**Cúnamh Teicniúil do Mhicrea-Easpórtálaithe**

**Foirm Iarratais**

*Technical Assistance for Micro-Exporters (TAME)*

*Application Form*

**Is í an aidhm atá leis an Deontas do Chúnamh Teicniúil do Mhicrea-Easpórtálaithe ná cuidiú le gnóthaí deiseanna nua margaíochta a fhiosrú agus a fhorbairt. Cuidíonn an deontas seo le costais a bhaineann le taighde easpórtála agus costais mhargaíochta, m.sh., taispeántas ag Aontaí Trádála, ag ullmhú ábhar margaíochta agus ag forbairt láithreán gréasáin atá dírithe go sonrach ar mhargaí thar lear.**

*The purpose of the Technical Assistance for Micro Exporters (TAME) grant is to help businesses to explore and develop new market opportunities. The TAME grant contributes to export research and marketing costs, e.g. exhibiting at Trade Fairs, preparing marketing material and developing websites specifically targeting overseas markets.*

**Téarmaí an Deontais:**

***Grant Terms:***

* **Clúdóidh an deontas 50% den chaiteachas incháilithe (gan CBL) suas go huasmhéid €2,500.**

*Grant Covers 50% of eligible costs (excluding vat) to a max of grant of €2,500.*

* **Caithfear iarratas a bheith déanta sula ndéanfar aon chaiteachas.**

*Applications must be made prior to any expenditure being incurred.*

* **Íocfar an deontas ach cruthúnas a bheith curtha ar fáil a léiríonn gur íocadh as costais a bhí incháilithe agus aontaithe.**

*Grant payments will be made to approved projects on receipt of proof of payment of all qualifying and approved expenses.*

**Gnóthaí incháilithe do thacaíocht:**

*Businesses eligible for support:*

**Fiontair ghnó nach bhfostaíonn níos mó ná 10 fostaí agus atá**

* **gníomhach i ndéantúsaíocht nó i seirbhísí trádála idirnáisiúnta agus**
* **ag iarraidh easpórtáil a fhiosrú dá dtáirge/seirbhís nó do tháirge/seirbhís atá beartaithe**

*Business enterprises not employing more than 10 employees and who*

* *are engaged in manufacturing or internationally traded services and*
* *who wish to explore an export for their product/service or proposed product / service*

**Níor chóir maoiniú a bheith faighte ag aon ghnóthaí ó aon fhoinse eile don togra seo**

*Enterprises must not have received any funding for this proposal from any other source*

**Catagóirí incháilithe caiteachais**

*Eligible Expenditure categories*

* **Costais a bhaineann le rannpháirtíocht in Aontaí Trádála**

*Trade Show Exhibitor costs*

* **Ábhar Margaíochta atá forbartha go sonrach chun margaí nua easpórtála a fhiosrú / a fhorbairt**

*Export Specific Marketing Materials*

* **Forbairt láithreán gréasáin a bhaineann le cúrsaí easpórtála**

*Export related website development*

* **Aistriúchán ar ábhar atá ann cheana, m.sh., leabhráin, leathanaigh gréasáin agus araile do mhargaí easpórtála**

*Translation of existing material (booklets, webpages, etc. for export markets)*

* **Fiosrúchán ar phróisis nua inmheánacha agus seachtracha chun gnó easpórtála a fhorbairt, m.sh. múnla gnó nua nó tabhairt faoi riachtanais neamhrialála teicniúil.**

*Investigation of new internal or external processes to develop export business, e.g. new business model or the carrying out of non-regulatory technical requirements*

**Saoráil Faisnéise:**

**Ní scaoilfidh Údarás na Gaeltachta aon eolas a fhaightear mar chuid 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.**

**Freedom of Information:**

**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.**

**Cosaint Sonraí:**

Tá Údarás na Gaeltachta tiomanta 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.

**Data Protection:**

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.

**Próifíl an Ghnó**

*Business Profile*

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| **Ainm an Iarratasóra:\***  *Applicant Name****:***  \*i.e **Ainm an Chomhlachta / an Ghnó**  *Name of Company / business making the application* |  | | |
| **Duine teagmhála:**  *Contact person:* |  | | |
| **Seoladh an Ghnó:**  *Business Address****:*** |  | | |
| **Éirchód**  *Eircode* |  | | |
| **Uimhir Theileafóin:**  *Telephone Number****:*** |  | | |
| **Ríomhphost:**  *Email****:*** |  | | |
| **Struchtúr an Ghnó:**  *Company Structure*  **(ü le do thoil /** please tick**)** | **Trádálaí Aonair /** *Sole Trader*  **Comhpháirtíocht /** *Partnership*  **Comhlacht /** *Ltd Company* | | |
| **Uimhir CRO (más ábhartha):**  *CRO Number (if applicable)****:*** |  | | |
| **Seoladh Láithreáin Gréasáin:**  *Website Address****:*** |  | **Cuir tic mura**  **bhfuil ar líne ü**  *Tick if not online* |  |
| **Staid an Ghnó (Tic le do thoil) ü:**  *Stage of Business* *(Please tick)* **ü:** | **Gnólacht Réamh-Nuathionscanta**  **Gnólacht Nuathionscanta (<18 mí) For**  **Forbairt (>18 mí)**  *Pre Start-Up*  *Start Up (<18 Months)*  *Growth (>18 Months)* | | |
| **Ainm Fheidhmeannach Forbartha an Údaráis atá ag plé leat:**  *Name of your Údarás na Gaeltachta Development Executive:* |  | | |

