







RDP 2014 – 2020 (LEADER) County Waterford Information Booklet

INTRODUCTION

LEADER stands for "Liaison Entre Actions de Développement de l'Économie Rurale" which translates as "Links between the rural economy and development actions". It is a Community Led Local Development approach that involves the participation of rural communities in developing responses to the key economic, environmental and social challenges identified in their areas.

This booklet is for any group, business or individual wishing to apply for LEADER funding. The following sections will outline:-

- 1) An overview of the LEADER Programme in County Waterford and the various plans and partners involved in the programme.
- 2) The process of applying for grant aid up to approval stage.
- 3) The process after grant aid has been awarded.
- 4) The Promoters (Applicant) responsibilities for five years after the date of final payment.
- 5) Details of Ineligible Activities

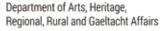








An Roinn Ealaíon, Oidhreachta, Gnóthaí Réigiúnacha, Tuaithe agus Gaeltachta





1) An overview of the LEADER Programme in County Waterford and the various plans and partners involved in the programme

Local Action Group Partners

Waterford Local Community Development Committee (LAG)

Waterford LEADER **Partnership** (Implementing Partner)

Waterford City & **County Council** (Financial Partner)

Waterford Local Community Development Committee (LCDC) was established in 2014 under the provision of Part 6 of the Local Government Reform Act. It is the Local Action Group (LAG) with ultimate responsibility for LEADER. It includes representatives from the Local Authority, other state agencies, community and voluntary sector and social partners. The LCDC have final approval on all project applications.

Waterford Leader Partnership CLG (WLP) on behalf of the Waterford Local Community Development Committee (LCDC) is responsible for delivering the new LEADER Rural Development Programme (RDP) worth

> €5,642,097.00 will be spent on projects. The responsibility for animation of projects and support to applicants to develop their applications for funding will be delivered by Waterford Leader Partnership.

> > Waterford City & County Council (WC&CC) are the Lead Financial Partner with responsibility for maintaining and retaining records of all financial aspects of the programme.

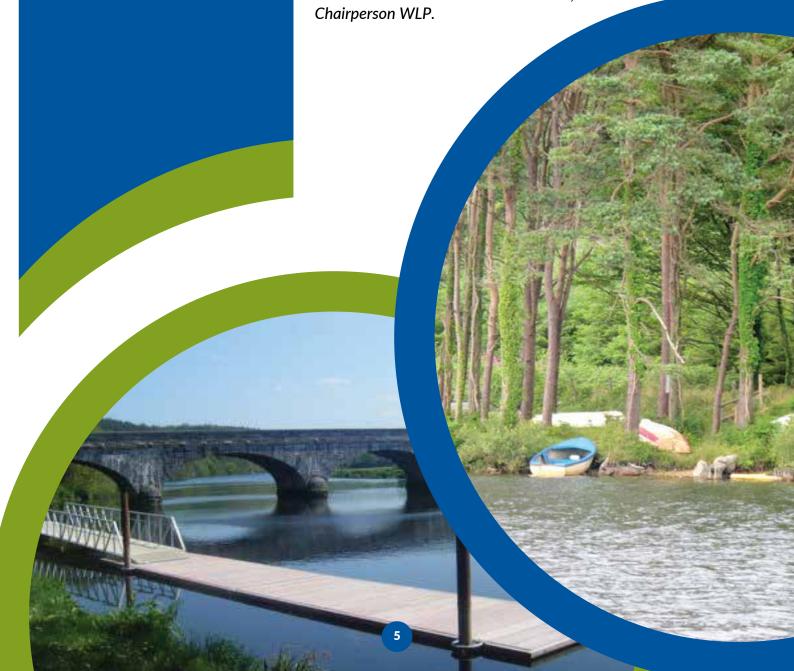
> > > While the overall RDP is delivered by the Department of Agriculture, Food & Marine (DAFM), LEADER is administered by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs.



The Waterford **Local Community** Development Committee, Waterford Leader **Partnership** (Implementing Partner) and Waterford City & **County Council** (Financial Partner) signed the contract with the Minister on Friday 8th July 2016 in Virginia, County Cavan.



