

EXPORT MARKETING INITIATIVE APPLICATION FORM

1. PROMOTER DETAILS

Name of Applicant: _____

Home Address: _____

Home Telephone: _____ Mobile: _____

2. BUSINESS DETAILS

Business Name: _____

Business Address: _____

Tel. No.:

Fax No.:

Web Address: www.

E-mail:

Status of Applicant (please tick):

Sole trader Partnership Limited Company

Other - (please specify) _____

Type of Business (please tick, more than one box may be ticked if appropriate):

- | | |
|---|--|
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Service |
| <input type="checkbox"/> Internationally Traded Service | <input type="checkbox"/> Tourism Related |
| <input type="checkbox"/> Import Substitution | <input type="checkbox"/> Export |
| <input type="checkbox"/> National | <input type="checkbox"/> Local |

Current estimated annual turnover: € _____

Current number of employees including owner/manager(s): _____

Brief description of Product(s) / Service(s):-

Description of the market you currently serve (who and where are your customers?):

Brief synopsis of your current marketing strategy:

3. EXPORTING

Outline your plan for growing your business through overseas sales and detail the benefits you hope to gain. Please prioritise the overseas markets you hope to enter. Please include, on an itemized basis, your estimate of the costs you will incur.

(Please use additional page(s) if necessary)

4. COSTS THAT WILL BE INCURRED

| | € |
|---|---------|
| Properly vouched travel expenses (air/rail/car hire) | _____ |
| Hotel & Subsistence (up to a maximum of €150 per day) | _____ |
| Fees for Exhibition Attendance | _____ |
| Development of market specific material | _____ |
| Export Market Research carried out by a 3 rd party | _____ |
| Other Related Expenditure (Identified Below) | _____ |
| TOTAL COST | € _____ |
| GRANT SOUGHT (Maximum €3,000 or 50% of eligible expenditure net of VAT): | € _____ |

Qualifying Costs

An itemized detailed breakdown of projected expenditure must accompany this form. Qualifying costs can include:

- Properly vouched travel expenses (air/rail/car hire/hotel accommodation)
- Fees for exhibition attendance – as an exhibitor
- Development of market specific advertising material
- Market research (carried out by 3rd party) related to target market

Payment Details

- The Board requires that any claim for grant payment be accompanied by the Certificate of a qualified Auditor, certifying that the amount in respect of which the claim is made has been expended and paid for the purposes, and in conformity with the conditions, of the grant concerned
- Payment will only be made on provision of properly vouched receipts
- Applicants must settle all bills in full prior to making a claim to Meath County Enterprise Board (hereafter referred to as MCEB), and MCEB's contribution will be paid on receipt of the properly vouched receipts as described above
- All claims for payment must be accompanied by a Market Visit Report, including names and contact details of persons met. MCEB reserves the right to contact the same for the purposes of verification if required
- Payment will only be made with relation to approved expenses which form part of this application form

Tax Affairs

The grant offer is conditional on the grantees being willing to give their tax number, verification that their tax affairs are in order and complying with all the stipulations of Circular F49/13/87 as to the tax affairs of recipients of state grants.

Please note: limited funding is available each year for this initiative. All applications will be assessed as part of MCEB's standard evaluation and approval procedure. Successful candidates will be notified further to Board approval. This is a competitive application process.

IMPORTANT: Applications for assistance for expenditure incurred prior to grant approval are ineligible. Invoices and proof of payment will be required prior to drawdown. MCEB reserves the right to refuse any application and the right to terminate this grant scheme at any time without notice. The approval of applications and the payment of all monies is dependent on the availability of resources under this scheme. Applicants are advised to check availability of resources with MCEB prior to incurring any expenditure. All applicants approved must draw down in full no later than three months following date of approval. Failure to draw down all or any portion, by this date, may result in automatic decommittal without notice, i.e. loss of grant. MCEB may liaise/consult other agencies/local development programmes in relation to this proposal while respecting project confidentiality. Any false or misleading statement or the withholding of essential information from MCEB (as determined by MCEB) will result in cancellation of any grant approved under this scheme.

DECLARATION: I/We hereby declare that the above information and details are accurate and true to the best of my knowledge and belief and I make this application for grant assistance on the basis of the information and details given. I/We have not sought and will not seek grant aid from any state agency or other sources in respect of this expenditure. I have read and fully accept the terms and conditions attaching to EXPORT MARKETING INITIATIVE grant aid from MCEB.

Signed: _____

Date: _____

PLEASE RETURN TO: MEATH COUNTY ENTERPRISE BOARD,
NAVAN ENTERPRISE CENTRE,
TRIM ROAD,
NAVAN.