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| **3. Sonraí Earnála an Tionscadail/***Project Sector Details* |

Roghnaigh an earnáil/earnálacha ina mbeidh/ina bhfuil do ghnó gníomhach

*Select the sector(s) in which your business is/will be active*

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| **Dearadh agus déantúsaíocht Éadaigh & Faisin**  *Design and manufacture of Clothing & Fashion* | **Comhshaol/Teicneolaíochtaí Glasa**  *Environment/Green Technologies* |
| **Na meáin dhigiteacha, cumarsáid gan sreang**  *Digital media, wireless communications* | **Déantúsaíocht & Próiseáil Bia**  *Food Manufacturing & Processing* |
| **Seirbhísí Tomhaltóra Idirnáisiúnta**  *International Consumer Services* | **Troscán/Déantúsaíocht ar Earraí Tomhaltais Éadrom**  *Furniture/Light Consumer Goods Manufacture* |
| **Ceardaíocht**  *Craft* | **Déantúsaíocht Eile**  *Manufacturing Other* |
| **Leictreonaic**  *Electronics* | **Déantúsaíocht Fheistí Leighis**  *Medical Devices Manufacture* |
| **Innealtóireacht**  *Engineering* | **Déantúsaíocht Phacála**  *Packaging Manufacturing* |
| **Bogearraí/TF**  *Software/IT* | **Eile, nach bhfuil san áireamh thuas**  *Other, not included above* |

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| 4. Leibhéal Fostaíochta (Reatha & Measta, lena n-áirítear tionscnóirí féinfhostaithe agus/nó stiúrthóirí)  *Employment Levels (Current & Estimated Potential, including self-employed promoters and/or directors)* | | | | |
| **Acmhainneacht Fostaíochta**  *Potential Employment* | **Faoi láthair**  *Current* | **Measta Bliain 1**  *Year 1* | **Measta Bliain 2**  *Year 2* | **Measta Bliain 3**  *Year 3* |
| Lánaimseartha / *Full-Time* |  |  |  |  |
| Páirtaimseartha / *Part-Time* |  |  |  |  |

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| Déan cur síos ar do Ghnó (cineál táirge nó seirbhís atá á soláthar agus srl)  *Describe your Business (nature of product or service supplied etc.):* |
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| **5. Sonraí Margaíochta**  *Marketing Information* |

**Cén céatadán de dhíolachán sa mbliain deiridh trádála a bhain le –**

*What percentage of sales in the previous trading year was to –*

|  |  |
| --- | --- |
|  | % |
| **Poblacht na hÉireann**  *Republic of Ireland* |  |
| **Easpórtáil – sonraigh an tír le do thoil**  *Export – please specify country* |  |
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| **Straitéis Easpórtála**  *Export Strategy* |

**Sonraigh an margadh easpórtála (nua) atá beartaithe agat agus leag amach do straitéis easpórtála le do thoil:**

*Please identify your proposed (new) export market and set out your export strategy:*

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| **6. Sceideal an Chaiteachais atá Beartaithe**  *Schedule of Planned Expenditure* | |

**Tá an scéim Cúnaimh Theicniúil do Mhicrea-Easpórtálaithe deartha le cuidiú le gnólachtaí easpórtáil chuig margaí nua. Clúdaíonn an deontas 50% de chaiteachas incháilithe (gan CBL), faoi réir an uasmhéid deontais €2,500**

*The Technical Assistance for Micro-Exporters scheme is designed to assist businesses in exporting to new markets. The grant covers 50% of qualifying expenses (excluding VAT), subject to a maximum grant of €2,500*

**NÓTÁIL LE DO THOIL:**

*PLEASE NOTE:*

* **Caithfear meastachán a chur ar fáil i leith gach mír den chaiteachas atá beartaithe.**

*A quotation must be provided in respect of each item of planned expenditure.*

* **Ní chuirfear san áireamh ach míreanna caiteachais a tharla tar éis dháta litir admhála an iarratais.**

*Only expenditure items which are incurred after the date of the letter of acknowledgement of application may be considered.*

* **Ní chuirtear san áireamh íocaíochtaí chuig comhlachtaí stáit (Údaráis Áitiúla san áireamh) chomh maith le Costais Chothabhála Ginearálta/As Póca.**

