



# RURAL DEVELOPMENT PROGRAMME (LEADER) 2014-2020 EXPRESSION OF INTEREST PACK

## DOCUMENTS INCLUDED

1. RDP (LEADER) 2014-2020 INFORMATION & FAQ's
2. EXPRESSION OF INTEREST CHECKLIST *(must be completed in full & returned)*
3. FORM OF CONSENT *(must be completed in full & returned)*
4. EXPRESSION OF INTEREST FORM *(must be completed in full & returned)*
5. PUBLIC PROCUREMENT REQUIREMENTS



An Roinn Ealaíon, Oidhreachta,  
Gnóthaí Réigiúnacha, Tuisithe agus Gaeltachta  
Department of Arts, Heritage,  
Regional, Rural and Gaeltacht Affairs



Department of  
**Agriculture,  
Food and the Marine**  
An Roinn  
Talmhaíochta,  
Bia agus Mara



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas





## LONGFORD LOCAL COMMUNITY DEVELOPMENT COMMITTEE (LCDC) RURAL DEVELOPMENT PROGRAMME 2014-2020

*IMPLEMENTED BY*  
LONGFORD COMMUNITY RESOURCES CLG

Since its launch in 1991, LEADER has provided rural communities, across the EU, with the resources to enable local partners to actively engage and direct the local development of their area, through a community-led local development (CLLD).

Decisions on LEADER programme funding for 2014-2020, which will be known as the “Rural Development Programme (RDP) 2014-2020”, are made at a local level by a Local Action Group (LAG), in line with RDP Operating Rules and a Local Development Strategy (LDS). A LAG is made up of people from the local community as well as from the local public and private sector. The LDS is a plan that is developed by rural communities to support sustainable development of their sub-regional area.

In Co. Longford, the LAG for RDP 2014-2020 is Longford Local Community Development Company (LCDC). Longford Community Resources Clg (LCRL) is the Implementing Partner for the programme (i.e. processing of project enquiries, EOI's, applications & claims) and Longford County Council is the Financial Partner (i.e. administrative checks & processing payments)

### RDP 2014-2020

***“Promoting Social Inclusion, Poverty Reduction & Economic Development in Rural Areas”***

- 1- *Facilitating diversification, creating of new small enterprises and job creation*
- 2- *Promoting local development in rural areas*
- 3- *Enhancing access to use and quality of ICT in rural areas*

<b>Managing Authority</b> – Dept. of Agriculture, Food & Marine (DAFM)
<b>Leader Management &amp; Paying Agency</b> – Dept. of Arts, Heritage, Regional, Rural & Gaeltacht Affairs (AHRRGA)
<b>Technical Support</b> – Pobal
<b>LAG</b> – (LCDC) Longford Local Community Development Committee
<b>Financial Partner</b> – Local Authority – Longford County Council
<b>Implement Partner</b> – Local Development Company – Longford Community Resources Ltd (LCRL)

### RDP PROGRAMME THEMES/SUB-THEMES

#### **THEME 1 – ECONOMIC DEVELOPMENT, ENTERPRISE DEVELOPMENT AND JOB CREATION**

Theme One focuses on driving continued local economic development, including diversification of the rural economy and the creation of employment opportunities for the local community, including those from disadvantaged groups.

**Rural Tourism** - Rural tourism provides a stimulus for enterprise and job creation. Examples of actions that may be supported include –

- feasibility studies to explore the tourism potential of an area;
- marketing initiatives;
- the creation of tourism hubs to facilitate a multi-sectoral approach,
- activities that centre on the development and renovation of infrastructure, which contribute to historic and heritage based tourism;

- actions that promote the development of cultural/heritage infrastructure of local significance and arts-based activities and events; and
- the provision of amenity and leisure facilities, which can support adventure/eco-based tourism.

LEADER supported tourism projects must comply with relevant Fáilte Ireland or other sectoral standards.

**Enterprise Development** - LEADER can support micro, small and medium enterprises. LEADER must complement rather than compete with Local Enterprise Office activity. Examples of actions that may be supported through LEADER include –

- Artisan and other food businesses;
- Renewable Energy;
- Marine diversification (to complement support provided under the European Maritime Fisheries Fund);
- Social Enterprises;
- Creative Industries.
- Supported actions might include investment support or sector-specific training programmes for aspiring entrepreneurs, early stage promoters, social enterprises, start-ups and established SMEs.

**Rural Towns** - This sub-theme supports the regeneration of rural towns. Examples of actions that may be supported through LEADER include –

- town renewal schemes
- The building or refurbishment of community buildings
- Developing and promoting unique social events and activities

**Broadband** - Increased access to reliable and high-speed broadband is vital for the economic and social development of rural areas and communities. This sub-theme supports local actions that complement national initiatives aimed at developing a comprehensive rural broadband infrastructure. Examples of actions that may be supported through LEADER include –

- Basic ICT training to priority groups
- Skills development for installing broadband
- Feasibility studies in relation to community broadband
- Funding for small scale equipment, such as boosters, to allow local businesses access broadband.

*This sub-theme is not intended to cover broadband infrastructure, as this is covered under the National Broadband Plan.*

## **THEME 2 – SOCIAL INCLUSION**

This theme focuses on promoting the cohesion of the sub-regional area, from both an economic development and social inclusion

**Provision of Basic Services Targeted at Hard to Reach Communities** - This sub-theme focuses improving on access to basic services for people living in rural and remote areas and groups who are at risk of social exclusion. In some cases, it might involve the introduction of a new service or the re-introduction of a previously withdrawn service under the following categories –

- community;
- education/training;
- social/cultural; and
- recreation;

**Rural Youth** - The promotion of youth entrepreneurship and associated training can provide improved pathways for young people to access economic opportunities in rural areas. Actions that develop the social infrastructure of rural areas provide important opportunities for young people to realise their potential. These might include –

- the provision of youth clubs/café's;

- improved access to ICT;
- sports/recreation activities;
- arts-based projects; and
- Youth development programmes.

