

# LEADER

Development led by local communities



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## IRELAND'S CAP STRATEGIC PLAN 2023 – 2027

### LEADER GRANT APPLICATION

Please review the checklist (Appendix A) at the end of the application to ensure that you have submitted all the required information. Failure to submit the relevant documents with the application will result in the application being returned to you. If you have any query about this application process, please discuss with Kilkenny LEADER Partnership CLG before you complete this form.

This form does not mean that we are offering your project financial assistance. Neither our staff nor our representatives can make any commitment to award funding. If we grant funding for your project, you will receive a formal Letter of Offer outlining the conditions. If you accept the grant offer, we will then put a formal contract in place. The furnishing of inaccurate information will lead to automatic elimination from the evaluation process and will invalidate any application for funding.

Please note that if you start work before we send you a formal Letter of Offer, you will not qualify for financial assistance. Before we send contracts, we will visit the site to confirm that no work has already taken place.

You need to keep a copy of documentation you send to **Kilkenny LEADER Partnership CLG**.

All amounts should include VAT if you are claiming VAT as part of this funding application. VAT can only be claimed by project promoters that do not have to register for VAT with the Revenue Commissioners.

*To get this form in Irish please request from your assigned Development Officer*

Applications must be completed in full. It is at the discretion of the Project Development Officer to determine if sufficient information has been provided to proceed to Evaluation.

For Official Use Only	To Be Date Stamped by IP/LAG on Receipt
Acknowledged by: _____	
Date: _____	
Ref. No: _____	



## SECTION A: PROJECT PROMOTER AND PROJECT DETAILS

<b>1</b>	<b>Project Name</b>			
	<b>Project Promoter / Community Group Name</b> <i>(where a Project Promoter is a Company or Community Group please use legally constituted name)</i>			
	<b>Project address</b>			
	<b>Eircode / XY co-ordinates</b> <i>(mandatory details, please use XY coordinates if the project does not have an Eircode)</i>	Eircode		
		XY co-ordinates		
	<b>Main contact name</b>			
	<b>Telephone number</b>			
	<b>Project Promoter e-mail</b>			
	<b>Project Promoter address</b> <i>(if different to project address)</i>			
	<b>Eircode</b>			
	<b>Website</b>			
	<b>Tax registration number</b>			
	<b>CRA no. for registered charities / Co Op no.</b>			
	<b>CRO no. for companies</b>			
<b>Herd no. / Flock no. / DAFM business ID</b>				
<b>Tax Clearance Access Number (TCAN)</b>				

<b>2</b>	<b>Classification of Project Promoter:</b> <i>Tick appropriate box and include copies of supporting governing documents with this application.</i>		
	Sole Trader		Community Council
	Farmer		Trust

Formalised Community / Voluntary Group		Partnership	
Companies Limited by Guarantee		Company Limited by Shares	
Designated Activity Company limited by shares		Private Individual	
Registered Charity		Cooperative society registered under the Industrial & Provident Societies Act	
Other (please specify)			

**Note:**

- Public Bodies are not eligible for LEADER funding
- If applying as a Community Organisation, please supply supporting documentation, e.g. certificate of incorporation and memorandum and articles.
- Where the applicant is a formalised community group, a founding constitution will be required.
- If applying for the higher community rate of aid, you must be a non-profit distributing group, institutionally separate from the State and pursuing the common interests of the wider community and the project for which you are applying for LEADER funding must not have a commercial basis.
- Social Enterprises are not eligible for the higher community rate of aid.

**3 VAT Registration:**

- Where funding is to be paid for non-recoverable VAT, the project promoter must provide up-to-date written confirmation from the Revenue Commissioners that the project promoter is not registered for VAT.
- Where the project promoter is a registered ROS (Revenue Online Service) customer, a printout of the taxpayer profile showing their VAT registration status will suffice. The absence of a VAT profile confirms the non-VAT registration of the customer by default.

<b>Are you, your group or your company VAT registered?</b>	YES	NO
If yes, please provide the VAT registration number:		

**4 a. Project Promoter's qualifications, training, skills etc. to deliver the project:**  
Include details of experience/skills/qualifications you/your organisation have that will ensure the sustainable management of the project, in particular, general management and financial experience.