*Payments to State Bodies (including Local Authorities) as well as General Subsistence/  
Out-of-Pocket Expenses are excluded.*

* **Féach ar Aguisín 1 do théarmaí agus coinníollacha na híocaíochta deontais**

*Please see Appendix 1 for grant payment terms and conditions*

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| **Gníomhaíocht Easpórtála**  *Exporting Activity* | **Soláthraí**  *Supplier* | **Costas (gan CBL)**  *Item Cost*  *(excl. VAT)* | **Praghas /**  *Quotation incl. (Please Tick)* | **Deontas á lorg**  **(50% den chostas)**  *Grant sought (50% item cost)* |
| **Aonach Trádála:**  *Trade Show:*   * **Táillí Freastail / Taispeántais**   *Attendance /Exhibiting Fees*   * **Taisteal/Cothabháil /** *Travel/Subsistence* |  |  |  |  |
| **Ábhar Margaíochta**  **(Go sonrach d’easpórtáil)**  *Marketing Materials (Export-Specific)* |  |  |  |  |
| **Forbairt Láithreán Gréasáin**  **(Go sonrach d’easpórtáil)**  *Website Development*  *(Export Specific)* |  |  |  |  |
| **Aistriúchán ar ábhar atá ann**  **cheana**  *Translation of existing material* |  |  |  |  |
| **Eile** / *Other* |  |  |  |  |
| **COSTAIS IN IOMLÁN**  *TOTAL COSTS* |  |  |  |  |

**An bhfuarthas aon chabhair ó fhoinsí eile Stáit i leith na gcostas atá sonraithe san iarratas seo?**

*Has the business received funding from any State source in respect of the costs outlined in this application?*

**Fuair /** Yes **Ní bhfuair** / No

**An bhfuil aon iarratas ar mhaoiniú curtha faoi bhráid aon fhoinsí eile Stáit i leith na gcostas atá sonraithe san iarratas seo?**

*Has the business applied for funding from any other State source in respect of the costs outlined in this application?*

**Tá /** Yes **Níl**/ No

***Má tá sonraigh le do thoil*** */ If yes please specify:*

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

**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 eagraíocht, 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.*

**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 I gCEANN AMHÁIN)**

*Has the business 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, deontas oiliúna / nuálaíochta / staidéar féidearthachta / 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 |  |  | € |  |
|  |  | **Iomlán*/****Total* | € |  |

**Dearbhú & Toiliú ón nGnó**

*Business Declaration & Consent*

**Tabhair do d’aire le do thoil / *Please note:***

**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.*

**Agus tú ag seoladh d’iarratas 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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| **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:* |  |
| **Dáta:**  *Date:* |  |

**Cuir d’fhoirm iarratais chomhlánaithe faoi bhráid Údarás na Gaeltachta tríd an ríomhphost seo a leanas *[tradala@udaras.ie](mailto: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)***.***

**Aguisín 1 / Appendix 1**

**Éileamh ar Dheontais**

*Scheme Payment Conditions*

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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 incháilithe 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 in íocaíocht an deontais ach costais na ngníomhaíochtaí easpórtála atá sonraithe san iarratas thuas, más incháilithe.**   *Only expenses, if eligible, in respect of the export activity outlined in the application above will be considered in payment of the grant*.   1. **Íocfar an deontas leis an iarratasóir nuair atá an obair ar fad curtha i gcrích agus na doiciméid a leanas curtha faoi bhráid:**   *Payment will be made directly to the applicant on completion of the work and subject to the following being provided satisfactorily:*   * **Deimhniú Imréitigh Cánach / TCAN cothrom le dáta**   *Up to date tax Clearance Certificate / TCAN*   * **Bunsonra(i)sc don obair atá curtha i gcrích** *Original invoice(s) for work undertaken* * **Fianaise a léiríonn gur íocadh an soláthraí i leith na hoibre a rinneadh:** *Proof of payment by the client to the supplier in respect of the work done:* * **I gcás íocaíochta le 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 Ghaeltacht na hÉireann á dtaispeáint ag an iarratasóir ar aon ábhar poiblíochta**   *Evidence that the Údarás na Gaeltachta logo and Gaeltacht na hÉireann brand is displayed on any publicity materials*   * **Fianaise go bhfuil an Ghaeilge á cur chun tosaigh i bhforbairt an tionscadail seo**   *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 Ghaeltacht na hÉireann a thaispeáint ar ábhar poiblíochta 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 any marketing / publicity materials to acknowledge support received. The logo and brand 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 i gcur i bhfeidhm an tionscadail 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 féidir 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 cliaint.** *No expenditure in connection with this grant application may be undertaken until approval of the grant concerned is confirmed in writing and is part of an agreement between the client and An tÚdarás.* |
| 1. **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.* 2. **Níl ghlacfaidh Údarás na Gaeltachta aon fhreagracht 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 may not be held 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.* |