**For the purposes of LEADER, young people are defined as people aged 15 to 35 years.**

### **THEME 3 – RURAL ENVIRONMENT**

This theme focuses on utilising the landscape within a local area, its features and natural resources, while simultaneously creating a greater environmental awareness and improving environmental protection.

**Protection and Sustainable use of Water Resources** - Examples of actions that may be supported through LEADER include –

- raising general awareness on water conservation issues
- development of local water conservation plans and feasibility studies
- capacity building on the technical aspects of water recycling schemes
- initiatives that conserve water

**Protection and Improvement of Local Biodiversity** - Biodiversity encompasses natural wildlife, flora and fauna and is an important foundation to the healthy functioning of ecosystems. Examples of actions that may be supported through LEADER include –

- awareness raising and practical guidance on how to protect biodiversity domestically
- feasibility studies and action plans relevant to the enhancement/protection of biodiversity
- local initiatives that support biodiversity and environmental improvements

**Development of Renewable Energy** - Clean sources of energy have a lower environmental impact on nature than conventional energy technologies. This sub-theme seeks to mitigate the impact of recent environmental trends, including climate change. Examples of actions that may be supported through LEADER include –

- general awareness raising on environmental issues
- feasibility studies relating to green technologies
- capacity building actions focusing on the installation and use of renewable energy technologies
- local projects involving technologies that deliver sustainable energy alternatives

## **RATES OF AID**

**In general**, RDP funding is to a maximum of 50% of the total project cost. This percentage may be increased to 75% for analysis and development type projects and to 100% for training type projects. *NOTE - These are maximum rates of aid, however, the Longford (LCDC) Local Community Development Committee may award lower rates of aid as it considers appropriate.*

**Community Applicants** - Higher maximum rates of aid may be applied for community-based projects where there is no commercial basis for the project (i.e. *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.*) as follows –

- community body or applicant – 75%
- community body or applicant under the Basic Services Targeted at Hard to Reach Communities Sub-theme – 75%
- community body or applicant undertaking analysis and development – 90%

*See table below for rates summary:*

<b>Summary of Current Funding Ceilings and Support Rates</b>			
<b>Type of Project</b>	<b>Applicant</b>	<b>Maximum Rate of Aid</b>	<b>Maximum Funding</b>
<b>Investment &amp; other supports (including animation undertaken as part of the implementation of a project)</b>	<b>Private</b>	Up to a maximum of 50%	€200,000
	<b>Community</b>	Up to a maximum of 75%	
	<b>Community under Basic Services Targeted at Hard to Reach Communities Sub-theme</b>	Up to a maximum of 75%	
<b>Analysis and Development</b>	<b>Private</b>	Up to a maximum of 75%	€30,000
	<b>Community</b>	Up to a maximum of 90%	
<b>Training</b>	<b>Private or Community</b>	Up to a maximum of <b>100%</b>	€200,000

***\*Minimum RDP Grant Amount which may be Applied For/Approved is €1,250***

### **TARGETED /TIME LIMITED CALLS**

As a requirement of RDP Operating Rules, as well as on a “rolling basis”, Longford LCDC must also implement targeted periodic calls (“time limited calls”) for project EOIs across all RDP 2014-2020 themes.

The purpose of targeted calls for EOIs is to ensure that LEADER funding is targeted where it delivers the most value, is awarded based on a comparative assessment, secures equal opportunities for all potential applicants and ensures that funding is available for the duration of the Programme.

Project areas covered by a targeted call are ineligible under the ‘rolling call’ process for 6 months following the closing date of the Time-Limited Call.

Targeted Time-Limited Calls will be widely publicised, e.g. on the LAG’s website, at information meetings and/or in the local media.

The targeted call is a two stage process:

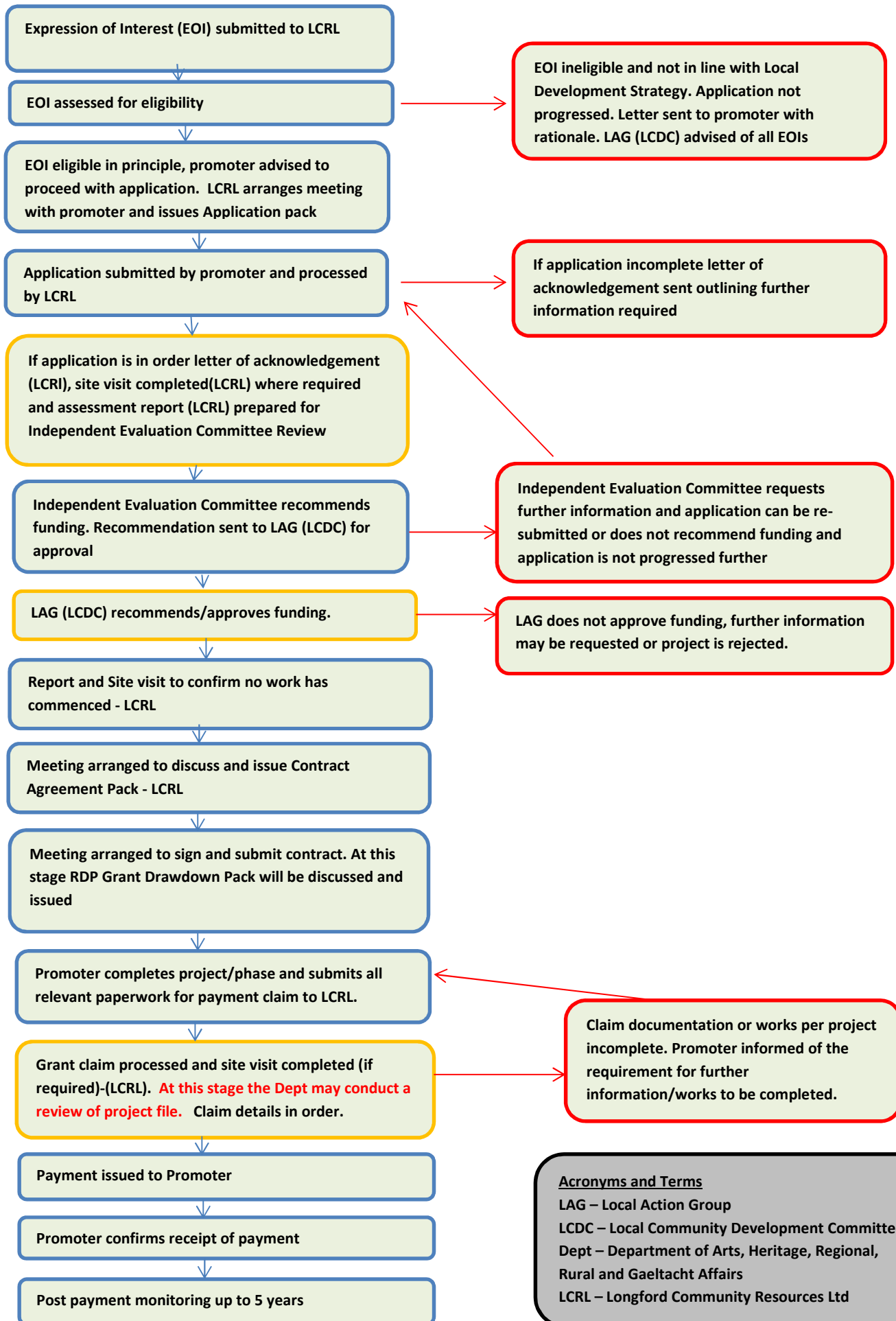
- Stage 1 –Call for EOIs
- Stage 2 – Application stage: Those successful at EOI stage (i.e. the project concerns eligible activity and is in line with the LDS) will be eligible to submit an application as part of the second stage of the targeted call. Unsuccessful applicants may appeal the outcome of the targeted call to the Longford LCDC, in writing within 10 working days.