<b>b. Do you require training or new skills to help you deliver your project?</b>	YES	NO
If Yes, please specify, in your opinion what training or new skills you need:		

**5 What type of assistance do you need? (Please tick as appropriate)**  
*Please consult with your Development Officer regarding your selection*

Capital Expenditure		Marketing / Promotion	
Training		Analysis & Development	
Co-operation Project		Co-operation Preparatory Technical Support	
Large Scale Infrastructure		Other (please specify)	

	(applies only to Community Groups)		
6	<b>Project Description</b> <i>(Describe the proposed project, the main activities involved to develop it and any other parties involved)</i>		
7	<b>Basic Services Infrastructure</b> Will this project improve basic services infrastructure in the community?	YES	NO
	If yes, indicate the population that will benefit from this service		
8	<b>Areas of Innovation</b> <i>Outline the key areas of innovation of the project, e.g., what is unique about this project? How will it stimulate the local area?</i>		
9	<b>What specific need/requirement will the project meet?</b> <i>Describe the need for the proposed project, how this need was identified and how far the project would go to address this need. Outline the local impacts of the project and how it will contribute to the improvement of the local environment, culture, heritage, economy or community.</i>		
10	<b>If your project does not get a grant, would the project...</b> <i>(choose one option only)</i>		
	Go ahead, unchanged?		
	Not go ahead?		
	Proceed on a reduced basis?		
	<b>Please provide a rationale/reasons for your choice:</b>		
11	<b>Is the proposed project likely to compete with a similar local facility/enterprise/activity?</b> <i>List the three nearest similar facilities/enterprises/activities and state how you intend to avoid displacing these other facilities/enterprises/activities.</i>		
12	<b>Marketing and Promotion Strategy:</b> <i>Outline how you intend to promote and market your project</i>		
13	<b>Environmental and Climate Change Impacts</b> <i>Describe any environmental aspects of your project or any impacts that may affect Climate Change.</i>		

<b>14</b>	<b>Project Timeline:</b> <i>If the project is approved, when do you think the project will start and finish?</i>		
	Proposed start date:		
	Proposed finish date:		
<b>15</b>	<b>Phased Payments</b> <i>If your application is successful, to assist with project cash flow, you may request phase payments of grant aid. This will normally apply to capital projects and is subject to LAG approval.</i>		
	Please tick the box if you wish to be considered for phase payments for your project.		
<b>16</b>	<b>Heritage requirements</b> Will the proposed project impact, or have the potential to impact, upon structures, places or sites of heritage interest including those listed below?	YES	NO
	<i>If 'Yes', please indicate what is impacted:</i>		
	Monuments and places protected under the National Monuments Acts 1930 – 2004		
	Protected structures, and proposed protected structures, within the meaning of the Planning and Development Acts		
	Architectural conservation areas within the meaning of the Planning and Development Acts		
	Certain types of activities within protected nature conservation sites		
	Disturbance of protected species of flora and fauna and their key habitats		

## SECTION B: CONSTRUCTION PROJECTS and CAPITAL PROJECTS

Q17 & Q18 must be completed for all projects involving Construction Works.

Q19 must be completed where the project involves the purchase of equipment.

<b>17</b>	<b>Do you need planning permission for the proposed works?</b>	YES	NO
	<i>If 'Yes', please provide a copy of the Planning Permission obtained.</i>		
	<i>If 'No', please provide supporting documentation from the Local Authority.</i>		
<b>18</b>	<b>Do you have legal entitlement to the land/buildings in question?</b> <i>(documentary evidence required)</i>	YES	NO
<b>19</b>	<b>For the purchase of equipment, will second-hand equipment be considered?</b> <i>(additional conditions apply)</i>	YES	NO

## SECTION C: JOB CREATION

<b>20</b>	<b>Will this project be creating or sustaining jobs?</b>	YES	NO
<p><i>If you answered 'Yes' please answer questions 21 to 24</i></p> <p><i>If answered 'No' please go to question 25</i></p>			
<b>21</b>	<b>Please specify number of people currently employed (if facility/service already exists):</b>		
	<i>Full-time</i>	<i>Part-time</i>	<i>Seasonal</i>
	<i>Total</i>		<i>Number FTE</i>
	<i>Male</i>		
	<i>Female</i>		
<b>22</b>	<b>Describe the impact the project will have on sustaining this existing employment?</b>		
<b>23</b>	<b>To what extent will the proposed project help to create jobs (Anticipated Jobs created)?</b>		
	<i>Full-time</i>	<i>Part-time</i>	<i>Seasonal</i>
	<i>Total</i>		<i>Number FTE</i>
	<i>Male</i>		
	<i>Female</i>		
<b>24</b>	<b>What type of job roles do you plan to create?</b> <i>Please use job titles and type of employment. Please also note how long these jobs will be needed for.</i>		

