**Scéim Trádála Ar Líne**

**Foirm Iarratais 2022**

**Próifíl an Ghnó**

*Business Profile*

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| **Ainm an Iarratasóra:***Applicant Name****:*** |  |
| **Ainm an Ghnó:** *Business Name:*  |  |
| **Seoladh an Ghnó:***Business Address****:*** |  |
| **Éirchód***Eircode* |  |
| **Uimhir Fón Póca:***Mobile Number****:*** |  |
| **Ríomhphost:***Email****:*** |  |
| **Struchtúr an Ghnó****(✓ le do thoil / please tick)** | **Trádálaí Aonair / Sole Trader****Páirtnéireacht / Partnership****Comhlacht / Ltd Company** |
| **Uimhir CRO (más ábhartha):***CRO Number (if applicable)****:*** |  |
| **Suíomh Idirlín:***Website Address****:*** |  | **Cuir tic mura** **bhfuil ar líne***Tick if not online* |  |
| **An bhfuil an Gnó Cláraithe do CBL?** *Is the business VAT registered?*  | **Tá Níl**  | **Má tá:****Uimhir CBL/***Vat Number:* |
| **Cén uair a thosaigh do ghnó?** *When did your business commence trading?* |  |
| **Ainm Fheidhmeannaigh Fhorbartha an Údaráis atá ag plé leat:**Name of your Údarás na Gaeltachta Development Executive: |  |

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| **Déan cur síos ar do Ghnó:***Describe your Business****:***  |
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**Déan cur síos ar do Thionscadal Trádála Ar Líne**

*Describe your Online Trading Project*

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| **Cuspóir gnó do Thionscadal Trádála Ar Líne:*****Business objective of your Online Trading project:*** |
| **Céard iad na féidearthachtaí / buntáistí a bheidh ag an tionscadal Trádála Ar Líne do do ghnó? Díolacháin a láimhseáil, seirbhís chustaiméara a láimhseáil agus srl. (cur isteach an oiread eolais agus is féidir le do thoil)***What can your Online Trading project do that will help your business? Handle sales, handle customer service, etc. (please be as specific as possible)* |
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| **Gné Uathúil Dhíolacháin do chuid Táirgí/Seirbhísí/Próisis Ghnó sa tionscadal seo:***Unique Selling Point of your Products/Services/Business processes targeted in this project:* |
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| **Cad é Spriocmhargadh an tionscadail seo?***What is your Target Market in this project?* |
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| **Iomaitheoirí Trádála Ar Líne (luaigh 3-5 iomaitheoir le naisc lena suíomhanna gréasáin)***Online Trading competitors (list 3 to 5 with a link to their websites)* |
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| **Déan cur síos ar réimse na hoibre atá le comhlíonadh sa tionscadal seo:***Describe the scope of work to be carried out in this project****:*** |
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| **Infheistíocht an Ghnó sa tionscadal seo:***Proposed Business Investment in this project****:*** |
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| **Acmhainní seachtracha a rachadh chun sochair don tionscadal:***External resources brought to the project:* |
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| **Acmhainní atá ann cheana féin ar cheart don tionscadal leas a bhaint astu:** *Existing Assets the project should leverage:* |
| **Cén t-eolas breise ar féidir leat a chur ar fáil do sholáthraithe a chabhródh leo cúnamh a thabhairt duit? Grianghraif, ábhair mhargaíochta agus branda? Cén tionchar atá uait ar na meáin shóisialta?***What additional information can you provide to help suppliers assist you? Photographs, marketing & brand material? Social media presence you wish to leverage?* |
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**Torthaí Réamh-mheasta an Tionscadail**

***Projected Outcomes of Project***

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| **Cumas Forbartha Margaidh:*****Market expansion potential:*** |
| **Cén tionchar a mheasann tú a bheidh ag an tionscadal trádála ar líne ar do ghnó ó thaobh fostaíochta, ioncaim agus cumas easpórtála de? Cén chaoi a chabhróidh an tionscadal seo leat, bunaithe ar do spriocmhargadh agus anailís ar iomaitheoirí, ioncam a mhéadú, cumas easpórtala a fheabhsú nó sciar den mhargadh atá caillte le hiomaitheoirí atá ag trádáil ar líne cheana féin a ghnóthú ar ais?***What impact will the online trading project have on your business in terms of employment, revenue generation and ability to export? Based on your target market and competitor analysis, how will this project help you grow your revenue, improve export potential or gain back market share lost to existing online traders?* |
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| **Faisnéis Airgeadais***Financial Information* | **Reatha***Current* | **Réamh-mheasta tar éis 12 mí***Projected 12 months* | **Réamh-mheasta tar éis 24 mí***Projected 24 months* |
| **Láimhdeachas***Turnover* |  |  |  |
| **Líon na ndaoine fostaithe***Staff numbers* |  |  |  |
| * **Lánaimseartha**
* *Full-time*
 |  |  |  |
| * **Páirtaimseartha**
* *Part-time*
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**Gnéithe agus Costais an Tionscadail atá beartaithe**