## INELIGIBLE SECTORS & ACTIVITIES UNDER RDP 2014-2020

Aid **shall not** be awarded or paid in respect of the following areas –

- Agricultural Activities;
- Fisheries;
- Conventional retail operations, excluding community based shops and farm shops selling locally produced produce;
- Courses of instruction or training which form the part of normal education programmes or systems at secondary or higher levels. Note: This **includes** the rural development diploma and degree;
- Loans;
- Working capital (including stock);
- Insurance for project promoters;
- Horticulture (including bee-keeping);
- Payments for gifts, donations or personal entertainments;
- Statutory fines and penalties, criminal fines and damages;
- Legal expenses in respect of litigation;
- Costs associated with meeting a legislative or statutory requirement;
- Planning Application Fee
- Reclaimable VAT;
- Improvements/refurbishment of private residential property;
- Projects that already have other EU funding either directly or through a national programme;
- Conventional motor vehicles, including cars, industrial/farm/construction vehicles, vans and buses; and
- General maintenance works of public bodies.
- Childcare
- Health Care
- Nursing Homes
- Housing
- Race and Sport Horse Industries
- Greyhound Industry

## General Project Process Chart



### Acronyms and Terms

LAG – Local Action Group  
 LCDC – Local Community Development Committee  
 Dept – Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs  
 LCRL – Longford Community Resources Ltd



## **RDP FREQUENTLY ASKED QUESTIONS AND ANSWERS**

### **Who do I contact in relation to my project idea?**

Longford LCDC (Local Community Development Committee) is the Local Action Group in Co. Longford who has been allocated the overseeing and decision making role for the Rural Development Programme in Co. Longford. However, Longford Community Resources Ltd as the Implementing Partner, working in Partnership with the Longford LCDC and Longford County Council, will be responsible for delivering the majority of Project and Animation Actions involved in RDP project development, application and grant drawdown. As a result, LCRL is your point of contact for RDP project enquires, development, application and grant drawdowns.

### **How can Longford Community Resources Ltd (LCRL) assist me in developing an idea/project?**

LCRL staff will discuss your project with you/your group and advise you on the development of your idea to support its viability, and what processes are required in order to access RDP funding.

### **What is the first step to take in developing my idea into a real project?**

The first step in progressing your project from an "idea" to a project being considered for RDP grant assistance is to complete the initial "RDP Expression of Interest Stage". This involves, you the applicant (***known hereafter as RDP Project "Promoter"***) requesting an RDP EOI Pack from LCRL, completing the required forms included in same, and submitting the forms to LCRL. At which point, an RDP Development Worker will log your EOI and will contact you regarding your progression to "RDP Application Stage".

In relation to your **Applicant/Promoter Name** - It is **essential** to remember when completing your Expression of Interest Form and all other documentation following on from this that you **provide and use your Legally Constituted Name**. This must be provided in full (no abbreviations) and exactly as per your name used for Tax Affairs, Banking, and Constitution/Memo & Articles of Association etc. This will be your Project Promoter Name throughout your project EOI, Application and any progression from there to grant claim stage. All documentation submitted for your project file must also be in this Full Legally Constituted Name.

### **If my project is eligible for funding under some other scheme, can I still apply for Rural Development Programme funding?**

No. You must apply under the relevant scheme, so that all schemes are fully utilised.

### **Can my project receive grant aid from more than one grant scheme, or grant programme?**

LEADER must not fund projects that are eligible under other EU funded schemes. However, LEADER may fund projects that are eligible under another National programme or scheme, where it can be evidenced that –

- there is a clear added value in terms of applying the LEADER method to deliver innovative approaches, interaction between different economic sectors or bringing together public and private sectors in partnership; or
- the other scheme allocation is exhausted or the scheme is closed at the time of application; or
- the project applied unsuccessfully for funding under the other scheme – evidence must be retained to this effect; or
- LEADER is co-funding the project with another scheme or programme (see below).

Matching funding from other public funded sources (e.g. Fáilte Ireland, local authorities, Waterways Ireland, etc.) is permitted providing it does not derive from an EU fund. The LAG must obtain confirmation that the proposed matching funds have not come from other EU funds and this must be retained on the project file. This additional public funding must be included when calculating the amount of State aid provided to the applicant, whether or not they are covered under the *de minimis* rule.