## SECTION D: ENTERPRISE PROJECTS ONLY

Projects completing this section may be referred to the Local Enterprise Office in advance of assessment

<b>25</b>	<b>Is this project an Enterprise?</b>	Yes	No
	<b>If yes, is it new or existing?</b>	New	Existing
	<b>Enterprise Type?</b>	MICRO (1-9)	SMALL (10-49)
		MEDIUM (20-250)	SOCIAL ENTERPRISE
<b>26</b>	<b>Please provide details of how revenue will be generated and how it will be used to ensure the financial sustainability of your project, e.g. Business Plan, Projected Income and Expenditure:</b>		
<b>27</b>	<b>a) If applying as an existing business, please confirm the Annual Turnover and Balance Sheet Total: reference accounts and provide copies for previous three years.</b>		

	Annual turnover: €	Balance Sheet Total: €		
	<b>b) If the project promoter is part of a group of companies please provide details:</b> <i>If your company is linked or partnered with another company, please provide details</i>			
<b>28</b>	<b>Financial Projections</b> <i>Please complete the following table for the next five-year period. For economic projects, these details should match the Income/Expenditure Profile in the Business Plan</i>			
	<i>Year</i>	<i>Projected Income</i>	<i>Projected Expenditure</i>	<i>Net Income</i>

### SECTION E: TRAINING PROJECTS ONLY

<b>29</b>	<b>Course Title</b>	
<b>30</b>	<b>How was the need for this training identified?</b>	
<b>31</b>	<b>Location</b>	
<b>32</b>	<b>Course provider</b>	
<b>33</b>	<b>Accrediting body</b> <i>(if relevant)</i>	
<b>34</b>	<b>No. of people to be trained</b>	
<b>35</b>	<b>How will these numbers be achieved?</b>	
<b>36</b>	<b>Course details</b> <i>(no. of modules, assignments, workshops, seminars, examinations, etc.)</i>	
<b>37</b>	<b>Skills gained</b> <i>(Outline how the skills gained through this training will be of benefit)</i>	

### SECTION F: ANALYSIS & DEVELOPMENT PROJECTS ONLY

<b>38</b>	<b>Focus of Study / Research / Plan / Development</b> <i>(Outline the main focus of the Study / Research / Plan / Development to be carried out)</i>
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<b>39</b>	<b>How will the findings of the Study / Research / Plan / Development be used?</b> <i>(How will the findings be presented and what benefits will the results have on completion?)</i>
<b>40</b>	<b>Has any analysis been done for a similar purpose by you/your group or another group in the area?</b> <i>(Provide details of similar analysis that have been completed and provide details of whether they are available in the public domain)</i>

**SECTION G: MARKETING / PROMOTION PROJECTS ONLY**  
*(or Projects with a Marketing / Promotion component)*

<b>41</b>	<b>Who is the Marketing / Promotion targeting and why is it required?</b> <i>(Provide details of the target group(s))</i>
<b>42</b>	<b>Details of Marketing / Promotion to be undertaken</b> <i>(Provide details of the activities to be undertaken)</i>
<b>43</b>	<b>How will Marketing / Promotion be recorded / documented?</b> <i>(Provide details of how these activities will be recorded/documentated)</i>

**SECTION H: FINANCIAL**

<b>44</b>	<p>Please provide a detailed financial breakdown of all elements of the project from the figures provided in your tender report / most competitive quotes / schedules for voluntary labour / contribution in kind etc. and valuations for donations.</p> <p><i>All applicants must complete the individual project item cost in the table below.</i></p>			
	<b>Nature of Contract / Goods / Item / Donations / Voluntary Labour</b>	<b>Supplier</b>	<b>Cost excluding VAT (€)</b>	<b>Cost including VAT (€)</b>



