



Fisheries Local Action Groups
Grúpaí Gníomhaíochta Iascaigh Áitiúla

Fisheries Local Action Group Programme 2016-2023 Grant Application Form



Ireland's EU Structural and
Investment Funds Programmes
2014 - 2020
Co-funded by the Irish Government
and the European Union



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



EUROPEAN UNION

This measure is part-financed
by the European Maritime
and Fisheries Fund


BIM Ireland's
Seafood
Development
Agency

Introduction

The Fisheries Local Action Group (FLAG) Programme is complementary to the national objectives of the European Maritime and Fisheries Fund (EMFF) Operational Programme 2014-2020 and is introduced pursuant to: Commission Regulation (EC) No 875/2007 on the application of de minimis aid in the fisheries sector, Regulation EU 508/2014 on the EMFF.

Union Priority 4 of the EMFF is designed specifically to promote the sustainable development and improve the quality of life in areas which have been impacted adversely due to the loss of fishing and aquaculture. In particular, the funding through the scheme complements other EMFF and EU funded programmes and forms part of an overall strategy aims at supported implementation of the objectives of the common fisheries policy, while maintain the economic and social prosperity of these areas. Union Priority 4 is delivered through Fisheries Local Action Groups (FLAGs) comprising industry, community and state actors.

Terms and Conditions

Applicants should please note that terms and conditions will apply to all applications. These will include, but may not be limited to, the following:

General

- 1) To qualify for grant aid under the Fisheries Local Area Development Scheme of Fishery Dependent Areas the following terms and conditions must be met in all cases. Applications that fail to comply with these will be deemed ineligible and will not be considered further.

Scope of the Scheme

- 2) The Fisheries Local Area Development Scheme will operate in the appropriate areas specified by FLAG strategies. Each FLAG will propose and implement an Integrated Local Development Strategy based on a bottom up approach in agreement with the Managing Authority.
- 3) Funding for this scheme is subject to monies being available to Bord Iascaigh Mhara (BIM) on an annual basis through the estimates process. In every case payment of grant aid is contingent on the availability of finance to BIM.
- 4) Under no circumstances will operations be financed where such aid leads, either directly or indirectly, to increased fishing effort or increases the ability of vessels to catch fish.
- 5) Support will not, under any circumstances, cover costs related to exploratory fishing.

Managing Authority and Intermediate Body

- 6) The Managing Authority for the scheme is the Department of Agriculture, Food and the Marine (DAFM).
- 7) The Implementing Authority for this scheme is Bord Iascaigh Mhara (BIM). BIM are officially designated, by the Managing Authority, as an Intermediate Body (delegated tasks by the Managing Authority) for the purposes of this scheme.
- 8) The Intermediate Body will provide administration support to all FLAGs.
- 9) The Intermediate Body will determine the eligibility of applications and applications that do not meet all the mandatory criteria will be deemed ineligible and will be returned to the applicant with an explanatory memorandum.
- 10) The Intermediate Body, with the agreement of the Managing Authority, reserves the right to alter or amend the conditions of this scheme and/or to suspend the scheme or to substitute the scheme for a different scheme.

Applicants

- 11) Where required the lead applicant and any project partner must comply with the Department of Finance tax clearance procedures, as appropriate, at the time of grant payment:
 - In the case of grant aid of €10,000 or more within any 12 month period, the grantee will be required to produce a valid tax clearance certificate;
 - In the case of grant aid less than €10,000 within any 12 month period, the grantee will be required to complete a tax compliance declaration.
- 12) The applicant will, if required, demonstrate to the satisfaction of the Intermediate Body its legal identity.
- 13) The applicant will, if required, demonstrate financial viability (at an organisation or individual level as appropriate).
- 14) The applicant will, if required, provide evidence that they are able to manage and carry out the project in a satisfactory manner.
- 15) The applicant is encouraged to provide detailed information on the cost effectiveness and value for money of the project proposed.

Grant Aid

- 16) Only applications submitted on the official application form will be considered for grant aid approval.
- 17) Acknowledgement of an application does not constitute any form of entitlement to any form of grant aid whatsoever nor should the applicant constitute any assistance given by officers of BIM as a form of indication that grant aid will be become available.
- 18) No minimum level of expenditure applies to this scheme however a maximum level applies in respect of each application. The maximum grant aid available is €200,000.
- 19) Expenditure incurred (including any work undertaken or receipts dated) prior to the commencement date of a project is ineligible for grant payment. The commencement date of a project is the date shown in the Letter of Acknowledgement issued by the competent authority.
- 20) Work carried out directly or indirectly by the applicant or by a company, in which the applicant has an interest, will not be eligible for grant funding.
- 21) Other costs not eligible for grant aid include:
 - Rental of machinery from another establishment;
 - Activities considered business operational costs;
 - The cost of existing product, stock or raw material used as part of the project;
 - Energy, maintenance and operational costs; and
 - Industry standard costs such e.g. BRC.
- 22) In conjunction with the FLAG Board, the Intermediate Body will determine the appropriate rate of aid.
- 23) The FLAG Board will recommend:
 - Any special conditions to be included in the standard Letter of Offer and grant aid agreement;
 - Any adjustments to project costs.
- 24) Costs for grant aid purposes will only be considered in respect of the items detailed on the application form and consistent with those costs approved by BIM.
- 25) BIM will indicate clearly the final date by which claims must be received in respect of every approved grant. All claims for payment for completed work must be received by BIM by any date specified in a letter of approval or other correspondence from BIM. Failure to submit claims by the date set may render claims void for the purpose of grant aid.