Public matching funding is allowed subject to the following –

- Only applications submitted by community bodies are eligible; and
- The overall level of public funding does not exceed 95% of the total eligible project cost; and
- There must be a minimum **cash** contribution (i.e. private matching funding element) of at least 5% of total eligible project costs; and
- The LAG must confirm, and retain evidence on file, that the matching funding is not from another EU source; and
- The public bodies providing the matching funds must not be the project applicant or beneficiary.

**“De Minimis” & “State Aid” are Terms & Rules relevant to RDP, what do they mean and how do they affect project/promoter eligibility?**

**State Aid Rules** apply where the recipient of aid is deemed to be any entity involved in an economic activity, irrespective of its legal form, how it is financed, or whether or not it has a for profit orientation. Essentially, any activity that offers goods or services on a market is an economic activity. To comply with State Aid rules, the combined amount of funding provided to project promoter from all public sources during the previous three-year fiscal period must not exceed the €200,000 ceiling for State aid, known as the ***DE MINIMIS*** ceiling.

It will be assumed, when considering previous aid received by an applicant, that any public funding received was from a *de minimis* source, until the contrary is confirmed (including public matching funding). Also, where there are ***linked enterprises***, the *de minimis* threshold applies to the total amount of the State Aid received by the group of enterprises.

All RDP applicants must declare, in writing at application stage, whether or not they have received State aid. Where an applicant has received State aid, they must declare the amount of aid received, the purposes for which the aid was provided and the date it was awarded. ***It should be noted that a false declaration by an applicant resulting in the threshold of €200,000 being exceeded could later give rise to the aid being recovered with interest.***

**Aid Outside of De Minimis-** Funding provided to community body applicants may not constitute State Aid and would not be subject to *de minimis* requirements. This is particularly the case where a project does not involve any economic activity. *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.*

Accordingly, a community body with no economic activity may apply for funding up to €500,000. The promoter must provide a clear rationale and where necessary documentary evidence that the funding approved is not subject to *de minimis* requirements and that any equipment, activities or infrastructure funded will be available and accessible to all age and social groups in the community concerned.

**NOTE** – Specific guidelines and eligibility conditions relating to funding in excess of €200,000 is to be advised and issued by the Department. ***No Applications for RDP Grant assistance in excess of €200,000 can be accepted until these additional rules/conditions have been issued to Longford LCDC from the Dept.***

**How is my application assessed?**

An eligible, and fully complete Application including all required supporting documentation, is firstly processed by an RDP Development Worker in accordance with EU Regulations, RDP Operating Rules and the Longford LAG Local Development Strategy. It is then presented to the independent RDP Evaluation Committee who assesses and scores the project using a fixed set of criteria, and make recommendations on the project to the Longford LCDC for a decision. Subsequent to the Longford LCDC decision, you will be contacted by Longford Community Resources Ltd and notified of their decision. In the case of your project being unsuccessful, LCRL will issue you a letter detailing same. In

the case of your project application being approved for RDP Grant Aid, LCRL will schedule an appointment with you to discuss and issue your RDP Contract Agreement Pack and confirm requirements in relation to claiming RDP Grant Aid. An appointment will also be made for you to submit your signed contract agreement accepting the Grant assistance offered at which point your RDP Grant Drawdown Pack will be discussed and issued. However, should you choose to reject the contract offer of grant aid, LCRL Staff will meet with you to discuss same.

**How long must I wait after submitting my application to find out if it has been successful?**

Generally, a Project Promoter will be informed of the Longford LCDC decision within 8 weeks from the date LCRL issue an RDP Application Acknowledgement Letter (*which is issued after ALL necessary information has been supplied by you and is in order*)

**If my application is successful, how do I draw down the grant and is there a time limit on it?**

Grant payments may be made only on completion of the project (in exceptional circumstances, a phased payment may be made when 20% of the project expenditure has been incurred on the condition that this is requested at application stage and approved by Longford LCDC), on submission of all required documentation as listed in, but not confined to, the Promoter Grant Claim Checklist, which will be supplied to you by LCRL at you Contractual Agreement Meeting (*For example, Grant Claim Form, Original invoices, Original receipts, bank statements, relevant insurance(s), relevant tax clearance(s)*). Your Contract Expiry Date will be determined by the Longford LCDC, based on the information provided within your application form, including your estimated project duration.

**What if I have not drawdown all of my grant allocation by the Expiry Date on my Contract?**

In exceptional circumstances, contract expiry dates may be extended, on foot of a written request for extension from the promoter, which also details the reason for delay. Longford LCDC will not be permitted to extend any contract expiry date for more than 12 months in total.

Please Note - Expenditure incurred outside the contract timeframe, i.e. incurred between the contract expiry/extension expiry date and the date that the requested extension is approved, shall be deemed ineligible.

**The members of our Community Group intend to carry out a lot of the work on the Project themselves. Can this be accepted as private match funding?**

Voluntary labour is acceptable as a source of private matching funding for community-led and farm diversification (farmer's labour only) projects. This Contribution-in-kind can be provided in the form of skilled voluntary labour (i.e. unpaid work), and is based on the market cost of the works, goods, or services in question, which must be assessed and verified by an independent qualified person. The value assigned to the Voluntary Labour must be included and properly justified in the funding application.

NOTE - The maximum rate allowed is €14 per hour.

**Can we use the value Land or Real Estate which has been Donation to us as part of our private match funding?**

Value of Donation is acceptable as a source of private matching funding for community-led projects. This Contribution-in-Kind can be provided in the form of lease agreements (the applicant may make nominal cash payment of no more than €1 per annum to effect such leases) and the donation of land or real estate. The value of the 'donated lease/land' must be certified by an independent qualified expert. To be eligible, the land must have been donated no earlier than two years prior to the date of the funding application.

NOTE - The value of the donations used in previous projects may not be used again. Where the value of the term of a donated lease has been used for a previous project, the term donated to the previous project must expire before the remaining term of the lease can be donated to any new project.