	Total cost of project: €		€
<b>45</b>	<b>Sources of Funding</b> (Please provide details, including supporting documentation, of all sources of funding for the project. If necessary, use a separate sheet)		
	<b>Sources of funding</b>	<b>Value €</b>	<b>% of overall cost</b>
	LEADER Programme		
	Donation of property (where applicable)		
	Voluntary labour (where applicable)		
	Own resources: Cash / money in account		
	Loan / bridging finance		
	Other Public funding from non-EU Sources, e.g. Local Authority, Fáilte Ireland, etc. (List the sources and the value of funding provided by each source)		
	Total cost of project: €		
	Please confirm the total percentage of public funding this project will receive from all sources. (The percentage received will determine the procurement process to be followed)		%
<b>46</b>	<b>Previous Public Funding</b>		
	Have you, your organisation, or any linked enterprises previously received public funding for this project?	YES	NO
	Have you, your organisation, or any linked enterprises received funding for any other project from public sources in the past three years?	YES	NO
	<i>If 'Yes' to either of the above questions, please fill in the following table:</i>		
	Project name		
	Project Reference number		
	Programme applied to		
	Funding Organisation*		
	Amount approved/received		
	Date of Approval		
	Date(s) of receipt funding		
	* e.g. European Programmes, County Council, County Enterprise Board, Fáilte Ireland, Regional Tourism Organisation, National Lottery, Bord Bia, DSP/Solas/SEAI, Teagasc, Heritage Council, other Semi-State Agencies, Government Departments, Local Development Company.		
	<b>The applicant must attach</b> a statement/declaration from the funding organisation(s) including:		
	<ul style="list-style-type: none"> <li>• confirmation of the State Aid / De Minimis status of any funding awarded in the three-year fiscal period</li> <li>• name of the funding scheme / programme</li> <li>• amount of funding awarded</li> <li>• date this funding was awarded</li> </ul>		

47	<b>Has another organisation, other than the applicant, previously received public funding for this project?</b>	YES	NO
	<i>If 'Yes' to the above question, please fill in the following table:</i>		
	Name of Organisation		
	Project name		
	Project Reference number		
	Programme applied to		
	Funding Organisation*		
	Amount approved/received		
	Date of Approval		
	Date(s) of receipt funding		
* e.g. European Programmes, County Council, County Enterprise Board, Fáilte Ireland, Regional Tourism Organisation, National Lottery, Bord Bia, DSP/Solas/SEAI, Teagasc, Heritage Council, other Semi-State Agencies, Government Departments, Local Development Company.			
48	<b>Have you, your organisation, or any linked enterprises applied elsewhere for public funding for this project?</b>	YES	NO
	<i>If 'Yes' to the above question, please fill in the following table: (If application(s) listed below is approved for funding, you must provide details to the Local Action Group within 10 working days of approval)</i>		
	Funding Organisation*		
	Programme applied to		
	Application date		
	Project reference no. (if applicable)		
	Amount applied for		
	Description of item/activity for which funding is being sought		
	Date of approval (if pending, enter estimated decision date)		
	* e.g. European Programmes, County Council, County Enterprise Board, Fáilte Ireland, Regional Tourism Organisation, National Lottery, Bord Bia, DSP/Solas/SEAI, Teagasc, Heritage Council, other Semi-State Agencies, Government Departments, Local Development Company.		
49	<b>Has a false declaration finding ever been incurred by you, your organisation, or any linked enterprises for a 2014-2022 LEADER Programme project?</b>	YES	NO
	<i>If 'Yes', please provide details and project reference:</i>		
50	<b>Have you or your organisation any outstanding debt for previous LEADER funding?</b>	YES	NO
	<i>If 'Yes, is there a repayment agreement in place and are you/your organisation actively engaged in repaying this debt?</i>	YES	NO

## SECTION I: DECLARATIONS AND ASSURANCES

<b>A</b>	<p><b>SELF-INSURANCE AND/OR PUBLIC LIABILITY INSURANCE DECLARATION</b></p> <p>The applicant must declare acceptance of, and effect and keep in force, for both the project implementation process and the 5-year durability period, self-insurance arrangements and/or public liability insurance. In this regard, the applicant must confirm that they have read and understood Appendix B of the application form.</p>
<b>B</b>	<p><b>DATA PROTECTION AND FREEDOM OF INFORMATION ACT 2014 DECLARATION</b></p> <p>The applicant must declare acceptance of Data Protection and Freedom of Information Acts provisions in relation to an application for funding under the 2023 – 2027 LEADER programme.</p> <p>Please also refer to Appendix C attached to this Application Form. In this regard, the applicant must confirm that they have read and understood Appendix C of the application form.</p>
<b>C</b>	<p><b>CONFIRMATION OF ACCURACY OF INFORMATION PROVIDED</b></p> <ul style="list-style-type: none"> <li>• The applicant confirms that they agree to be bound by the 2023 – 2027 LEADER Operating Rules as appropriate for the Ireland’s CAP Strategic Plan.</li> <li>• The applicant declares that the particulars supplied in this application are true and correct, and accepts that any false or misleading statements or withholding of information will result in the relevant project being excluded from receiving LEADER support and any amounts paid will be recovered. The applicant will be excluded from receiving any further LEADER support in the relevant EAFRD year and for the following year.</li> <li>• The applicant confirms their understanding that if grant aid is awarded and/or paid in respect of their project, data relating to the beneficiary, project and in the case of public procurement, the name of contractor may be publicised.</li> <li>• The applicant hereby requests that grant assistance be given in support of the project as outlined and certifies that, if paid, the grant will be solely for the purpose for which it is approved.</li> </ul>
<b>D</b>	<p><b>COMBINED DECLARATION OF ACCEPTANCE AND APPLICATION SIGNATURE(S)</b></p> <p>I/We*, _____ confirm that I/we have read, understood and declare acceptance of the content of the three declarations outlined above in relation to:</p> <ul style="list-style-type: none"> <li>• SELF-INSURANCE AND/OR PUBLIC LIABILITY INSURANCE</li> <li>• DATA PROTECTION AND FREEDOM OF INFORMATION ACTS</li> <li>• CONFIRMATION OF ACCURACY OF INFORMATION PROVIDED</li> </ul> <p>It is also understood that a false declaration resulting in the State Aid / De Minimis threshold of €300,000 being exceeded could later give rise to the aid being recovered with interest.</p> <p>The signature(s) below confirm my / our formal application and the accuracy of the information provided in this application form for grant aid under the 2023 – 2027 LEADER Programme.</p>