- 26) Applicants should note that, in the event of approval, for all claims, they will be required to submit proof of payment such as copy paid cheques, bank statements, or interbank documentation, or any other documentation deemed necessary etc. Cash payments are not eligible for support.
- 27) Procurement policy and practice (for goods or services supplied or provided as part of the project) must be in line with the National (MS) & EU Commission Procurement guidelines (Directive 2014/24/EC (26 February 2014)) and conform to the core principles of such guidelines.
- 28) Second hand plant, machinery, equipment or goods etc., are not eligible for grant aid.
- 29) Goods purchased under Hire Purchase or Lease Purchase agreements are not eligible for grant aid.
- 30) Expenditure approved for grant aid must be vouched and certified by the Grantee's auditors as having been incurred and payments made. Payment claims for grant aid in excess of €10,000 must be supported by an auditor's certificate from a registered auditor. Audit fees are not eligible for grant assistance.
- 31) VAT - BIM may request the applicant to provide a letter from Revenue or their Accountant to confirm their VAT Status.

How to apply

Complete the attached application form. Please return to:

BIM
 P.O. BOX 9799
 C/O Caroline Curraoin,
 FLAG Investment Coordinator,
 Bord Iascaigh Mhara,
 Crofton Road,
 Dún Laoghaire,
 County Dublin,
 A96 E5A0

Tel +353 1 214 4100
 Fax + 353 1 230 0564

www.bim.ie

Email: Caroline.Curraoin@bim.ie

Applicants are strongly advised to contact their relevant FLAG Coordinator.

Guidance

Please refer to the guidance notes at the back of the application form for support in completing each question.

Applicants are required to complete all relevant questions in the 5 sections of this application form as follows:

Section	Application Type		
	General	Training	Festival
1	Q1-10	Q1-8 only	
2	2A only Q11-32	2B only Q33-43	2C only Q44-55
3	Q56-68	Q56-61 only	
4	All declarations/signatures		
5	All relevant checklists		

FLAG Coordinator Contact Details

FLAG	FLAG Co-ordinator
NORTH	<p>Owen Doyle</p> <p>Direct + 353 (0) 74 9381745</p> <p>Mobile + 353 (0) 87 9093271</p> <p>Email Owen.Doyle@bim.ie</p>
NORTH WEST	<p>Declan Nee</p> <p>Direct + 353 (0) 95 44973 & + 353 (0) 97 20915</p> <p>Mobile + 353 (0) 087 2211503</p> <p>Email Declan.Nee@bim.ie</p>
WEST	<p>Séamus Breathnach</p> <p>Direct +353 95 32028</p> <p>Mobile +353 87 9093273</p> <p>Email Seamus.Breathnach@bim.ie</p>
SOUTH WEST	<p>Vera O'Donovan</p> <p>Direct +353 (0) 66 9150909</p> <p>Mobile +353 (0) 87 2246518</p> <p>Email Vera.ODonovan@bim.ie</p>
SOUTH	<p>Brenda O'Riordan</p> <p>Work +353 (0)1 2144191</p> <p>Mobile +353 (0) 87 3512327</p> <p>Email Brenda.Oriordan@bim.ie</p>
SOUTH EAST	<p>John Hickey</p> <p>Direct +353 53 912 9632</p> <p>Mobile +353 87 629 5047</p> <p>Email John.Hickey@bim.ie</p>
NORTH EAST	<p>Paul Downes</p> <p>Work +353 (0) 1 2144135</p> <p>Mobile +353 (0) 87 1171449</p> <p>Email Paul.Downes@bim.ie</p>

Section 1: About You & Your Organisation

1. What is your name or the name of your organisation?

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2. What are your contact details?

Name	
Address	
Eircode (mandatory)	
Town	
Telephone	
Fax	
Mobile	
Email	
Website (if applicable)	
Role in the Organisation	

3. Who is the project leader? (If different to above)

Name	
Position	
Telephone	
Email	

4. Which of the following most closely describes who you are or what your organisation does?

- Private Individual Partnership Co-operative
 Private Limited Company Sole Trader Public Sector Organisation
 Other Charity/Association

Please Specify:

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5. When was your organisation formed?

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6. If you are a registered business or registered charity, please quote registration number

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Section 1: About You & Your Organisation

7. Are you registered for VAT

Yes

No

Please quote number

8. Are you exempt from VAT

If Yes, BIM may request a letter from Revenue, Irish Tax and Customs or your Accountant confirming exemption from VAT. VAT is not eligible for grant aid unless the grantee can show that he/she is unable to recover it.

If No, please provide a letter from Revenue or your Accountant confirming that the VAT is non-recoverable.

Yes

No

9. How many people does your organisation employ?

Number of FTE¹

Number of PT

10. What are the main activities of your organisation? (please answer in no more than 100 words)

GENERAL APPLICATIONS ONLY

¹ Full-time equivalent (FTE)

Section 2A: About The Project
(GENERAL APPLICATIONS ONLY) Please refer to Guidance Notes for Assistance

11. What is the name of the project?

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12. Please describe how the project fits with the FLAG Local Development Strategy
 (Specifically, how the project fits with the themes, objectives and actions)

Name of FLAG	
Theme(s)	
Objective(s)	
Action(s)	

13. Project Start Date

14. Project End Date

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15. Project Location

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16. Please define the geographical area that will benefit from the project, including size of area, towns, villages etc.

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17. Please give a brief description of your project (Append additional information if required)

Background	
Project Activities (100 words)	
Project timescales/ schedule	

Section 2A: About The Project
(GENERAL APPLICATIONS ONLY) Please refer to Guidance Notes for Assistance

18. How do you know there is a need for the project? Please tick to indicate which of the following items of supporting evidence you have provided? Please attach copies of relevant documentation

Type	Tick all that apply	Description
Community Consultation	<input type="checkbox"/>	
Feasibility study	<input type="checkbox"/>	
Business plan	<input type="checkbox"/>	
Research into need/demand	<input type="checkbox"/>	
Other (please detail)	<input type="checkbox"/>	

19. Please describe how the project contributes to the Local Development Strategy as measured by the indicators

Outputs that the project will contribute to	
Scale of contribution	
Other Benefits (e.g. increase employment, increase in number of processing facilities, environmental sustainability etc.)	

