**Scéim Trádála Ar Líne**

**Foirm Iarratais 2024**

**Trading Online Scheme**

**Application Form 2024**

**Téarmaí agus Coinníollacha na Scéime / Scheme Terms & Conditions**

**Aidhm na Scéime / *The Scheme Objective***

Is í an aidhm atá leis an scéim Trádáil ar Líne ná:

* + líon na ngnóthaí Gaeltachta atá ag trádáil ar líne a mhéadú, agus
  + díolacháin ghnóthaí Gaeltachta ar líne a mhéadú.

*The aim of the Trading Online scheme is:*

* + *to increase the number of Gaeltacht businesses trading online and*
  + *growing online sales in Gaeltacht businesses.*

**Méid agus Ráta an Deontais / *Grant Rate and Amount***

Faoin scéim Trádála ar Líne íoctar uasmhéid deontais suas le €2,500, nó 50% de chaiteachas incháilithe, gan CBL san áireamh, cibé acu is lú, le gnóthaí incháilithe chun a gcumas trádála ‘ar líne’ a fhorbairt agus a threisiú.

*Under the Trading Online scheme a maximum grant of up to €2,500 or 50% of eligible expenditure, excluding VAT, whichever is lesser, is available to eligible businesses to develop and strengthen their ability to trade ‘online’.*

**Critéir Incháilithe / *Eligibility Criteria***

Tá an scéim seo dírithe ar fhiontair:

*The scheme is targeted at businesses with the following profile:*

* + ina bhfuil suas le deichniúr fostaithe, atá lonnaithe sa nGaeltacht,

*Microenterprises (with up to ten employees) located in the Gaeltacht;*

* + atá i mbun gnó le 6 mhí anuas ar a laghad,

*which are trading for at least 6 months prior to date of application;*

* + A bhfuil láimhdeachas níos lú ná €2m sa bhliain acu, agus

*With an annual turnover of less than €2m a year, and*

* + Gur mian leo suíomh idirlín **ríomhthráchtála** (seachas suíomh margaíochta) a fhorbairt / a uasghrádú

*who wish to develop or to upgrade an* ***e-commerce*** *site (rather than a brochure website).*

**An Teanga / *The Language***

**Is é caomhnú agus láidriú na Gaeilge mar theanga bheo an bunchuspóir atá le polasaí Údarás na Gaeltachta. Déanann an tÚdarás gach iarracht an cuspóir seo a bhaint amach trí scéimeanna maoinithe a chur ar fáil le tacú le forbairt fiontair agus le tionscnaimh chruthaithe fostaíochta. Iarrfar ar an iarratasóir an Ghaeilge a chur chun tosaigh ar an suíomh idirlín mar thoradh ar an togra áirithe seo do shástacht an Údaráis – pléifidh Rannóg Pleanála Teanga an Údaráis an gné seo den togra leat mar chuid de phróiseas meastacháin an iarratais.**

*The basic objective of Údarás na Gaeltachta's policy is to preserve and strengthen the Irish language as a living language, in addition to passing it on as a legacy for the next generation. An tÚdarás makes every effort to achieve this objective by fostering and financing enterprise development and employment creation initiatives. The applicant will be required to promote the Irish language in the development of the website to the satisfaction of an tÚdarás – the Údarás Language Planning Department will discuss this particular aspect of the website development as part of the application assessment process.*

**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.*

**Nótaigh le do thoil / Please note:**

**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.*

**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 á lorg ó fhoinsí eile Stáit ina leith.***Unless advised to the contrary An tÚdarás will assume that the applicant has neither been approved funding from any other State body or has made an application 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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| **Tagann an tÚdarás faoi scáth an Achta um Shaoráil Faisnéise 2014.** *An tÚdarás is subject to the Freedom of Information Act 2014.*  **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 t-iarratasóir.** *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 applicant and An tÚdarás.* |
| **Má tharla riamh gur theip ar ghnó ina raibh an t-iarratasóir 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 project applicant, or any of the project 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.*  **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.*  **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.*  **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. Agus tú ag seoladh d’iarratais faoin scéim seo, tá tú ag deimhniú go dtuigeann tú agus go nglacann tú leis an séanadh seo.** *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.**On submitting your application under this scheme, you are confirming that you understand and accept this disclaimer.*  **Beidh Feidhmeannach Forbartha de chuid an Údaráis sásta cuidiú an fhoirm seo a chomhlánú ach ní bheidh aon fhreagracht air/uirthi maidir le fírinne an eolais atá á chur ar fáil agus ní barántas é ach an oiread go gceadófar aon deontas.** *An Údarás Development Executive will be happy to assist 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.* |