Signed <i>(applicant / company Chairperson*)</i>	
Name <i>(Block capitals)</i>	
Position / capacity	
Date	
Signed <i>(2<sup>nd</sup> Director if a company)</i>	
Name <i>(Block capitals)</i>	
Position / capacity	
Date	
<p><i>*For Companies, the Chairperson and one other director should sign the application.</i></p> <p><i>Part or all of the information provided will be held on computer. This information will be used for the administration of applications and producing monitoring returns.</i></p> <p><i>LAGs may share information with each other and government departments / agencies to enable them to prevent fraudulent applications or for detecting crime and to co-ordinate processing of complementary applications.</i></p>	

## APPENDIX A - Checklist of Information required

Grant Approval will not be made without consideration of all appropriate documentation relevant to your project

### Required Information *(Applications will not be considered unless all the following are included)*

Appropriate No. of Quotations / Tenders based on Project Costs and Promoter Status	
Copy of Full Audited Accounts / Financial Statements / Management Accounts / Income and Expenditure Accounts for 3 years.	
Copy of Current Bank Statements (3 months minimum) for all accounts held.	

### Enclose the following items as appropriate *(discuss requirements with Development Officer)*

Planning Permission & Conditions	
Notice of Exemption from Planning Certification	
Heritage Consents and Approvals <i>(see Guidelines for 2023-2027 LEADER Projects Affecting Heritage)</i>	
Statutory Approvals e.g. Fire Safety	
Business / Development Plan (5 yr)	
Marketing Plan	
Evidence of Title *	
Evidence of Leasehold *	
Certified Valuation of land/property donated	
Relevant Governing Documents	
Written confirmation of VAT status from Revenue	
Evidence of bridging / matching funding <i>(when available)</i>	
Fair Usage Policy / Inclusion Strategy <i>(Community Groups)</i>	
Terms of Reference <i>(for A&amp;D, Animation or Training Projects)</i>	
Voluntary labour costs / valuation & schedule	
Statement(s) / declaration(s) by public funding bodies regarding State Aid / De Minimis	
Performance Indicators	
Schedule of Members	

\* Evidence of title or leasehold must be obtained in respect of capital projects involving land, e.g. sites of building construction or renovation, fixtures, traffic ways, etc. Any lease provided must:

- be signed by lessor and the project promoter
- be appropriately witnessed (solicitor)
- be accompanied with a map identifying the land
- stipulate the term of the lease (must be for a period of at least five years from the date of the final payment to the project promoter or for a term not less than the term of the contract, whichever is the longer).

Where the project promoter cannot obtain a lease or evidence of title, written documentation confirming the project promoter's authority to carry out the relevant activities (for at least a five-year period post payment of grant aid), will suffice. This documentation must be witnessed by a solicitor and signed by a person or body recognised as being in charge of the property. This document cannot be used as contribution-in-kind. Any agreement for a period of less than five years will deem the project ineligible for funding.