*Project Elements and Costs*

**Léirigh gnéithe an tionscadail a bheidh san áireamh faoi réir coinníollacha na scéime (cuir tic sa bhosca cuí):**

*The work proposed will entail (tick all that are applicable):*

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| **Bainistíocht an Tionscadail***Project Management* | **Beidh***Yes* | **Ní Bheidh***No* |
| **Sainchomhairliúchán Teicneolaíochta Faisnéise (TF)***IT Consultation* |  |  |
| **Láithreán gréasáin nua ríomhthráchtála a fhorbairt***New eCommerce site development* |  |  |
| **Uasghrádú a dhéanamh ar láithreán gréasáin ríomhthráchtála reatha** *Upgrade of existing eCommerce site* |  |  |
| **Córas Bainistíochta Inneachair - clár ríomhaireachta a dhéanann foilsitheoireacht, eagarthóireacht agus modhnú ar inneachar, chomh maith le cothabháil ó chomhéadan lárnach***Content Management System - a computer program that allows publishing, editing and modifying content as well as maintenance from a central interface* |  |  |
| **Íocaíochtaí nó córais áirithinte ar líne a chur i bhfeidhm***Implementing an online payments or bookings system* |  |  |
| **Bogearraí a bhaineann leis an idirlíon a cheannach***Purchase of internet software* |  |  |
| **Fógraíocht ar líne**\**Online advertising\** |  |  |
| **Aip (nó leathanaigh gréasáin ilardán) a fhorbairt***App (or multiplatform webpage) development* |  |  |
| **Straitéis mhargaíochta dhigiteach a fhorbairt/a chur i bhfeidhm***Development/Implementation of a digital marketing strategy* |  |  |
| **Oiliúint/forbairt scileanna a bhaineann go háirithe le gníomhaíocht trádála ar líne a bhunú agus a bhainistiú***Training specific to the establishment and management of trading online* |  |  |
| **Cóip (inneachar scríofa nó grafach) don suíomh idirlín\*\****Copy (written or graphic content) for website* |  |  |
| **Seirbhísí Optamú Inneall Cuardaigh - an próiseas chun infheictheacht suíomh idirlín a optamú i dtorthaí orgánacha innill chuardaigh***Search Engine Optimisation (SEO) services - process of optimising the visibility of a website or a webpage in a search engine’s organic search results* |  |  |
| **Anailís ar anailísíocht an tsuímh atá ann cheana féin - i mbun anailíse ar shonraí an tsuímh chun úsáid an tsuímh a thuiscint agus a optamú***Analysis of existing site analytics- analysing web data for purposes of understanding and optimizing web usage* |  |  |
| **Eile***Other* |  |  |

**\* ní féidir an ceannachán d’fhógraíocht ar líne a bheith níos airde ná 30% de chostas na ndeontas atá ceadaithe**

***\*****purchase of online advertising cannot amount to more than 30% of approved Scheme costs*

*\*\** **ní féidir an ceannachán d’inneachar grianghrafadóireacht ar líne don suíomh idirlín a bheith níos airde ná 80% de chostas na ndeontas atá ceadaithe**

*purchase of online photography cannot amount to more than 80% of approved Scheme costs*

**Costais an Tionscadail**

*Project Costs*

*Moltar go bhfaighfí* ***dhá mheastachán*** *ar a laghad i leith chostas an* tionscadail bheartaithe le luach airgid a chinntiú.**Ní foláir go mbeadh meastachán amháin ar a laghad faighte don tionscadal beartaithe agus cóip a chur faoi iamh leis an iarratas.**

*We recommend that applicants obtain at least two quotations from competent suppliers in respect of the work to to be carried out in order to ensure value for money. A copy of at least* ***one*** *supplier quotation detailing the works to be carried out and associated cost must accompany this application.*