20. In what sectors will your project create jobs/maintain jobs or both?
Please also estimate how many (please tick all that apply)

Fishing	<input type="checkbox"/>	
Aquaculture	<input type="checkbox"/>	
Food processing	<input type="checkbox"/>	
Manufacturing	<input type="checkbox"/>	
Tourism	<input type="checkbox"/>	
Retail	<input type="checkbox"/>	
Hospitality	<input type="checkbox"/>	
Catering	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

Section 2A: About The Project
(GENERAL APPLICATIONS ONLY) Please refer to Guidance Notes for Assistance

21. Will the proposed project displace any existing activities? Please give details

Yes No

22. Does the project require planning permission or any other form of regulatory compliance or consent?

Yes No

23. If yes to Q22 please provide details

Form of regulatory compliance or consent	Steps Taken and Status (i.e. has consent/approval been granted)	Date

24. Please tell us about any Natura 2000 areas designated under the Birds and Habitats Directive (including for example Sites of Community Importance (SCI), Special Areas of Conservation (SAC), Special Protection Areas (SPA), etc.) or other spatial protection measures under the Marine Strategy Framework Directive (Art. 13.4 of the Directive 2008/56/EC²), which will be impacted (positively or negatively) by the project

² <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32008L0056> DIRECTIVE 2008/56/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 June 2008 establishing a framework for community action in the field of marine environmental policy (Marine Strategy Framework Directive)

Section 2A: About The Project
(GENERAL APPLICATIONS ONLY) Please refer to Guidance Notes for Assistance

25. Please describe the skills, experience and/or track record you or your organisation have of project managing similar projects

Skills	
Experience and/or Track Record	

26. Are any other groups or organisations involved in managing or delivering this project?
 If yes, please give details

Name	Address	Brief description involvement

27. Do you have a partnership agreement? Please give details where applicable

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28. Please confirm that all contracts of work (including recruitment) will comply with relevant regulatory and statutory processes

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29. Please list key milestones for the project

Key milestone	Date to be achieved by

Section 2A: About The Project
(GENERAL APPLICATIONS ONLY) Please refer to Guidance Notes for Assistance

30. Please list all those responsible for day to day management of the project

Name	Address	Brief description involvement

31. What monitoring system will you put in place to ensure the project is progressing as planned?
 (e.g. regular progress review meeting, etc.)

32. Please describe the main risks associated with the project and plans to deal with these

Risks	Mitigation

Section 2B: About Your Project TRAINING APPLICATIONS ONLY

33. What training are you applying to undertake?

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34. Project Start Date

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34. Project End Date

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35. Where will you complete the training?

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36. Please describe the training you are seeking and the schedule/timing of the activities involved?

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37. How have you identified the need for the training?

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38. Please describe how the training complements existing training education schemes in the FLAG Area

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40. Please describe how the training fits with the FLAG Local Development Strategy
(Specifically, how the project fits with the themes, objectives and actions)

Name of FLAG	
Theme(s)	
Objective(s)	
Action(s)	

Section 2B: About Your Project

TRAINING APPLICATIONS ONLY

41. Please describe how the training contributes to the Local Development Strategy as measured by the indicators

Outputs that the project will contribute to	
Scale of contribution	
Other Benefits (e.g. increase employment, environmental sustainability etc.)	

42. How will the training contribute to job creation/job maintenance?

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43. Please describe how the training will provide you with a credible, recognised qualification and/or a pathway to careers development/further education by completing either a) OR b) below

a) If the training is accredited please provide details of the accrediting body	
b) If the training is NOT accredited please provide an outline of the course content	

Section 2C: About The Project FESTIVAL APPLICATIONS ONLY

44. What is the name of the project?

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45. Project Start Date

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46. Project End Date

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47. Project Location

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48. Please describe the project's activities and the schedule/timing of these

Background	
Project Activities	
Project timescales/schedule	

49. How have you identified the need for the project?

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50. Please describe how the festival fits with the FLAG Local Development Strategy
(Specifically, how the project fits with the themes, objectives and actions)

Name of FLAG	
Theme(s)	
Objective(s)	
Action(s)	

51. Please describe how the festival contributes to the Local Development Strategy as measured by the indicators

Outputs that the project will contribute to	
Scale of contribution	
Other Benefits (e.g. increase employment, increase bed-nights, extend tourist season, environmental sustainability etc.)	

**Section 2C: About The Project
FESTIVAL APPLICATIONS ONLY**

52. How will the festival contribute to job creation/job maintenance or generate increased economic activity?

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53. Please describe how the project aims to promote the marine and coastal areas including seafood and/or coastal products

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54. Please describe how the project will build community capacity, build the profile of the coastal area and/or has legacy impacts for coastal regions

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55. Please describe the skills, experience and/or track record you have of project managing similar projects

Skills	
Experience and/or Track Record	

Section 3: Project Costs – All Project Types

56. What is the total cost of the project? (Please provide breakdown as part of Q59) €

57. State the grant/intervention rate that you wish to apply for?
(Please see guidance for more details on the grant rates)

40%

50%

60%

80%

100%

58. How much are you applying to the FLAG Programme for? €

59. How much are you contributing in match funding?
(Please provide breakdown as part of Q61) €

60. Please provide a full breakdown of the project costs (Append further details if required)

Description of Cost	Total Cost	Grant Aid Requested
Current		
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
Capital		
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
	€	€
TOTAL	€	€

