

**LEADER Rural Development Programme 2014 -2020**

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| **Documentation Required at Application Stage – Please tick or note N/A** |
| Fully completed signed and dated **Application Form** |  |
| Signed **Data Consent Form** (this may be already complete at EOI stage) |  |
| **Confirmation of Legal Status** E.g. Certificate of Incorporation from Companies Registration Office, Memorandum & Articles of Association. For community groups without legal status – group constitution, mission statement with executive members and committee members |  |
| **Company Registration**Confirmation of registration with CRO if relevantEvidence of Registration with Charities Regulator where appropriate (<https://www.charitiesregulator.ie/en>) |  |
| **Business Plan/Community Strategy (5 Year Plan)/ Marketing Strategy**(Template available)**Financially viability of Project*** A detailed Income and Expenditure statement for five years and 12 month cashflow statement must accompany the business plan/Community Strategy
* The expenditure must include the loan repayments if applicable
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| **Inclusion Strategy (Sporting facilities)** *Extract from Operating Rules: Where LAGs are considering funding a facility on the grounds of a sporting organisation e.g. GAA or soccer club, the award of funding must be conditional on the promoter developing and implementing an inclusion strategy to ensure use of the facility by the entire community. It is not sufficient to state that the community centre is open to all. Active efforts should be made to market the centre to all segments of the community. It should include details of their activities under the inclusion strategy, as well as outlining the use of the centre. The LAG must monitor and record the steps taken to ensure the use of the facility by the entire community. In this regard, the LAG must require annual confirmation from the promoter. The Department will perform ex-post checks to verify adherence with this requirement.* ***Note re: Community Rate of Aid:****Any equipment, activities or infrastructure funded must be available and accessible to all age and social groups in the community concerned. All facilities must be open to the public free of charge. A nominal charge can be applied to cover costs associated with the provision of associated services e.g. for lighting and heating, but no net revenue shall be generated by the activity.* |  |
| **Evidence of matching funds & bridging finance** **Note 1: Funding is drawn down retrospectively** therefore there is a need to pay 100% of invoices prior to drawing down the grant, unless a phased payment structure is agreed in advance **Evidence of matching and bridging is as follows:*** Bank Statement showing the match funding element of the Project.
* Bank letter showing proof of available overdraft
* Proof of loans/bridging finance from the respective Lending Institution must be presented
* All Funds must be available for the duration of the Project

**Note 2: Eligibility of matching funds** * Private match funding is all funding not obtained from public sources

 At least 5% of funding has to be private* Public funding may be eligible for funding, however – **public funding from EU sources is NOT eligible as match funding**
* Confirmation that public funding is not from an EU source will be required
* Please attach voluntary labour form if applicable
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| **Financial Sustainability** * 3 years’ most recent Audited Accounts (signed) of an existing company **or**
* 3 years Income and Expenditure of voluntary group (signed) are required (if relevant)
* 3 Months Bank Statements are required
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| **Project Budget** Detailed Expenditure of the project from commencement to grant drawdown is required |  |
| **Tax Compliance**Tax Clearance – Tax Clearance if required for all promoters and all suppliers Note: Current Tax Clearance documentation will be required at project application and project payment. Please include your tax number and Tax Clearance Access code in the application form.  |  |
| **Evidence of Ownership** – **Evidence of Title, Leasehold or Permission to use Property** The applicant must provide evidence of title or leasehold in respect of capital projects involving land, e.g. sites of building construction or renovation, fixtures, traffic ways, etc. Any lease provided must – * be signed the lessor and the promoter;
* be appropriately witnessed;
* be accompanied with a map identifying the land; and
* stipulate the term of the lease (must be for a period of at least five years from the **date of the final payment to the applicant i.e. 6 -10 years**

Where the promoter cannot obtain a lease, legal documentation confirming the promoter’s authority to carry out the relevant activities (for at least a five-year period after the date of final payment for the project), will suffice. This documentation should be witnessed by a solicitor, signed by a person or body recognised as the person or body in charge of the property. The solicitor must verify that the person leasing the property is in charge of the property and must witness this document. Any agreement for a period of less than five years from the date of final payment for the project will not be eligible for funding.  |  |
| **VAT**VAT is an eligible cost if the group is not registered to reclaim VAT* The Application must include a letter from Revenue or ROS printout showing the VAT status of the Group
* If the Group is registered for VAT, then only the VAT exclusive element is eligible for LEADER support.
* If the Group is not registered for VAT, then all costs are eligible for LEADER support
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| **Phased payments** * The Promoter may request phased payments to assist with cash flow
* Should the promoter request a phased payment it is necessary to include this in the application
* At least 20% of the total eligible costs must have been incurred before 1st payment can be made
* The number of phased payments must be 5 or lower
* The grant is conditional on repayment of all phased payments in the event of the project not completed
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| **Evidence of planning permission/Planning Exemption from Planning Dept. of Kildare County Council** (Note: If an exemption from planning is being claimed for the proposed development, a section 5 declaration (notice of exemption) of the planning and Development Act 2000 must be obtained from the relevant planning authority)**Fire Cert** or other Statutory Consents (where relevant) |  |
| **Heritage Projects Consents:**Projects falling under the following categories are considered heritage projects and will be required to obtain consents from the necessary authorities to proceed (See Heritage Operating Rules) 1. Monuments and places protected under the National Monuments Act (Department of Arts and Heritage)
2. Protected Structures (Check with Local Authority)
3. Proposed protected structures (Check with Local Authority)
4. Architectural Conservation Areas (Check with Local Authority)
5. Projects within protected nature conservation sites (SAC/SPA/ NHA) (check with NPWS)
6. Disturbance of Protected Species and invasive species

It is possible to avail of Analysis and Development Funding if the project falls under the above categories. **Note:** The Department reserves the right to refuse grant aid where it is of the opinion that the works proposed would cause damage to an environmentally sensitive area or to a structure or area of historical or archaeological importance  |  |
| For Tourism Projects have all relevant standards been complied with  |  |
| Insurance Details |  |
| **Project Costings:**Full public procurement processes are required. See the following section for guidance on tendering requirements |  |