**Is the cost of Purchasing Land eligible for funding?** The purchase of land, as a singular element RDP Project is not eligible. However, the purchase of land, with or without buildings, included as an element of a Project may be eligible, if the cost of the land does not exceed 10% of the other eligible project expenditure. This limit may be increased to 15% for derelict sites, and those formerly in industrial use, with buildings.

#### **When can work on a project start?**

Project works may only start after the Promoter and LCRL, on behalf of Longford LCDC, have both signed the RDP Project Contractual Agreement (*i.e. the project has been approved, the Project Promoter contact person(s) have met with relevant LCRL staff and been issued their letter of grant offer and contract and LCRL has received formal acceptance of this offer of grant aid and Contract is Signed by all Parties*). If works commence prior to this, the project will be considered ineligible and contract will be null and void.

#### **Are there Standards that my project will be required to meet?**

Yes. All RDP Projects must meet the requirements of

- the relevant EU Regulations; and
- the Rural Development Programme 2014-2020 Operating Rules, and
- the Longford Local Development Strategy (LDS).

Projects and Promoters must also comply with national and EU Legislation; restrictions or obligations imposed by Government Departments or the relevant Local Authority, which may apply to the proposed project. All projects must have the necessary permissions or licences in place before any work commences.

Note -

- Rural Environment and Heritage Projects must comply with the specific “*Environment and Heritage rules*” as prescribed in the RDP 2014-2020 Operating Rules
- “Works” projects may be subject to Planning, Heritage and/or Environment standards and regulations.
- Tourism Projects must comply with relevant Fáilte Ireland or other sectoral standards

#### **Who Do I Contact For Further Information?**

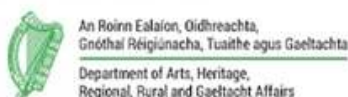
Longford Community Resources Clg

Longford Community Enterprise Centre, Ballinalee Road, Longford Town, Co Longford

Tel: 043 3345555

Email: [leader1420@lclrl.ie](mailto:leader1420@lclrl.ie)

Website: [www.lclrl.ie](http://www.lclrl.ie)



**LONGFORD LOCAL COMMUNITY DEVELOPMENT COMMITTEE (LCDC)  
RURAL DEVELOPMENT PROGRAMME 2014-2020  
IMPLEMENTED BY  
LONGFORD COMMUNITY RESOURCES CLG (LCRL)**

**EXPRESSION OF INTEREST CHECKLIST**

	Please tick to confirm Enclosed (✓)
1. <u>Expression of Interest Form</u> fully complete & signed & dated by promoter	
2. Data Protection & Freedom of Information – " <u>Form of Consent</u> " signed & dated	
<b><u>Procurement Requirements</u></b>	
In order to ascertain whether or not you are considered "Contracting Authority" (i.e. a body governed by public law), Please <b>answer Yes or No</b> to the following questions in relation to your Group, Organisation, Company, etc:	
a) been established for the specific purpose of meeting needs in the public interest, not having an industrial or commercial character.	
b) has a legal personality	
c) financed, more than 50% by State, regional or local authority, or another public body;	
d) subject to management supervision by State, regional or local authority, or another public body	
e) has administrative, managerial or supervisory board, more than 50% members are from State, regional or a local authority, or another public body	
I confirm I/we have read the Procurement Information Document (as part of my EOI Pack) in detail and are fully aware of the procurement requirements and understand the consequences of not adhering to same, should we progress to RDP Project Application Stage, and I have answered the above questions truly.	
SIGNED: _____	
PRINT NAME: _____	

I confirm, I have read all the information included in the RDP Expression of Interest Pack, completed the EOI documentation, enclosed the required documentation as expressed with ✓, and I am now requesting my/our Expression of Interest be taken into consideration for progression to Application Stage for RDP funding.

Signed: \_\_\_\_\_ On Behalf Of: \_\_\_\_\_  
Print Name: \_\_\_\_\_ Date: \_\_\_\_\_



# LONGFORD LOCAL COMMUNITY DEVELOPMENT COMMITTEE (LCDC)

## RURAL DEVELOPMENT PROGRAMME 2014-2020

IMPLEMENTED BY

LONGFORD COMMUNITY RESOURCES CLG (LCRL)

### FORM OF CONSENT

#### COMPUTERISED RECORDS

As soon as you contact **Longford Community Resources Clg.** we create a computer record in your name. Information that we then collect, including information that you give us, is added to the record and all data supplied will be processed in accordance with the Data Protection Acts 1988 and 2003. In line with the Data Protection Acts and the Freedom of Information (FOI) Acts, 1997 & 2003 and 2014, you have the right to obtain a print out of your computer record at any time and if necessary update/correct information held. We charge a fee of €6.35 for each request. You should address your request to:

**Longford Community Resources Clg, Longford Community Enterprise Centre,  
Templemichael, Ballinalee Road, Longford.**

The information we record is used only for the following purposes:

- Processing applications
- Compiling statistical information to help us plan and improve our services
- Analysing information about applicants for other bodies such as, Longford LCDC, Government Departments, and producing our own statistics for publication.

Personal information about you will be disclosed only in accordance with **Longford Community Resources Clg.** registration under the Data Protection Act. The purpose for which we hold information and the people and bodies to whom we may disclose it are listed in the Register of Data Controllers. This is a public register kept by the Office of the Data Commissioner at the Irish Life Building, Talbot Street, Dublin 1 (phone 01 – 8748544), and you may inspect it free of charge.

To give you an example of disclosure: **Longford Community Resources Clg** is required to provide promoters names and all project file documentation to Longford (LCDC) Local Community Development Committee who in turn is required to provide information from the project file to the Rural Development Division in the Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs. The Department also observes the strict rules of disclosure that are registered with the Office of the Data Protection Commissioner.

#### NON-COMPUTERISED RECORDS

Other information supplied and collected may also be disclosed to people and bodies from time to time. On request you can receive a list of disclosures.

#### DECLARATION

I have read and understood the above statement and consent to the use and disclosure of data and information as outlined above.