Section 3: Project Costs – All Project Types

61. Please provide details of sources and amounts of any match funding that will be used for this project (please note: BIM may request evidence of match funding before making a decision on the application). See guidance for details required in this question

Source	Amount of Funding	Status of Match Funding (Please tick one)				Details (if required)
		Secured	Letter of Comfort Issued	Dependent on FLAG Funding	Other	
	€	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	€	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	€	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	€	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL	€					

62. Please provide details of sources and value of any in-kind contribution that will be used for this project (please note: BIM may request evidence of in-kind contribution before making a decision on the application). See guidance for details required in this question. Applicable to recognised Collectives and Community Groups Only

Source	Details of In-Kind Contribution	Anticipated Value
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€
		€

Section 3: Project Costs – All Project Types

GENERAL APPLICATIONS ONLY

63. Is the project likely to generate any income?
If yes, please give details of anticipated amounts, dates and sources

Source	Amount €

64. Please explain how the project will become self-sustaining after EMFF funding has ceased (e.g. exit strategy, business plan, ongoing management and funding arrangements). Take into account that sustainability has a variety of meanings and will mean different things for different types of grants: ranging from income generation to another organisation (e.g. county council) taking over responsibility for management, maintenance, etc.

65. Has your organisation received any previous European funding from any source over the last three years? If so please give details

Source	Date	Amount €

Section 3: Project Costs – All Project Types

66. Has your organisation received any funding which was awarded as de minimis during the last three years? If so please give details (see guidance note)

Source	Date	Amount €

67. Have you applied to any of the following for funding for this project - tick all that apply and append details (Note: Anything already grant aided by BIM will not be supported)

Funding Source	Tick All that Apply
LEADER	<input type="checkbox"/>
Údarás na Gaeltachta	<input type="checkbox"/>
Loughs Agency	<input type="checkbox"/>
Fáilte Ireland	<input type="checkbox"/>
Local Enterprise Office (LEO)	<input type="checkbox"/>
Local Authority	<input type="checkbox"/>
Other (please specify)*	<input type="checkbox"/>

* Append further details if required

68. Please provide all quotes obtained in support of each expenditure item detailed in the application - Incomplete number of quotes will mean application will be returned. Please see Page 32 for Procurement Requirements

GENERAL APPLICATIONS ONLY

Section 4: Declarations

Declaration 1

I (we) confirm that in all grant aided activities the principles of equality and non-discrimination will be adhered to and upheld³

Full Name	
Position in Group	
Date	
Signature	

Declaration 2

I (we) confirm that the information provided is correct and true. Any false or misleading information will result in the application being disqualified and any funding granted being stopped

Full Name	
Position in Group	
Date	
Signature	

Please sign and date the application form before submitting³

Signed	
Name (please print in full)	
Date	

³ Article 7 of the Common Provision Regulations includes the following provisions:

- The Member States and the Commission shall ensure that equality between men and women and the integration of gender perspective is promoted in the preparation and implementation of programmes.
- The Member States and the Commission shall take appropriate steps to prevent any discrimination based on sex, racial or ethnic origin, religion or belief, disability, age or sexual orientation during the preparation and implementation of programmes.”

Section 5: Checklist/Supporting Documentation (fully completed and signed applications may be submitted by email to curraoin@bim.ie)

Have you completed all sections of the application form fully?	<input type="checkbox"/>
Have you signed the declarations in section 4?	<input type="checkbox"/>
Have you signed the application in section 4?	<input type="checkbox"/>

Have you included all relevant supporting documentation - as detailed below?

A) GENERAL APPLICATION ONLY

	Yes	No	N/A	Status
Constitution or Articles and Memorandum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Committee Members or Directors List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Policies - Risk etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of VAT exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bank Statement or letter of comfort from financial institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Need for the project - Community Consultation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Need for the project - Feasibility Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Need for the project - Business Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Need for the project - Research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Statutory Permissions - Planning etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Match Funding - source, amount, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of other resources - in-kind funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B) TRAINING APPLICATIONS ONLY

	Yes	No	N/A	Status
Evidence of VAT exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Course details incl. name , training provider	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of cost of training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Match Funding - source, amount, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of other resources - in-kind funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Section 5: Checklist/Supporting Documentation (fully completed and signed applications may be submitted by email to curraoin@bim.ie)

C) FESTIVAL APPLICATIONS ONLY

	Yes	No	N/A	Status
Evidence of VAT exemption	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Statutory permission e.g. planning (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Licensing (if required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence to support cost estimates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of Match Funding – source, amount, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of other resources – in-kind funding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ALL APPLICATIONS

Please detail any other supporting documentation that you have included as part of your application.

Applicant guidance

Access to the FLAG Local Development Strategies which contains the details of all of the themes, objectives and actions can be found on the FLAG website. Follow the link for the FLAG area to which you are applying to access the relevant Local Development Strategy (LDS).