**Próifíl an Ghnó**

*Business Profile*

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| **Ainm an Iarratasóra:**  *Applicant Name****:*** |  | | |
| **Ainm an Ghnó (más éagsúil ó ainm an iarratasóra)**  *Business Name (if different to applicant name):* |  | | |
| **Seoladh an Ghnó:**  *Business Address****:*** |  | | |
| **Éirchód**  *Eircode* |  | | |
| **Cód Nace -** [Aimsitheoir cód NACE](https://nacev2.com/en)\*  *NACE code (exact code required) -*  [NACE code finder](https://nacev2.com/en) |  | | |
| **Uimhir Fón Póca:**  *Mobile Number****:*** |  | | |
| **Ríomhphost:**  *Contact 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 (más ann):**  *Website Address (if applicant has a current website)****:*** |  | **Cuir tic mura**  **bhfuil ar líne**  *Tick if not online* |  |
| **Cén uair a thosaigh do ghnó i mbun tradála?**  *When did your business commence trading?* |  | | |
| **Ainm Fheidhmeannaigh Fhorbartha an Údaráis atá ag plé leat, más ábhartha:**  Name of your Údarás na Gaeltachta Development Executive, if relevant: |  | | |

**\* Is ionann Cód NACE agus córas rangaithe a úsáidtear in Éirinn agus ar fud na hEorpa a rangaíonn gnóthaí de réir a gcuid gníomhaíochtaí gnó – féach** **[www.nacev2.com/en](http://www.nacev2.com/en)**

NACE Code is a classification system used in Ireland and throughout Europe that groups organisations according to their business activities. – see: [**www.nacev2.com/en**](http://www.nacev2.com/en)

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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 chuig a gcuid 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 atá ann cheana féin ar cheart don tionscadal leas a bhaint astu:**  *Existing Resources the project should leverage:* |
| **Cén t-eolas breise ar féidir leat a chur ar fáil do chomhairleoirí 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 web consultants / developers 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* | **An bhliain Airgeadais dheireanach**  *Most recent financial year*  *BDC / Y E \_\_\_\_\_\_\_\_\_\_\_\_* | **Measta – an bhliain airgeadais reatha**  *Projected current financial year* | **Measta – an bhliain reatha + 1**  *Projected next financial year (current year + 1)* |
| **Láimhdeachas**  *Turnover* |  |  |  |
| **Brabach / (Caillteanas) roimh cháin**  *Profit / (Loss) before tax* |  |  |  |
| **Líon na ndaoine fostaithe**  *Staff numbers* |  |  |  |
| * **Lánaimseartha** * *Full-time* |  |  |  |
| * **Páirtaimseartha** * *Part-time* |  |  |  |

**Gnéithe an Tionscadail atá beartaithe**

*Project Elements*

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

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

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| **Gné / *Element*** | **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* |  |  |
| **Ábhar (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 – Sonraigh le do thoil**  *Other –Please Specify* |  |  |

**\* ní féidir leis an cheannachán d’fhógraíocht ar líne a bheith níos airde ná 30% de chaiteachas iomlán an togra atá beartaithe**

***\*****purchase of online advertising cannot amount to more than 30% of the total proposed expenditure*

*\*\** **ní féidir leis an cheannachán d’inneachar grianghrafadóireacht ar líne don suíomh idirlín a bheith níos airde ná 80% de chaiteachas iomlán an togra atá beartaithe**

*purchase of online photography cannot amount to more than 80% of proposed expenditure*

**Costais an Tionscadail**

*Project Costs*

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

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

**Costas an Togra de réir an mheastacháin roghnaithe**

***Project Cost per selected Quotation***

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| **Soláthraí**  *Supplier* | **Táirge / Seirbhís**  *Product/Service* | **Soláthraí Seirbhíse**  *Service provider* | **Costas € (Gan CBL san áireamh)**  *Cost € (Excluding VAT)* |
| **Comhairleoir**  *Web developer* |  |  |  |
| **Soláthraí eile (m.sh griangrafadóir nó eile)**  *Other Suppliers (e.g. photography etc)* |  |  |  |
|  |  |  |  |
| **Iomlán (Gan CBL)**  *Total (Excluding VAT)* |  |  | **€** |
|  | | | |
| **Iomlán € á éileamh faoi T&C na Scéime**  *Total amount requested under Scheme T&C’s* |  |  | **€** |