Name: \_\_\_\_\_

Date: \_\_\_\_\_ Witnessed by: \_\_\_\_\_

**RDP Projects are governed by EU Regulations and the RDP Operating Rules, and must be in accordance with the Local Development Strategy and other Local and National Plans.**









VERSION 3 – FEBRUARY 2017

# (LCDC) LONGFORD LOCAL COMMUNITY DEVELOPMENT COMMITTEE RURAL DEVELOPMENT PROGRAMME 2014-2020

IMPLEMENTED BY  
LONGFORD COMMUNITY RESOURCES CLG (LCRL)

Longford Community Enterprise Centre,  
Ballinalee Rd, Longford, Ireland

Telephone: 043 3345555 Fax: 043 3344093 Email: [leader@lcr.ie](mailto:leader@lcr.ie) Website: [www.lcr.ie](http://www.lcr.ie)

*For official use only*

Date Stamp

Signed: \_\_\_\_\_

## EXPRESSION OF INTEREST FORM

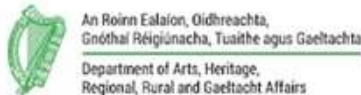
Please read this Expression of Interest Form and attached documents thoroughly before completing the form.

### IMPORTANT NOTES:

This is an **Expression of Interest** form ONLY and does **NOT** constitute an Application for funding, nor does it constitute any offer of financial assistance. It will be used to assess the general eligibility of your project and ascertain the various documentation which will be required for your project should you decide to progress to a formal Application for RDP Grant Assistance.

**ALL questions must be answered fully.** If a question is not relevant please mark as **N/A** and **explain why** it is not applicable. Where boxes are provided please mark the respective box with a  $\checkmark$  or X. If you wish, you may accompany this Expression of Interest form with relevant supporting documentation.

When your EOI Form is fully complete, please read and sign the attached "Form of Consent" in relation to Data Protection and Freedom of Information and, **RETURN all TO** – Longford Community Resources Clg, Longford Community Enterprise Centre, Ballinalee Rd. Longford.



### CONTACT DETAILS:

Name of Applicant/Group (**NOTE – this must be your Full Legally Constituted Name as per your bank statements, tax clearance, constitution etc**): \_\_\_\_\_

Address: \_\_\_\_\_

Eircode: \_\_\_\_\_ Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_ Role/Position: \_\_\_\_\_

(if different from applicant) Contact No: \_\_\_\_\_ Email: \_\_\_\_\_

Type of body promoting the project: (Cross appropriate box)

- |  |   |
|--|---|
| <input type="checkbox"/> Sole Trader   | <input type="checkbox"/> Community Council  |
| <input type="checkbox"/> Farmer (If Yes Herd No. is required below)                                    | <input type="checkbox"/> Trust              |
| <input type="checkbox"/> Formalised Community/Voluntary group  | <input type="checkbox"/> Partnership        |
| <input type="checkbox"/> Companies Limited by Guarantee  | <input type="checkbox"/> Limited Company    |
| <input type="checkbox"/> Designated Activity Company limited by shares                                 | <input type="checkbox"/> Public Body        |
| <input type="checkbox"/> Registered Charity  | <input type="checkbox"/> Private Individual |
| <input type="checkbox"/> Cooperative society registered under the Industrial & Provident Societies Act |   |
| <input type="checkbox"/> Other   |   |

**HERD NO. if applicable:** \_\_\_\_\_

Has the Promoter received any Public Funding in the last 3 years? Yes  No

If Yes... Please detail funding Source, Amount Approved/Received, Purpose of Funding and Date

Approved/Received:


Promoters ongoing Finance Sources – Where/How do you secure your Operational Costs?


**PROJECT DETAILS:**

Project Title: \_\_\_\_\_ Project Location: \_\_\_\_\_

What is the nature of the assistance sought?

Capital Expenditure       Marketing       Analysis & Development (i.e. research)   
Training                       Other (Please specify) \_\_\_\_\_


Brief Outline of the Proposed Project:


Is the project promoter the sole legal owner of the property for the development? Yes  No

Details: \_\_\_\_\_

Are there any permissions or consents already in place for this development? Yes  No

If no, what is the current situation with a planning application/exemption? \_\_\_\_\_


Estimated Project Duration from Commencement (e.g. 3months, 6months 1year):

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**Has Market Research been undertaken to date or has professional advice been sought / received?**

Yes  No  ...if yes, please give brief detail \_\_\_\_\_

**Will this project sustain existing Employment?** Yes  No

...if yes, how many jobs? \_\_\_\_\_

**Will this project result in Job Creation?** Yes  No

...if yes, how many jobs? \_\_\_\_\_

**Please Note – Minimum Grant Amount which will be considered Eligible to Apply for RDP Funding is €1,250**

**ESTIMATED PROJECT COSTS:**

Please list all elements of the project for which funding will be sought including estimated costs:

<i>Element/Item /Activity</i>	<i>ESTIMATED Costs:</i>

**Total Estimated Project Cost** € \_\_\_\_\_

**Are your Estimated Project Costs based on tenders/quotations already sourced?** Yes  No

If no, how have the costs been estimated at this stage \_\_\_\_\_

**As RDP Grant is paid retrospectively; Do you currently have sufficient funds/bridging finance available to meet the total estimated project costs?** Yes  No

If no, when do you expect to have this in place - \_\_\_\_\_

**And/or**

Will Phased Payments be required in order to complete the project? Yes  No

**Signed for and on behalf of the Promoter / Group:**

I/ We confirm that the details supplied are true and correct to the best of my/our knowledge

Print Name:

Signature:

On Behalf Of:

Date:

Part or all of the information you provide will be held on computer and hard copy format. This information will be used for the administration of Expression of Interests and producing monitoring returns. LAG's may share information with each other and government departments/agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications. It may also be subject to meeting obligations under the Freedom of Information Act as amended. This policy does not affect your rights and your information will be held as prescribed under the Data Protection Acts 1988 and 2003.

