _____
2. _____	€ _____
3. _____	€ _____
4. _____	€ _____
<i>(Please use additional page(s) if necessary)</i>	TOTAL € _____

SECTION E - TERMS & CONDITIONS

1. Applications must be made prior to any expenditure being incurred. Proof of payment in the form of receipt(s) is required prior to drawdown of any approved amounts. Invoices are not acceptable. All claims for payment must be accompanied by a Market Visit Report, including contact details of persons met. DLR CEB reserves the right to contact the same for the purposes of verification if required. Payment will only be made with relation to approved expenses which form part of this application.
2. DLRCEB reserves the right to refuse any application and the right to terminate this grant scheme at any time without notice.
3. The approval of applications and the payment of all monies is dependent on the availability of resources under this scheme from the Department of Enterprise Trade and Employment. Applicants are advised to check availability of resources with DLRCEB prior to incurring any expenditure.
4. Eligible Costs include properly vouched travel expenses (air/rail/car hire/hotel accommodation), Fees for exhibition attendance (either as a visitor or exhibitor), development of market specific advertising material and Market Research (carried out by 3rd party) related to target market. Other related costs which can support your export development plans will be considered. DLRCEB reserves the right to deem any cost(s) ineligible. Only one application per company. The maximum approval that can be made to any one business is €2,000.
5. All applicants approved must draw down in full within 6 (SIX) months of the date of offer. Failure to draw down all or any portion may result in automatic decommittal without notice, i.e. loss of grant.
6. DLRCEB may consult other agencies/local development programmes in relation to this proposal while respecting project confidentiality. Any false or misleading statement or the withholding of essential information from DLRCEB (as determined by DLRCEB) will result in cancellation of any grant approved under this scheme.
7. This is a competitive application process.

DECLARATION: I/We hereby declare that the above information and details are accurate and true to the best of my knowledge and belief and I make this application for grant assistance on the basis of the information and details given. I/We have not sought and will not seek grant aid from any state agency or other sources in respect of this expenditure. I have read and fully accept the terms and conditions attaching to this grant aid from DLRCEB.

Signed: _____

Date: _____