**An Próiseas /** *Grant Process*

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| 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 tsoláthraí / na soláthraithe 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 applicant 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 ar an tionscadal ar bhonn leictreonach.**  *If paid by electronic transfer a copy of a bank statement which indicates the electronic transaction relating to the project 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 mar a aontaíodh le Rannóg Pleanála Teanga an Údaráis**   *Evidence that the Irish language is being promoted in the development of this project as agreed with the Údarás Language Planning Department* |

**Cúnamh De Minimis/***De Minimis Aid*

**I gcás go gceadaítear tacaíocht faoin scéim ion ionann an tacaíocht sin, i dtuairim Údarás na Gaeltachta, agus cúnamh *de minimis.* Is éard is Cúnamh De Minimis ann ná suimeanna beaga Cúnaimh Stáit a thugtar do ghnóthas agus/nó gnó, nach mó ná €300,000 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 €300,000 leis an ngrúpa. Tabhair do d'aire, má thugtar dearbhú bréagach i leith figiúr a bheith faoin tairseach €300,000, féadfaidh sé a bheith de thoradh air níos faide anonn go mbeadh ort an cúnamh deontais a íoc ar ais móide ús.**

*Any grant aid approved under this scheme will, in the view of Údarás na Gaeltachta, constitute* ***De Minimis aid****. De Minimis Aid is small amounts of State Aid given to an undertaking and/or business which cannot exceed €300,000 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 €300,000 limit applies to the group. Please note that a false declaration to show a figure under the threshold of €300,000 could later mean that you would have to pay back any assistance received, with interest.*

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

An bhfuair an gnó, nó aon cheann dá phríomhaithe, aon Tacaíocht eile Stáit nó AE **faoi *De Minimis*** go dáta?

(NÁ CUIR TIC ACH LE CEANN AMHÁIN)

*Has the business, or any of its promoters, received any other State Supports or E.U. supports* ***under “De Minimis****”? (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 / 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 |  |  | € |  |
|  |  | Iomlán*/Total* | € |  |

**An tAcht um Shaoráil Faisnéise / *Freedom of Information:***

Ní scaoilfidh Údarás na Gaeltachta aon eolas a fhaightear mar pháirt den iarratas seo mura bhfuil sé riachtanach de réir dlí, an tAcht um Shaoráil Faisnéise 2014 san áireamh. Rachaidh Údarás na Gaeltachta i gcomhairle le hiarratasóirí, nuair atá sé riachtanach faoin Acht um Shaoráil Faisnéise, sula ndéantar cinneadh maidir le scaoileadh eolais faoin Acht sin.

*Údarás na Gaeltachta will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014.   Údarás na Gaeltachta will, in all cases where it is required to do so under the Freedom of Information Acts, consult with applicants before making a decision on the disclosure of such information.*

**Dearbhú um Chosaint Sonraí / *Data Protection:***

Tá Údarás na Gaeltachta tiomanta do meas a léiriú ar do phríobháideacht agus é a chosaint. Caithfimid leis an uile shonra pearsanta mar shonra faoi rún agus ní úsáidfimid é ach amháin do na cuspóirí a bhfuaireamar é. Leagann ár [Ráiteas Príobháideachta](https://udaras.ie/privacy-policy/)  amach do chearta príobháideachta agus insíonn duit mar a bhailíonn, a úsáideann, a phróiseálann agus a nochtann muid, mar Rialaitheoir, do chuid sonraí pearsanta i leith do chuid teagmhála linn.

*Údarás na Gaeltachta is committed to protecting and respecting your privacy. We will deal with all personal data as confidential, and it will only be used for the purposes for which we have received it. Our* [*Data Privacy Statement*](https://udaras.ie/en/privacy-statement/) *tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us.*

**Dearbhú & Toiliú ón Iarratasóir**

*Applicant Declaration & Consent*

|  |  |
| --- | --- |
| **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 an Iarratasóra:**  *Applicant 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***](mailto:tradala@udaras.ie)***.***