Question	Guidance
Section 1: About You & Your Organisation	
1	Please detail the name of the applicant or applying organisation.
2	Please detail the contact details for the person completing the application form.
3	Please provide details of the project leader, if they are different to those of the person completing the application form.
4	Please tick one box to describe your organisation. Note: public sector organisations are not eligible to apply for funding for training.
5	Please state the date your organisation formed.
6	Please state your registered businesses or registered charity number. If not applicable state 'N/A'.
7	Please indicate whether your organisation is VAT registered and quote the registration number. If not applicable state 'N/A'. If Yes Please provide a letter from Revenue or your Accountant confirming that VAT is non-recoverable.
8	Please indicate whether your organisation is exempt from VAT. If yes, you need to provide evidence of this in the form of a letter from Revenue or your Accountant (the Irish Tax and Customs Office). Information regarding this can be found at: http://www.revenue.ie/en/tax/vat/index.html
9	To be completed by GENERAL APPLICATIONS ONLY Please indicate how many people your organisation employs. This should include the number of full time staff (FTE ⁴) and the number of part time staff (PT).
10	To be completed by GENERAL APPLICATIONS ONLY Please describe the main activities of your organisation.
Section 2A: About The Project – GENERAL APPLICATIONS ONLY	
11	Please detail the title of the project.
12	Please provide details of: <ul style="list-style-type: none"> • The FLAG Area that you are applying to; • The theme(s) you believe the proposed project fits under and a description of the contribution the project could make to the identified theme(s); • The objective(s) you believe the proposed project fits under and a description of the contribution the project could make to the identified objectives(s); and • The action(s) you believe the proposed project fits under and a description of the contribution the project could make to the identified action(s).
13	Please indicate the expected project start date.
14	Please indicate the expected project end date.
15	Please indicate the location the project will take place in.

4 Full-time equivalent (FTE).

Question	Guidance
16	Please include details of the geographical area that you expect to benefit from your project. Please include as much detail as possible.
17	Please include detail of: <ul style="list-style-type: none"> • Activities or actions the project will support – this should include details of the following (where applicable) – items to be purchased, human resources involved in the project, activities to be supported, marketing, promotion and animation costs; any other costs that would be incurred; • Schedule of activities to detail the indicative timings for the elements of the project (e.g. month one – develop marketing and promotion material); • Timescales for the project including expected milestones throughout the project.
18	Please tick and provide relevant supporting information to demonstrate the activity your organisation has completed in preparation for application. This may include: <ul style="list-style-type: none"> • Community consultation; • Feasibility study; • Business plan; • Research on the need/demand; • Other evidence.
19	Each FLAG Local Development Strategy contains actions and indicators which will be used to measure the success of the programme. Each LDS contains a range of targets linked to the actions. Each project supported must contribute to at least one of the indicators. Please review the LDS and include details of: <ul style="list-style-type: none"> • The indicator(s) that the project will contribute to – include as many as you consider are relevant however their inclusion must be justified. • The scale of the impact that the project is likely to have on the achievement of the indicator e.g.: <ul style="list-style-type: none"> – selected indicator (and associated target) is number of participants on training courses (e.g. target 34) or number of seafood/marine festivals or events supported (e.g. target 10), etc.; – project for which you are seeking funding might result in one festival being supported or six people being trained, etc.; – this gives the scale of contribution towards achievement of the selected indicator (and target value). • Any other economic benefits.
20	The FLAG Programme is funded under Union Priority 4 of the Ireland EMFF Operational Programme and therefore must report against targets at both the mid-point of the programme (2019) and the ex-post evaluation (2023). All FLAGs must contribute to two overarching targets in relation to a) FTE jobs created and b) FTE jobs maintained. The target value for each indicator depends on the funding allocation to each FLAG region so these vary across the FLAG Regions. This information is included in the LDS. Applicants should detail: <ul style="list-style-type: none"> • The sub-sectors in which they anticipate creating or maintaining jobs; • The number of FTE jobs the project will create and/or the number of FTE jobs the project will maintain.

5 <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32008L0056> DIRECTIVE 2008/56/EC OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 17 June 2008 establishing a framework for community action in the field of marine environmental policy (Marine Strategy Framework Directive).

Question	Guidance
21	Detail existing operators carrying out similar activities to those proposed if applicable.
22	Please state whether the project requires planning permission or any other form of regulatory consent.
23	Where relevant, details should be included on the nature of permission needed (i.e. planning, licensing, etc.), the status of the permission (submitted/under consideration/permission secured, etc.) and if not yet obtained, when the outcome is expected to be known.
24	<p>Projects with the potential to impact on Natura 2000 sites must either have the requisite permissions in place at the time of application OR include proposals to carry out an appropriate screening exercise and/or a Natura Impact Assessment if required.</p> <p>Note that the 2010 Planning Acts brings plans and projects that were formerly 'exempt development' into the planning system where there is a potential to impact on Natura 2000 sites. The views of the National Parks and Wildlife Service and/or the appropriate County Council will be sought where appropriate.</p>
25	<p>The FLAG Board seek reassurance that the applicant has adequate skills, experience and/or a proven track record in relation to the management of projects and funding.</p> <p>Applicants should detail:</p> <ul style="list-style-type: none"> • The skills that the applicant/project team has in relation to the management of the project. This may include skills such as project management, book keeping, time management, human resource management etc. (NB this list is illustrative and not exhaustive); • The experience and/or track record of project managing similar projects. Whilst previous FLAG project experience is not required it is expected that applicant have some experience of managing projects and funding in a similar way. Applications will be strengthened if information can be provided by applicant on specific examples of project they or the project team have managed.
26	<p>Applicants should detail any other groups or organisations who are involved in the management and delivery of the proposed project. This should include:</p> <ul style="list-style-type: none"> • The name of the group or organisation; • The address of the group or organisation; and • A brief description of how they are involved. <p>Any formal agreements in place should be included as part of the supporting documentation evidence.</p>
27	<p>Applicants should detail any official partnerships in place as part of the application.</p> <p>Any formal agreements in place should be included as part of the supporting documentation evidence.</p>
28	<p>Please consider the risks that might impact on the successful delivery of the project. These may be financial or non-financial in nature.</p> <p>Please include details of:</p> <ul style="list-style-type: none"> • Risks associated with the project. This may include for example: project delayed, project partners not contributing in the way expected, lack of interest/demand, not securing match funding, not yet having secured planning permission, or difficulties with regulatory issues, etc.; • Mitigation strategies that will be employed by the applicant/project team to minimise the impact of the risks identified.