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| **Soláthraí***Supplier* | **Táirge / Seirbhís***Product/Service* | **Soláthraí Seirbhíse***Service provider* | **Costas (€ Gan CBL san áireamh)***Cost (€ Excluding VAT)* |
| **Soláthraí** *Supplier*  |  |  |  |
| **Soláthraí** *Supplier* |  |  |  |
|  |  |  |  |
| **Iomlán (Gan CBL)***Total (Excluding VAT)* | **€** | **€** | **€** |
|  |
| **Iomlán € á éileamh faoi T&C na Scéime***Total amount requested under Scheme T&C’s* | **€** | **€** | **€** |

**Éileamh ar Dheontais**

*Scheme Payment Conditions*

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| 1. **Is próiseas iomaíoch a bheidh sa phróiseas iarratais ar an scéim.**

*The application process for the scheme will be a competitive process.*1. **Má éiríonn le d’iarratas, seolfar litir thairisceana chugat ag léiriú na suime a ceadaíodh (Uasmhéid deontais €2,500 nó 50% den chaiteachas indeonaithe gan CBL san áireamh, cibé acu is lú)**

**Ní mór an litir thairisceana a shíniú, a dhátú agus a sheoladh ar ais laistigh de choicís ó dháta eisiúna na litreach sin.** *Successful applicants will receive a letter of offer detailing the grant amount approved. (Maximum Grant is €2,500 or 50% of eligible expenditure (exclusive of VAT), whichever is the lesser.)* *The letter of offer must be signed, dated and returned within two weeks of the issue date of said letter.*1. **Ní chuirfear san áireamh ach costais a roghnaíodh agus a bhí luaite sa bhfoirm iarratais seo.**

*Only those expenses outlined in the application form will be considered in payment of the grant*. 1. **Íocfar an t-iarratasóir go díreach nuair atá an obair ar fad curtha i gcrích, tar éis a ghlacfar leis na doiciméid a leanas:**

*Payment will be made directly to the applicant on completion of the work and subject to the following being provided satisfactorily:** **Cóip den chlárúchán leis an Oifig um Chlárú Cuideachtaí, más ábhartha**

*Copy of Company Registration Office (CRO) registration, if applicable** **Deimhniú Imréitigh Cánach / TCAN cothrom le dáta**

*Up to date tax Clearance Certificate / TCAN** **Bunsonra(i)sc don obair atá comhlíonta***Original Invoice(s) for work undertaken*
* **Dearbhú ón soláthraí go bhfuil obair an tionscadail curtha i gcrích***Declaration of project completion by supplier(s)*
* **Fianaise a léiríonn gur íocadh an soláthraí i leith na hoibre a rinneadh:***Proof of payment by the client of the supplier invoice in respect of the work done:***I gcás íocaíochta seic cóip den seic i leith an chaiteachais agus cóip de ráiteas bainc a léiríonn gur briseadh an seic.***If paid by cheque, a copy of the relevant cheque together with a copy of a bank statement which indicates that the cheque has been cashed.*
* **I gcás íocaíochta leictreonaigh cóip de ráiteas bainc a léiríonn gur íocadh an caiteachas cáilitheach ar bhonn leictreonach.**
* *If paid by electronic transfer a copy of a bank statement which indicates the electronic transaction relating to the qualifying expenditure.*
* **Fianaise go bhfuil lógó Údarás na Gaeltachta agus branda ‘Gaeltacht na hÉireann’ a thaispeáint ar an suíomh idirlín**

*Evidence that the Údarás na Gaeltachta logo and ‘Gaeltacht na hÉireann’ brand is displayed on the website** **Fianaise go bhfuil an Ghaeilge a chur chun tosaigh ar an suíomh idirlín**

*Evidence that the Irish language is being promoted in the development of this project* |

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| **Nótaí speisialta:***Notes****:*** |
| 1. **Tá an t-eolas uile atá iarrtha ar an bhfoirm seo riachtanach le gur féidir leis an Údarás an t-iarratas ar dheontas a mheas.***All the information requested on this form is required to enable An tÚdarás to properly evaluate this grant request.*
2. **Tagann an tÚdarás faoi scáth an Achta um Shaoráil Faisnéise 2014.***An tÚdarás is subject to the Freedom of Information Act 2014.*
3. **Caithfear lógó Údarás na Gaeltachta agus branda ‘Gaeltacht na hÉireann’ a thaispeáint ar shuíomh idirlín an ghnó chun aitheantas a thabhairt don tacaíocht atá faighte. Seolfar an lógó chugat mar chuid de phróiseas tairisceana an deontais in am trátha.**