**All Promoters have the Right to Appeal decisions made by Longford (LCDC) Local Community Development Committee**

**FOR OFFICIAL USE ONLY**

*To be completed by relevant LCRL RDP Staff*

EOI Call Type (Rolling/Targeted Time-Limited): \_\_\_\_\_

Project Eligibility in line with RDP Operating Rules : Eligible (*In Principle*)

Ineligible

If definitively Ineligible, please note why, as per Op Rules: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the Project consistent with Co. Longford's LDS Objectives? Yes  No

Where project EOI is eligible in principle and consistent with RDP Operating Rules and Co. Longford's LDS Objectives detail the following:

RDP Theme: \_\_\_\_\_

Sub-Theme: \_\_\_\_\_

LDS Objective: \_\_\_\_\_

\_\_\_\_\_

LDS Action: \_\_\_\_\_

\_\_\_\_\_

EOI Acknowledged & Application Pack supplied? Yes  No

If Yes – Who was the pack supplied To: \_\_\_\_\_ Date: \_\_\_\_\_

If No – Why? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**Where project EOI is considered Ineligible/Inconsistent with LDS Objectives....**

Reviewed by LCRL CEO Date: .....

Signed: .....

EOI Ref ID: \_\_\_\_\_ (Generated from RDP IT System)

Date Entered on IT System: \_\_\_\_\_

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

*RDP Projects are governed by EU Regulations and the RDP Operating Rules, and must be in accordance with the Local Development Strategy and other Local and National Plans.*

**LONGFORD (LCDC) LOCAL COMMUNITY DEVELOPMENT COMMITTEE**  
**RURAL DEVELOPMENT PROGRAMME 2014-2020**  
*IMPLEMENTED BY*  
**LONGFORD COMMUNITY RESOURCES CLG (LCRL)**

**PUBLIC PROCUREMENT**  
**REQUIREMENTS & CONSEQUENCES OF NON-COMPLIANCE**

Should you progress your project funding interest to the formal RDP Application Stage, your project will be subject to Procurement/Tendering Procedures, RDP Operating Rules and Longford LCDC RDP(LEADER) Policies related to same, which are applicable to ALL RDP(LEADER) Project Applications. As a result, you must read the summary below of requirements and consequences to a project which does not comply with Procurement/Tendering Procedures.

**OVERVIEW**

ALL RDP(LEADER) Project Applicants (“Promoters”) must follow the appropriate procurement procedure:

1. **National and EU public procurement procedures** OR
2. **LEADER Specific Procurement Requirements.**

The appropriate procedure for each project/promoter is determined as follows:

1. **The percentage of funding which may be awarded**
2. **Is the promoter a Contracting Authority**

1. **The percentage of funding which may be awarded**

More than 50% grant aid (from LEADER and/or other public sources) - must follow the national public procurement guidelines.

50% or less grant aid (from LEADER and/or other public sources), must then ascertain whether the Project **Promoter** is a “Contracting Authority” or “Non Contracting Authority” to determine which procedure they must follow.

A **contracting authority** must follow the **national public procurement** guidelines.

A **non-contracting authority** must follow the **LEADER-specific procurement** requirements.

2. **Is the promoter a Contracting Authority** (i.e. “a body governed by public law”):

The following checks must be completed to determine if you are a Contracting Authority.

**A project promoter is defined as a contracting authority where it meets both Check 1 and Check 2.**

<p><b>Check 1:</b> Has the promoter been established for the specific purpose of meeting needs in the public interest, not having an industrial or commercial character. <b>If the answer to this question is yes</b> you must proceed to check 2.</p>	<p><b>Check 2:</b> does the project promoter meet the following two criteria? Criteria 1 - It has a legal personality, <b>and</b> Criteria 2 - It has <b>any one</b> of the following characteristics: a) Is financed by State, regional or local authority, or another public body; by more than 50% b) Is subject to management supervision by State, regional or local authority, or another public body; c) Has an administrative, managerial or supervisory board, with more than 50% of its board members from State, regional or a local authority, or another public body.</p>
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Once the appropriate procurement procedure has been determined for you/your project, all of the requirements under that procedure must be followed.

## **NATIONAL PROCUREMENT GUIDELINES, RDP Operating Rules and Longford LCDC RDP Policies**

National Procurement Guidelines apply where public funding (incl. matching funds) is **more than 50% of project costs – or where it has been ascertained that Promoter is Contracting Authority.**

National Procurement Guidelines		
Amount (excl. VAT)	Type of Contract	Procedure
€0 - €4,999	Supplies & Services Contracts	<b>obtain a minimum of 3 written quotations</b> Details of responses must be retained on file.
€5,000 - €25,000	Supplies & services contracts	<b>Obtain</b> a minimum of 3 written quotations. Emails acceptable - accompanied by clearly identifiable date and source information.
€25,001 - €209,000	Supplies & Services Contracts	Use <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> process – open procedure.
€0 - €50,000	Works & Works Related Services	<b>Obtain</b> at least 5 written quotations or follow the e-tenders process – open procedure
€50,001 – €250,000	Works & Works Related Services	Use <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> process. – open procedure
€250,001 - €5,225,000	Works & Works Related Services	Use <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a> process. – open or restricted procedure

### ***Please note and evidence the following:***

1. **Construction works** must adhere to <http://constructionprocurement.gov.ie/> and use the standard Public Works Short Form of Contract (PW-CF6)
2. **Works and works related services above €50,000**, must use the prequalification document circulated by the Department (Works Declaration LEADER (WDL) which you may request from Longford Community Resources Clg.
3. Please be aware of the requirements under the **Safety, Health and Welfare at Work (Construction) Regulations 2013** that apply to **works and works related services**.
4. Common Procurement Vocabulary must be assigned.
5. **Works contracts** - must select winning tender on basis of the lowest price
6. **Works-related services** - must select winning tender solely on the basis of the MEAT
7. **Supplies and services** - may select winning tender on basis of the lowest price **or** MEAT
8. Where **MEAT** is used, please ensure:
  - award criteria are related and proportional to the subject matter of the contract;
  - award criteria and weightings included in the contract and/or advertisement notice;
  - tender responses assessed in accordance with the award criteria and weightings;
  - award criteria may not be changed after the tenders have been received.
9. Where a **tender amount is considered to be abnormally low**, written evidence should be sought from the tendering contractors to demonstrate that the price is sustainable.
10. **Minimum 21 days** must be allowed for responses from date of publication of advertising notice.
11. Unsuccessful tenderer(s) must be notified in writing of the outcome of the competition
12. Post-tender negotiations are not permitted