Question	Guidance
Section 2B: About the Project – TRAINING APPLICATIONS ONLY	
29	Please provide the name of the training that you are applying to participate in.
30	Please indicate the expected project start date.
31	Please indicate the expected project end date.
32	Please indicate the location the project will take place in.
33	Please include detail of: <ul style="list-style-type: none"> The training that you are seeking funding to undertake including the expected outcome and the impacts of undertaking the project; The timescales for the project including the expected milestones throughout the training, course or accreditation.
34	Please provide details of: <ul style="list-style-type: none"> How the need for the training has been established – this may include details in relation to the current employment/future employment opportunities as a result of the training. It may also include a need to develop capacity and skills within an organisation e.g. governance .
35	Please provide details of: <ul style="list-style-type: none"> How the applicant have considered why the training cannot be supported by another public source or privately. This should include detail of the other schemes (including mainstream supports for education i.e. ETBs and bespoke training providers i.e. BIM) considered and a justification as to why the FLAG programme is the most appropriate source of funding.
36	See guidance for Q18.
37	See guidance for Q19.
38	See guidance for Q20 – applicants should detail: the number of FTE jobs the project will create and/or the number of FTE jobs the project will maintain.
39	Applicants need only respond to one part of this question. <ul style="list-style-type: none"> If training accredited, enter the name of the accrediting body into Part A; If training NOT accredited, provide outline of training course content in Part B. Please note: Training does not have to be accredited. However, if training is not accredited the respondent must provide details of the course content.
Section 2C: About the Project – FESTIVAL APPLICATIONS ONLY	
40	Please detail the title of the project.
41	Please indicate the expected project start date.
42	Please indicate the expected project end date.
43	Please indicate the location the project will take place in.
44	See guidance for Q16.
45	Applicants should detail: <ul style="list-style-type: none"> How the need for the project has been established – this may include details of surveys or consultation work that have highlighted the need for the project, other research that demonstrates the level of interest/demand for the project; How the promoters have considered why the project cannot be supported by another public source or privately. This should include detail of the other schemes/funders considered and a justification as to why the FLAG programme is the most appropriate source of funding.

Question	Guidance
46	See guidance for Q18.
47	See guidance for Q19.
48	See guidance for Q20 – applicants should detail: the number of FTE jobs the project will create and/or the number of FTE jobs the project will maintain.
49	Applicants should detail: <ul style="list-style-type: none"> • How the proposed festival will work to promote the marine and coastal areas including the promotion of seafood and marine products; and • If required, how the proposed festival will meet the specific requirements of individual FLAG strategies regarding support for festivals.
50	Applicants should detail: <ul style="list-style-type: none"> • How the proposed festival will build community capacity, build the profile of the coastal area and/or have a legacy for the coastal region. <p>This seeks to assess the wider impacts of the proposed festival after the activity is completed.</p>
51	See guidance for Q24.
Section 3: Project Costs	
52	Please detail total anticipated cost of the project. Please consider any VAT that will be incurred and include this in the project costs. Note: VAT is not eligible for grant aid unless the grantee can show that he/she is unable to recover it.
53	Please detail the grant aid you are seeking from the FLAG Programme.
54	Please detail (if applicable) the match funding being contributed to the project from other sources.

Question	Guidance			
55	Grant aid intensity rates vary by type of applicant as follows:			
	Beneficiary	Project Type	Maximum support rate %	Maximum Aid per project
1.	Public bodies e.g. State agencies or Local Authorities,	Public good projects	100%	€200,000
2.	Community Groups and Charities	Public good projects ⁶	80%	€200,000
		Other projects	50%	
3.	SSCF vessels owners	Value adding investment ashore directly related to SSCF fisheries	80%	€80,000
4.	Collectives ⁷	Related to seafood	60%	€100,000
5.	Seafood & Marine Enterprises*	Related to seafood or marine sector and diversification	50%	€100,000
6.	Enterprises* outside seafood sector	All	40%	€50,000
7.	FLAG	Projects implemented directly by FLAGs	100%	€200,000
		Operational, administrative and animation costs		As per approved Strategy
		Cooperation projects		€50,000 over Programme
<p>*Enterprise Size</p> <p>It is proposed that the FLAG's will only support enterprises meeting the following size criteria: Staff: < 25, Turnover: ≤ €5 million.</p> <p>Definitions with regard to thresholds between processing and aquaculture schemes to be confirmed following further discussion.</p> <p>These rates mean that for most applications other resources, finance and human, will need to be mobilised to see the successful completion of the project. This in turn will ensure that the FLAG programme will leverage in additional private investment into the region. It is important to note that in all cases match funding cannot come from another European Funding Programme (i.e. LEADER cannot match fund FLAG) or from statutory monies (i.e. council cannot match fund a FLAG project). However, match funding can be private monies including bank loans and other private funding mechanisms; however the private match funding must be secured at the time of application.</p> <p>Please state the grant aid/intervention rate that you wish to apply for.</p>				

6 Must be of collective benefit and must provide public access to its results (art 95(3)(b) EMFF).

7 Project must be of collective interest or have a collective beneficiary and must provide public access to its results (see art 95(3)(b) EMFF).

Question	Guidance
56	<p>Applicants should detail:</p> <ul style="list-style-type: none"> • All activities/items/service that the project requires; • The total costs associated with the activities/items/services; • The Grant Aid requested (if any) to cover the total cost from the FLAG Programme. <p>Please consider any VAT that will be incurred and include this in the project costs</p> <p>N.B: Examples of activities under Festivals application may include equipment, materials, venue, entertainment etc. While activities under a training application may cover for example course fees, exam fees etc.</p>
57	<p>Where match funding is being used to support the project the details of these must be included in the application. Applicants should provide details of:</p> <ul style="list-style-type: none"> • Source of funding (for example: income generation, own funds, bank loan, friends and family, local government funding, lottery funding, grant making trusts, sponsorship, or fundraising, etc.); • Amount of funding secured (note BIM may ask to see evidence of the match funding); • Any further details regarding the match funding i.e. dates available, any criteria that must be met to secure the funding etc.