*The Údarás na Gaeltachta logo and ‘Gaeltacht na hÉireann’ brand must be displayed on your website to acknowledge support received. The logos will be forwarded to you in due course as part of the grant agreement process.*1. **Iarrfar ar iarratasóir an Ghaeilge a chur chun tosaigh in aon obair ar líne mar thoradh ar an togra áirithe seo do shástacht Bhainisteoir Pleanála Teanga an Údaráis.**

*The applicant will be required to promote the Irish language in the development of this project to the satisfaction of the Údarás Language Planning Manager* 1. **Ní mór don iarratasóir a bheith i mbun trádála ar feadh 6 mhí ar a laghad roimh dháta an iarratais le leas a bhaint as an scéim seo.**

*Applicant businesses must be trading for at least 6 months prior to the date of application in order to be eligible for this scheme;* 1. **Cuirfear seimineáir eolais ar fáil ar líne d’iarratasóirí ionchasacha chun tacú leo leis an bpróiseas iarratais. Moltar go nglacfadh gach iarratasóir páirt sna seimineáir seo.***Information seminars will be made available online to prospective applicants to assist them in their application process. It is recommended that applicants participate in one of these seminars as part of the Trading Online application process.*
2. **Ní chóir aon chaiteachas de chuid an iarratais seo a dhéanamh go dtí go mbíonn an togra ceadaithe agus an tairiscint faighte i scríbhinn ón Údarás agus go bhfuil sé mar chuid de chomhaontú idir An tÚdarás agus an príomhaí / na príomhaithe.***No expenditure in connection with this grant application should be undertaken until approval of the grant concerned is confirmed in writing and is part of an agreement between the client and An tÚdarás.*
3. **Beidh Oifigigh Forbartha an Údaráis sásta cuidiú leat an fhoirm seo a líonadh ach ní bheidh aon fhreagracht air/uirthi maidir le fírinne an eolais atá á chur ar fáil agus ní barántas é ach oiread go gceadófar aon deontas.***Údarás Development Executives will be happy to assist the client in completing the grant application but he/she will have no responsibility for the accuracy of the application nor will his/her involvement in this assistance imply that the grant requested will be finally approved.*
4. **Mura gcuirtear a mhalairt in iúl, glacfaidh An tÚdarás leis nach bhfuarthas aon chabhair ó fhoinsí eile Stáit i leith an togra seo nó nach bhfuil aon iarratas a bhaineann leis déanta nó á phróiseáil faoi láthair nó nach bhfuil sé ar intinn aon chabhair bhreise á lorg ó fhoinsí eile Stáit ina leith.***Unless informed to the contrary An tÚdarás will assume that no other applications have been made to any other State bodies for support for this particular project nor are there any such requests in the process of being made or intended to be made.*
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| 1. **Má tharla riamh gur theip ar ghnó ina raibh an príomhaí nó aon duine de na páirtnéirí páirteach nó go bhfuarthas ciontach iad as dúnadh síos gnó ar bith (agus nár íocadh creidiúnaithe dá bharr), ba chóir é seo a chur in iúl.***If the promoter of this project, or any of the principals, were ever declared bankrupt or were responsible in any way for the closure of a company, leading to non-payment of creditors, this should be disclosed.*
2. **Agus meastóireacht á dhéanamh ar iarratas ar mhaoiniú, d’fhéadfadh sé go dteastódh ón Údarás fiosrúcháin ábhartha a dhéanamh trí bhainc nó trí ghníomhaireachtaí eile.***In assessing an application for funding it may be necessary for An tÚdarás to make relevant enquiries through banks or other agencies.*
3. **Níl Údarás na Gaeltachta freagrach as aon aighneas idir an t-iarratasóir agus soláthraithe 3ú páirtí. Tuigtear agus glactar leis gurb é an t-iarratasóir a roghnaíonn agus a thograíonn conradh a dhéanamh le tríú páirtí. Maidir leis an Stát agus a chuid gníomhairí lena n-áirítear Údarás na Gaeltachta, ní ghlacann siad le haon dliteanas i leith aon easpa ar tháirgí nó ar sheirbhísí, ná as imthosca a eascraíonn as táirgí nó seirbhísí a chuirtear ar fáil do chuideachtaí faoin scéim seo.**