### **Reasonableness of Cost is required**

- **When e-tenders process results in less than 3 responses/tenders**, the promoter and the LAG must evidence cost of similar works and services in the same geographical region.
- **For direct quotations in certain specialist markets**, it may not be possible to obtain a suitable number of quotes. The applicant must provide written justification for the low number of quotes and the steps taken to source a sufficient number of quotes. This must be reviewed and evaluated by the LAG. In addition, the promoter and the LAG must also demonstrate the additional steps taken to verify that the project costs are reasonable.

## **LEADER PROCUREMENT REQUIREMENTS, RDP Operating Rules and Longford LCDC RDP Policies**

Specific LEADER procurement requirements apply to projects & promoters that do not come within the remit of the national procurement guidelines:

<b><u>LEADER Specific Tendering Requirement:</u></b> <b><u>Supplies / Services/ Works (including works related services)</u></b>		
<b>Amount (ex VAT)</b>	<b>Type of Contract</b>	<b>Procedure</b>
€0 - €5,000	Supplies, Services and Works	<b><u>Obtain a minimum of 3 written quotations</u></b> from competitive suppliers. Details of responses must be retained on file.
€5,001 - €25,000	Supplies & Services	<b><u>Obtain a minimum of 3 written quotations.</u></b> Emails acceptable - accompanied by clearly identifiable date and source information.
€5,001 - €50,000	Works	<b><u>Obtain at least 5 written quotations</u></b> and place <b>notice in local or national newspaper.</b>
Above €25,000	Supplies & Services	<b><u>Obtain at least 5 written quotations</u></b> and place <b>notice in local or national newspaper.</b>
Above €50,000	Works	<b><u>Obtain at least 5 written quotations</u></b> and place <b>notice in local or national newspaper.</b> Tenderers must complete pre-qualification document – Works Declaration LEADER (WDL) – as circulated by the Department to Longford Community Resources Clg.

### ***Please not and evidence the following:***

- 1. Works contracts** - must select winning tender solely on the basis of the lowest price
- 2. Works-related services** - winning tender must be identified on the basis of MEAT.
- 3. Supplies and services** - may award contracts on the basis of either lowest price or MEAT.
- 4. Notice is placed in a local or national newspaper** - refer to essential details of contract and invite contact to the promoter
- 5. The same response deadline date** must apply - direct invitation and advertisement. A reasonable time should be afforded to respondents (e.g. 21 days), reflective of the nature and complexity of project.
- 6. Please be aware of the requirements of the Safety, Health and Welfare at Work (Construction) Regulations 2013** that apply to **works and works related services**

### **Reasonableness of Cost is required:**

- For direct quotations in certain specialist markets, it may not be possible to obtain a suitable number of quotes. The applicant must provide written justification for the low number of quotes and the steps taken to source a sufficient number of quotes. This must be reviewed and evaluated by the LAG. In addition, the promoter and the LAG must also demonstrate the additional steps taken to verify that the project costs are reasonable.

### **Projects above the EU Thresholds**

The EU thresholds at the time of publication are €209,000 for supplies and services, and €5,225,000 for works and works related services. The current threshold remains valid until 31<sup>st</sup> December 2017.

**Public procurement guidelines are available on [www.etenders.gov.ie](http://www.etenders.gov.ie);  
[www.procurement.ie](http://www.procurement.ie) and <http://constructionprocurement.gov.ie/>.**

## **AUDIT REQUIREMENTS AND SANCTIONS FOR ALL PROJECTS**

Promoters will be required, as part of an RDP Application Process, to submit relevant documentary evidence to clearly demonstrate compliance with the relevant tendering and public procurement requirements. ***All quotations must be signed and dated by the tenderer.*** Quotations submitted electronically, which are accompanied by clearly identifiable date and source information, will be accepted up to the maximum thresholds outlined above.

**All project files must contain a Tender Report for all actions, including direct quotations.** This report should include (*but are not limited to*), where appropriate, the following:

- i. Request for tender,
- ii. Evidence of publication,
- iii. Responses to tender requests,
- iv. Tender scoring sheets used,
- v. Notification of intention to award,
- vi. Copies of letters notifying unsuccessful tenders of the result of the tender process,
- vii. Copy of letter notifying the successful tender.

Projects advertised on e-Tenders must contain a printout from the e-Tenders website which incorporates the various actions and activities during this period.

All of the tender documents submitted must be retained by the promoter or his/her representative to allow for subsequent audit or inspection.

***Applicants that require assistance in relation to public procurement should contact the Office of Government Procurement at:***

***<http://www.procurement.ie/contact-us>; Tel: 076 100 8000;***

***E-mail: [support@ogp.gov.ie](mailto:support@ogp.gov.ie);***

***E-mail: [construction@per.gov.ie](mailto:construction@per.gov.ie)***

**Failure to follow correct procurement procedures will result in elements of the project being disallowed and a penalty being applied. Such disallowances may result in the repayment of previous phased grant payments.**

***RDP Projects are governed by EU Regulations and the RDP Operating Rules, and must be in accordance with the Local Development Strategy and other Local and National Plans.***



An Roinn Ealaíon, Oidhreachta,  
Gnóthai Réigiúnacha, Tuaithe agus Gaeltachta  
Department of Arts, Heritage,  
Regional, Rural and Gaeltacht Affairs



Department of  
Agriculture,  
Food and the Marine  
An Roinn  
Talmhaíochta,  
Bia agus Mara



The European Agricultural Fund  
for Rural Development:  
Europe investing in rural areas