**Please enclose any other relevant documentation that supports your application for grant assistance**

## APPENDIX B – Insurance and Indemnity

The project promoter (henceforth referred to as 'the Promoter') accepts and confirms that the Minister of the Department of Rural and Community Development and County Kilkenny LEADER Partnership CLG is at all times and instances indemnified from and against all actions, proceedings, costs, damages, expenses, claims, demands and liabilities (save to the extent that same is due to the gross neglect or default of the aforementioned parties) arising in any way directly or indirectly out of:

- (a) Any act, default, omission, or negligence of the Promoter, its servants or agents, or any person in and on the project area or premises with the promoter's authority or by the promoter's invitation;
- (b) Any act, default, omission or negligence of the Promoter, its servants or agents (or any persons with the Promoter's authority or invitation) in or on other areas adjacent to or in the vicinity of the project area or premises over which the promoter may have rights of access or use;
- (c) The Permitted Use; and
- (d) Any breach by the Promoter of its obligations, its undertakings, the conditions or other provisions contained in the contract or subordinate to the 2023 – 2027 LEADER Operating Rules for Ireland's CAP Strategic Plan.

The Promoter confirms its responsibility and duty to effect and keep in force, for the project for which LEADER grant aid is sought, public liability insurance or other insurance as required.

The Promoter confirms its responsibility and duty to effect and keep in force, for the project for which LEADER grant aid is sought, public liability insurance or other insurance as required.

The Promoter shall also give notice to the Minister forthwith upon becoming aware of the happening of any event which might affect any insurance policy relating to the project, its assets, premises and any other item subject to insurance.

If at any time the Promoter shall be entitled to the benefits of any insurance on the project premises or property (which is not affected or maintained in pursuance of any obligation herein contained) to apply all monies received by virtue of such insurance in making good the loss or damage in respect of which the same shall have been received.

To notify the Minister, the LAG, as appropriate, in writing of any damage, howsoever occasioned, to the project premises or assets, immediately on becoming aware of same.

To pay to the Minister, the LAG, as appropriate, on demand the amount of any insurance monies in respect of the damage to the project premises or assets which cannot be recovered by reason of any act, default, omission or negligence of the Promoter, its servants, agents, promoters or invitees.

If and whenever during the 5-year durability period the project premises or any part thereof are damaged or destroyed by any of the Insured Risks and the insurance money under the policy of insurance is by reason of any act or default of the Promoter or anyone at the project premises or by implication with the Promoter's authority other than the Minister, the LAG, as appropriate, its servants agents employees or workmen wholly or partially irrecoverable, forthwith in every such case to (at the option of the Minister, the LAG, as appropriate) either:

- (a) Rebuild and reinstate at its own expense the property or buildings contained in the premises or structures subject to an application for grant aid are part destroyed or damaged to the reasonable satisfaction and under the supervision of the LAG, as appropriate, surveyor, the Promoter being allowed towards the expenses of so doing upon such rebuilding and reinstatement being completed the amount (if any) actually received in respect of such damage or destruction under any insurance as aforesaid; or
- (b) Pay to the LAG, as appropriate, on demand, with interest at the Prescribed Rate (3%), the amount of such insurance monies so irrecoverable from the date on which the Promoter shall be notified by its insurers that such monies are irrecoverable whichever is the least expensive for the Promoter.

## Appendix C - Data Protection Notice

### Part A: Information applicable to applications for LEADER programme

#### Information and Data Protection

The following information relates to the processing of personal data under the LEADER programme. This sets out the ways in which the DRCD and **County Kilkenny LEADER Partnership CLG** collects, stores and uses personal data. Such data may be received directly from data subjects, authorised agents acting on their behalf or indirectly from third parties where there is a legal basis to do so.

The rights of data subjects may be exercised pursuant to the Data Protection Acts 1988 to 2018 and the General Data Protection Regulation. Further information in respect of data protection may be accessed on the Department's website:

<https://www.gov.ie/en/organisation-information/0d4338-data-protection/>

1. The Department of Rural and Community Development (DRCD) and **County Kilkenny LEADER Partnership CLG** are fully committed to protecting and respecting your privacy in accordance with the General Data Protection Regulation and the Data Protection Acts 1988 to 2018 and employs appropriate technical and organisational measures to protect your information from unauthorised access.
2. Personal data will only be exchanged with other departments, agencies or public bodies in certain circumstances where this is provided for by law. Transparency and openness in the use of personal data held is important to DRCD and **County Kilkenny LEADER Partnership CLG** therefore we aim to fully inform all our customers about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by DRCD and **County Kilkenny LEADER Partnership CLG**.
3. The current legislation for Data Protection in Ireland is the Data Protection Act 2018 and the General Data Protection Regulations (EU 2016/679).
4. The Data Controller for the collection and processing of all personal data for the 2023 – 2027 LEADER programme, is DRCD itself, as a legal entity. The Data Processor of all personal data in respect of this application is **County Kilkenny LEADER Partnership CLG**.
5. The Data Protection Officer can be contacted at: [Dataprotectionunit@drcd.gov.ie](mailto:Dataprotectionunit@drcd.gov.ie), or by post at Department of Rural and Community Development, Trinity Point, 10-11 Leinster St South, D02 EF85.
6. Personal data processed by DRCD and **County Kilkenny LEADER Partnership CLG** will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force. Further information may be sought by DRCD and **County Kilkenny LEADER Partnership CLG** to clarify aspects of your proposal.
7. Rights of the individual in relation to personal data held by DRCD and **County Kilkenny LEADER Partnership CLG**: When you, as a customer, provide personal data to the DRCD and **County Kilkenny LEADER Partnership CLG** you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right(s) you wish to exercise: Customers of DRCD and **County Kilkenny LEADER Partnership CLG** have the following rights:
  - to information about how data is processed;
  - access to their own data;
  - rectification of their data;
  - erasure of their data;
  - ensure the notification of third parties of the rectification or erasure of personal data;
  - right to lodge a complaint with the Supervisory Authority;