*Údarás na Gaeltachta is not responsible for any dispute between the applicant and third-party suppliers. It is understood and accepted that the applicant selects and enters any contract with third parties. Údarás na Gaeltachta will not accept liability for loss of product or service, or for any circumstances which may arise regarding the products or services provided to the business under this scheme.*1. **Ní chóir glacadh leis gur ionann an fhoirm seo a líonadh agus a bheith i dteideal deontais dá thoradh sin, ná ní thugann sin le tuiscint fiú go gceadófar an deontas.** *The completion and acceptance of this form should not be construed as an entitlement to a grant or a presumption that it will be approved.*
2. **Agus tú ag seoladh d’iarratais faoin scéim seo, tá tú ag deimhniú go dtuigeann tú agus go nglacann tú leis an séanadh seo.***On submitting your application under this scheme, you are confirming that you understand and accept this disclaimer.*
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**Cúnamh De Minimis/***De Minimis Aid*

Cúnamh deontais roimhe seo (más ann dó) / *Previous Grant Aid (if any)*

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| --- | --- | --- | --- |
| FUAIR/*YES* |  | NÍ bhFUAIR /*NO* |  |

An bhfuair an gnó, nó aon cheann dá thionscnóirí, aon
Tacaíochtaí eile Stáit nó AE? (NÁ CUIR TIC ACH LE CEANN AMHÁIN)

*Has the business, or any of its promoters, received any other*

*State Supports or E.U. supports? (PLEASE ONLY TICK ONE)*

MÁ FUAIR, COMHLÁNAIGH NA SONRAÍ THÍOS / *IF YES, THEN PLEASE COMPLETE THE DETAILS BELOW*

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|  | **An cineál cúnaimh a ceadaíodh [mar shampla, deontais oiliúna / nuálaíochta / féidearthachtaí / caipitil / fostaíochta nó eile]***Type of aid approved**[for example, training / innovation / seed capital / feasibility / capital / employment or other grants]* | **Gníomhaireacht nó Eagraíocht óna bhfuarthas an cúnamh/***Agency or Body from which the aid was received* | **Méid a fuarthas***Amount Received* | **Dáta a fuarthas***Date Received* |
| 1 |  |  | € |  |
| 2 |  |  | € |  |
| 3 |  |  | € |  |
| 4 |  |  | € |  |
| 5 |  |  | € |  |
| 6 |  |  | € |  |
|  |  | Iomlán*/Total* | € |  |

**Is éard is Cúnamh De Minimis ann ná suimeanna beaga Cúnaimh Stáit a thugtar do ghnóthas agus/nó gnó, nach mó ná €200,000 thar aon trí bliana fhioscacha, is cuma an méid nó an láthair. Féadfaidh Cúnamh De Minimis teacht ó aon comhlacht, gníomhaireacht nó roinn Stáit. Má tá gnó mar chuid de ghrúpa, baineann an teorainn €200,000 leis an ngrúpa. Tabhair do d'aire, má thugtar dearbhú bréagach i leith figiúr a bheith faoin tairseach €200,000, féadfaidh sé a bheith de thoradh air níos faide anonn go mbeadh ort an cúnamh deontais a íoc ar ais móide ús.**

*De Minimis Aid is small amounts of State Aid given to an undertaking and/or business which cannot exceed €200,000 over any three fiscal years regardless of size or location. De Minimis Aid can come from any State body, agency or department. If a business is part of a group, then the €200,000 limit applies to the group. Please note that a false declaration to show a figure under the threshold of €200,000 could later mean that you would have to pay back the grant aid with interest.*

**Dearbhú & Toiliú ón nGnó**

*Business Declaration & Consent*

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| **Deimhním go bhfuil an t-eolas atá curtha ar fáil agam sa doiciméad seo, agus na doiciméid bhreise leis, fíor agus iomlán, chomh fada agus is féidir liom a bheith cinnte faoi. Má tharlaíonn sé go mbíonn aon athrú ar an eolas seo, nó ar na boinn thuisceana, fad is atá an t-éileamh á phróiseáil, deimhním go gcuirfear seo in iúl láithreach d’Údarás na Gaeltachta.***I confirm that the information contained in this application, and in any attachments thereto, is true**and complete to the best of my knowledge. I further confirm that if there is any significant change to**the information supplied that this will be relayed immediately to Údarás na Gaeltachta.* |
| **Síniú *Leictreonach* an Iarratasóra:** *Applicant E-Signature:* |  |
| **Ainm an Ghnó:***Business Name:* |  |
| **Dáta:***Date:* |  |

Cuir d’fhoirm iarratais chomhlánaithe faoi bhráid Údarás na Gaeltachta tríd an ríomhphost seo a leanas ***tradala@udaras.ie*** le do thoil.

*Please submit your completed application form to Údarás na Gaeltachta by e-mail at* ***tradala@udaras.ie******.***