Question	Guidance																		
58	<p>Applicable to recognised Collectives and Community Groups Only. Where in-kind contributions are being used to support the project, the details of these must be included in the application. Applicants should provide details of:</p> <ul style="list-style-type: none"> • The source of in-kind contribution; • The details regarding the in-kind contribution; and • The anticipated value of the contribution. <p>The EMFF Operational Programme 2014-2020⁸ states that in-kind contributions in the form of salaries and allowances by a third party for the benefit of the participants in an operation are eligible provided they satisfy the following conditions:</p> <ol style="list-style-type: none"> 1. Incurred in accordance with national rules, including accountancy rules; 2. Do not exceed the cost borne by the third party; and 3. Meets the criteria set out under Article 69(1) of CPR 1303/2013.⁹ <p>In Kind Contribution – Calculation Example</p> <table border="1" data-bbox="360 797 1382 1088"> <thead> <tr> <th></th> <th data-bbox="360 797 1262 842">In Kind Contributions</th> <th data-bbox="1262 797 1382 842">€</th> </tr> </thead> <tbody> <tr> <td data-bbox="360 842 408 887">1</td> <td data-bbox="408 842 1262 887">Total of all invoices</td> <td data-bbox="1262 842 1382 887">€6,521</td> </tr> <tr> <td data-bbox="360 887 408 931">2</td> <td data-bbox="408 887 1262 931">Total of Benefit in kind i.e. voluntary labour/land/real estate/equipment etc.</td> <td data-bbox="1262 887 1382 931">€4,349</td> </tr> <tr> <td data-bbox="360 931 408 976">3</td> <td data-bbox="408 931 1262 976">Total of 1 + 2 = Total Eligible Costs (TEC)</td> <td data-bbox="1262 931 1382 976">€10,870</td> </tr> <tr> <td data-bbox="360 976 408 1021">4</td> <td data-bbox="408 976 1262 1021">Grant Aid Rate 60%</td> <td data-bbox="1262 976 1382 1021"></td> </tr> <tr> <td data-bbox="360 1021 408 1088">5</td> <td data-bbox="408 1021 1262 1088">Eligible grant aid</td> <td data-bbox="1262 1021 1382 1088">€6,522</td> </tr> </tbody> </table> <p>Co-financing from the EMFF does not exceed the total eligible expenditure excluding the value of such contributions.</p> <p>For the purpose of calculating the amount of aid for a project, in addition to the normal rules, the grant must not exceed the amount of actual expenditure on the project, i.e. there can be no grant assistance towards the value of the voluntary labour contribution.</p> <p>The beneficiary demonstrates why the in kind contribution:</p> <ul style="list-style-type: none"> • Is justified and appropriate to provide an “in kind” contribution; • Is clearly additional; and • Provides real benefits to the project which would not otherwise have been achieved. <p>The calculation of the value of “in-kind” contribution is fully justified in the project application/ budget.</p> <p>The final amount of grant is conditional on the beneficiary providing proof that the declared “in kind” contribution has actually been provided (depending on the nature of the contribution this could include timesheets showing voluntary labour contribution, invoices or statements of expenditure by third parties, photos of events showing equipment made available, etc.).</p> <p>This facility applies only to co-operatives or voluntary/community groups.</p> <p>An appropriate reference to in-kind contributions will be included in the Letter of Offer and discussed and agreed with the applicant at LoO stage. Appropriate evidence may be requested.</p>		In Kind Contributions	€	1	Total of all invoices	€6,521	2	Total of Benefit in kind i.e. voluntary labour/land/real estate/equipment etc.	€4,349	3	Total of 1 + 2 = Total Eligible Costs (TEC)	€10,870	4	Grant Aid Rate 60%		5	Eligible grant aid	€6,522
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59	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>If the project is expected to generate income, applicants should detail the source, and amount to be generated.</p>																		

8 European Maritime and Fisheries Fund – Operational Programme for Ireland 2014 - 2020.

9 Specific eligibility rules for grants and repayable assistance.

Question	Guidance
60	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>Applicants should detail how the project will continue post EMFF funding. It is anticipated that this will include any details of exit strategies, business and continuity plans, other funding arrangements that will be in place etc.).</p> <p>Any relevant evidence must be included as supporting documentation when submitting the application.</p>
61	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>Applicants must detail any previous European funding received by them or their organisation in the last three years. Applicants should include detail of the source of funding, the date they received the funding and the amount of funding received.</p>
62	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>Applicants must detail any previous funding received as de minimis by them or their organisation in the last three years. Applicants should include detail of the source of funding, the date they received the funding and the amount of funding received.</p> <p>De Minimis Aid refers to small amounts of State Aid given to an enterprise which cannot exceed €200,000 over any three fiscal years to any company irrespective of size or location. If a Company is part of a group then the €200,000 limit applies to the group.</p>
63	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>Applicants should indicate if they have applied to any of the listed funding sources in relation to funding for this project by ticking the box next to all that apply. If the applicant has applied for funding from another source they should indicate this by ticking 'Other' and entering the name of the funder(s) in the area provided.</p> <p>Note: Any activity that may be grant aided by BIM through an alternative programme or scheme will not be supported by the FLAGS.</p>