- restriction of processing;
- data portability;
- objection to the processing of personal data;
- withdraw consent if they previously gave it in relation to processing their personal data;
- object specifically to the processing of personal data for the purpose of direct marketing;
- not to be subject to automated decision making;
- not to be subject to profiling.

## **Part B – Information specific to the personal data being collected**

*The following data is specific information in relation to the personal data processed for the submission of an application under the LEADER.*

8. **Specified purpose:** The personal data sought from, or previously furnished by applicants is required for the purpose of making an application to join this programme. Failure to provide all the personal data required to facilitate the processing of the application, under this programme will result in DRCD and **County Kilkenny LEADER Partnership CLG** being unable to process the application further. Failure to provide certain information required under the terms and conditions of this programme may result in the necessity to repay monies already paid under this programme.

The purpose for the processing of personal data is to, among other things, receive, analyse and process data from applicants. To communicate with applicants and/or their authorised agents and where applicable other authorised third parties. To subsequently receive and process the data of the approved participants for the fulfilment of their applications and make payments to them.

9. **Legal basis:** Article 6(1)(c) of the General Data Protection regulation (GDPR) provides for processing of personal data where it is necessary for compliance with a legal obligation to which the controller is subject; while Article 6(1)(e) provides for processing of personal data where it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

The LEADER programme is implemented pursuant to the CAP EU Regulations, including Regulations (EU) 2021/2115 and 2021/2116 of the European Parliament and of the Council as well as relevant secondary legislation, Ireland's CAP Strategic Plan, its Strategic Environmental Assessment and Appropriate Assessment and is operated by the DRCD and **County Kilkenny LEADER Partnership CLG** involved in the delivery of LEADER. Article 151 (1) of Regulation (EU) 2021/2115 and Article 101 of Regulation (EU) 2021/2116 (Processing and Protection of Personal Data), places a legal obligation on Member States to collect personal data to facilitate the implementation of the CAP Strategic Plan.

10. **Recipients:** When you submit an application for LEADER funding your personal data will be made available to DRCD and **County Kilkenny LEADER Partnership CLG** and may also be sought from and made available to other Government Departments/Agencies/Local Authorities/contracted parties, including but not limited to those listed below but only where there is a valid legal basis to do so. Anonymised data may also be shared between public bodies to support the achievement of government objectives.

Where appropriate, a Data Sharing Agreement will be put in place. The purpose of this sharing of data is to facilitate, among other things, the fulfilment of the obligations placed on Member States and objectives of the CAP Strategic Plan (CSP). Also, personal data may be released as required by relevant Data Protection legislation and the Freedom of Information Act 2014.

By signing this application form, the project applicant acknowledges that the information contained in this application form, the accompanying documentation and all subsequent documentation submitted regarding this grant application, may be made available to the DRCD and **County Kilkenny LEADER Partnership CLG** and those organisations listed below:

- Kilkenny Local & Community Development Committee;



- Kilkenny City & County Council;
- Evaluation Committee of County Kilkenny LEADER Partnership CLG.
- The Department of Agriculture, Food & the Marine (including publication of details of grant received on DAFM website);
- Pobal;
- E.U. Commission and E.U. Court of Auditors;
- Comptroller and Auditor General and any other Government Department or Agency;
- Accreditation Body.

but only where there is a valid legal basis to do so. The purpose of this sharing of data is for processing purposes, audit, evaluation purposes, controls relating to the legislation underpinning all Rural Development measures, as required by CAP EU Regulations, including Regulations (EU) 2021/2115 as well as relevant secondary legislation. Article 151 (1) of Regulation (EU) 2021/2115 and Article 101 of Regulation (EU) 2021/2116. DRCD and **County Kilkenny LEADER Partnership CLG** will not otherwise release any information received as part of this application except as may be required by law, including under the Freedom of Information Act 2014.

By signing this application form, the project applicant also acknowledges that the information contained in this application form may be validated with regard to financial or compliance requirements (e.g. State Aid regulations - Commission Regulation (EU) No 2023/2831, Agricultural De Minimis Regulation - Commission Regulation (EU) No 1408/2013) and by the **County Kilkenny LEADER Partnership CLG** with relevant third parties. The following grounds are identified as the legal basis: Article 6(1) (c) and (e) of the General Data Protection regulation (GDPR) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Personal data may be used for, among other things, statistical, research and analysis purposes in some circumstances, but will only be done so in compliance with the Data Protection legislation and the legislative measures under the CSP. Data used for such purposes will be pseudonymised (masked) or anonymised, as appropriate, to protect to the security and confidentiality of the data. The use of the data in this way may facilitate the DRCD in informing policy decisions into the future.

The onus is on the applicant to notify **County Kilkenny LEADER Partnership CLG** of any confidential material that it supplies in support of its application for funding, as all material and information provided including this application form will be subject to the Freedom of Information Act 2014. This includes information provided in its application form for funding and information that it provides subsequent to the application.

As part of this programme, if approved into the programme, you may be requested by the DRCD, **County Kilkenny LEADER Partnership CLG** or relevant agents acting on its behalf, to supply data in relation to your participation to this programme, and facilitate on-site inspections/assessments, where required for the purpose of assessment, verification, evaluation or research purposes as provided for under the CSP Regulations (e.g., EU Regulation 2021/2115 and EU Regulation 2021/2116). Not to supply such information may invalidate/cancel your application.

11. **Retention Period:** Personal data in respect of an application under this programme will be retained by the DRCD and **County Kilkenny LEADER Partnership CLG** only as long as is necessary in line with the purposes for which it was collected. After this time, it will be marked for destruction and will be destroyed or deleted in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.
12. **Data provision being statutory or contractual obligation:** The data provided for this purpose is being requested under the requirements of the CAP (EU) Regulations 2021/2115, 2021/2116 including relevant secondary legislation, as well as the CAP Strategic Plan, its Strategic Environmental Assessment, and Appropriate Assessment. If the applicant chooses not to provide necessary relevant information, their application for this programme cannot be processed further.
13. In accordance with Article 151(1) of Regulation (EU) 2021/2115 and Article 98 of Regulation (EU) 2021/2116, the details of all of the beneficiaries of CAP funding, both natural persons and legal entities, are published. The list of details to be published is contained in Article 49(3) of the Common

Provisions Regulation 2021/1060. In accordance with Article 44 of EU Regulation 2022/128, the VAT or tax reference number will be published where the applicant is a group, as defined in Article 2(11) of Directive 2013/34/EU.

14. Information from third parties: Data may be provided to the DRCD and **County Kilkenny LEADER Partnership CLG** by a third party on behalf of an applicant, where it can be shown that authorisation has been given by the applicant for this to take place.

In addition, the DRCD and **County Kilkenny LEADER Partnership CLG** may request and be in receipt of data from third parties, to facilitate, among other things, the fulfilment of the obligations placed on Member States and objectives of the CAP Strategic Plan (CSP) and other legislative provisions. This may cover areas such as management, control, audit and compliance, monitoring and evaluation obligations, and statistical purposes.

**Technical information on cookie data:**

Technical information on the cookies used on the Gov.ie website is available at the following link:  
<https://www.gov.ie/en/help/privacy-policy/?section=cookies>

**For Official Use Only – Optional, LAG may choose not to include this section**

<b>Expression of Interest Number:</b>	
<b>EOI Info Event Attended:</b>	
<b>Project Code:</b>	
<b>IP/LAG Training Workshop Attended:</b>	
<b>Project Promoter Code:</b>	
<b>Date of Receipt of Application:</b>	
<b>Project Development Officer:</b>	
<b>Office Address:</b>	
<b>Tel No:</b>	
<b>Mobile No:</b>	
<b>Email:</b>	

**Alignment with the Local Development Strategy:**

*Indicate which Theme, Sub-Theme and Objective the application refers to.*

<b>Theme:</b>	
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<b>Sub-Theme:</b>	
<b>Objective:</b>	
<i>Please outline a rationale for the chosen Theme, Sub-theme and Objective and outline the Strategic Action that best fits the project:</i>	