Question	Guidance																																													
64	<p>To be completed by GENERAL APPLICATIONS ONLY</p> <p>Applicants should provide the details of all quotes they have obtained. Where items of expenditure are not supported by the required number of quotes, applications will be returned.</p> <p>Procurement Requirements for Grant Aid for EMFF Co-funded Schemes</p> <table border="1" data-bbox="359 472 1380 1310"> <thead> <tr> <th colspan="2"></th> <th colspan="3">Complexity -----></th> </tr> <tr> <th colspan="2"></th> <th>Category 1</th> <th>Category 2</th> <th>Category 3</th> </tr> <tr> <th>Spend Type</th> <th>Eligible Expenditure</th> <th>Public (BIM) Projects</th> <th>Private Project (0% to 50% Grant Aid)</th> <th>Private Project (>50% Grant Aid)</th> </tr> </thead> <tbody> <tr> <td rowspan="4">Supplies & Services</td> <td><€5,000</td> <td>1 Quote</td> <td>1 Quote</td> <td>2 Quotes</td> </tr> <tr> <td>€5,000 to €24,999</td> <td>3 Quotes</td> <td>3 Quotes</td> <td>3 Quotes</td> </tr> <tr> <td>€25,000 to €209,000</td> <td>Government E-tender</td> <td>3 Quotes</td> <td>Government E-tender</td> </tr> <tr> <td>≥ €209,000</td> <td>Government E-tender AND EU OJEU</td> <td>3 Quotes</td> <td>Government E-tender AND EU OJEU</td> </tr> <tr> <td rowspan="3">Works</td> <td><€50,000</td> <td>Government E-tender</td> <td>3 Quotes</td> <td>5 Quotes or Government E-tender</td> </tr> <tr> <td>€50,000 to €5,225,000</td> <td>Government E-tender</td> <td>3 Quotes</td> <td>Government E-tender</td> </tr> <tr> <td>≥ €5,225,000</td> <td>Government E-tender AND EU OJEU</td> <td>3 Quotes</td> <td>Government E-tender AND EU OJEU</td> </tr> </tbody> </table> <p>Points to note:</p> <ul style="list-style-type: none"> • Amounts in Table 1 are exclusive of VAT. • Quotes should be in writing or by email. • Equipment and Machinery is included in ‘Supplies and Services’ therefore the €209,000 threshold applies in such cases. ‘Works’ refers to buildings only. • Where the applicant is unable, despite his or her best endeavours, to obtain the required number of quotes for reasons outside of his/her control, this must be explained in writing by the applicant, with relevant supporting documentation. Such exceptional situations will be considered on a case by case basis by the BIM officer assessing the application and where accepted, will be recorded on the BIM project file. Where the explanation is unsatisfactory, the application will not be accepted until the correct no. of quotes has been supplied. • Generally the grant aid shall be based on the lowest quote amount. The applicant is not limited to taking the lowest quote but in such cases as outlined above a written explanation must be submitted by the applicant and accepted by the BIM officer and recorded on the file. • These levels shall in general apply to stand alone items on a per project application basis. It is not acceptable to purposefully break a project into smaller parcels of work or machinery in order to circumvent the procurement rules. 			Complexity ----->					Category 1	Category 2	Category 3	Spend Type	Eligible Expenditure	Public (BIM) Projects	Private Project (0% to 50% Grant Aid)	Private Project (>50% Grant Aid)	Supplies & Services	<€5,000	1 Quote	1 Quote	2 Quotes	€5,000 to €24,999	3 Quotes	3 Quotes	3 Quotes	€25,000 to €209,000	Government E-tender	3 Quotes	Government E-tender	≥ €209,000	Government E-tender AND EU OJEU	3 Quotes	Government E-tender AND EU OJEU	Works	<€50,000	Government E-tender	3 Quotes	5 Quotes or Government E-tender	€50,000 to €5,225,000	Government E-tender	3 Quotes	Government E-tender	≥ €5,225,000	Government E-tender AND EU OJEU	3 Quotes	Government E-tender AND EU OJEU
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Question	Guidance
Section 4: Declarations	
Declaration 1	The applicant must sign this declaration and abide by its terms for the duration of the project.
Declaration 2	See guidance for Declaration 1.
Signing	The applicant must sign and date the application in the space provided.
Section 5: Checklist/Supporting Documentation	
Supporting Information	<p>All applicants are required to submit supporting evidence – this differs by the type of application. Guidance on the information by type of application is outlined below and should be included where relevant/appropriate.</p> <p>General Applications</p> <ul style="list-style-type: none"> • Organisation details – governing documents, committee members or directors; • Equality/Non-Discrimination Policy; • Evidence of VAT exemption; • Bank Statement; • Insurance; • Documentation in relation to the preparation of the application demonstrating evidence of need etc. (e.g.: community consultation, feasibility study, business plan, etc.); • Regulatory or Statutory approvals (where required); • Match funding including source, amount, status (applied for, secured, etc.) and evidence to support this; • In-Kind funding source, amount, status (requested, secured, etc.) and evidence to support this; • Details of groups involved in the project. <p>Training Applications</p> <ul style="list-style-type: none"> • Evidence of VAT exemption; • Course details including name of course and training provider; • Training cost evidence; and • Match funding including source, amount, status (applied for, secured, etc.) and evidence to support this; • In-Kind funding source, amount, status (requested, secured, etc.) and evidence to support this. <p>Festival Applications</p> <ul style="list-style-type: none"> • Evidence of VAT exemption; • Evidence of statutory permissions e.g.: planning, licensing, etc. if required; • Evidence to support cost estimates; • Match funding including source, amount, status (applied for, secured, etc.) and evidence to support this; • In-Kind funding source, amount, status (requested, secured, etc.) and evidence to support this. <p>All Applications</p> <p>In addition any further information which the applicant believes strengthens the application should be listed here and attached to the application.</p>

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