Included in the photo are front row Mr Lar Power, WC&CC and Minister Humphries, Dept of Arts, Heritage, Regional, Rural and Gaeltacht Affairs and back row Ms Eleanor Burns, Board Member WLP and Mr Michael J Walsh,



Overview of Progamme

The priority for the new LEADER programme is to promote social inclusion, poverty reduction and economic development in rural areas. As LEADER aims to build the capacity and skills of the local community and socio-economic interests in County Waterford to tackle local development objectives, it directly contributes to the promotion of local development in rural areas, which itself has three areas of focus:

- 1. Facilitating diversification, creation of new small enterprises and job creation;
- 2. Promoting local development in rural areas;
- 3. Enhancing access to, use and quality of ICT in rural areas.

In addition, the LEADER programme outlines a series of key themes and sub-themes that will form the basis of LEADER activities in County Waterford.

RDP THEME:

Economic Development, Enterprise Development and Job Creation

Sub Themes:

Rural Tourism

Enterprise Development

Rural Towns

Broadband

RDP THEME:

Social Inclusion

Sub Themes:

Basic Services Targeted at Hard to Reach Communities

> Rural Youth

RDP THEME:

Rural Environment

Sub Themes:

Protection and Sustainable use of Water Resources

Protection and Improvement of Local Biodiversity

Development of Renewable Energy



Plans for Investment The Local Development Strategy

The County Waterford Local Development Strategy (LDS) is a community-led plan to address identified needs and a defined set of local objectives. The LDS details the proposed areas of investment during the programme. All projects funded must fit the objectives and actions identified in the LDS. Following please find a summary of the actions contained in the LDS.

Local Objectives (LO) / Title	Leader Theme/ Sub Theme	Strategic Action (SA)	Examples
LO 1 Tourism as a key driver of Economic Development Leader Budget €1,741,500	Rural Tourism	(SA 1.1) Activity Tourism Budget - €607,500	 Walking Cycling/ Mountain Biking Kayaking Yacht & Boat Chartering Angling Mountaineering Non-Core Activity Sports i.e. Iron Man, International Equestrian Events, etc.
		(SA 1.2) Culture & Heritage Product Development. Budget - €472,500	 Historic Sites/Great Houses & important Gardens open to the public. Cultural Tourism - Music/History/Irish Language Organisations interpreting and promoting the Gaelic Culture and the Planter/Quaker Culture
		(SA 1.3) Eco Tourism Product Development. Budget - €54,000	 Target areas such as the Waterford Estuary & Blackwater Valley, Copper Coast & the Comeragh's. Tourism Businesses
		(SA 1.4) Community Hostels, RV Parks, Glamping/Camping. Budget - €607,500	Community HostelRV Park / Glamping
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Local Objectives (LO) / Title	Leader Theme/ Sub Theme	Strategic Action (SA)	Examples
LO 2 Strategic & Collaborative Investment in Rural Enterprise Development to foster Rural Job Creation in local villages.	Enterprise Development	(SA 2.1) Capital Investment in existing and start up technology, graduate orientated rural businesses Leader Budget - €1,280,000	 ICT High end Light Engineering Micro Pharma Traded Services
LEADER Budget €2,148,000		(SA 2.2) Capital Investment in the Development of Rural Food Enterprises. Budget - €405,000	 Confectionary Cheese Manufacture Yogurts Ice Cream Specialised Dietary Foods
		(SA 2.3) Investment in Digital and New Media Budget - €405,000	 Invest in digital and other media providers in the County who are creating and supplying content to mainstream and other media outlets.
		(SA 2.4) Training to develop a Social Enterprise Network Budget - €26,000	 Invest in the training of twenty Community Organisations selected through a call process to; Function formally as Social Enterprises Organise themselves to ensure sustainability and financial viability Promote their services to the Statutory & Private sector purchasing officers.
		(SA 2.5) Fostering a local Enterprise Culture Budget - €32,000	 To provide training to Village groups on how to promote and foster an enterprise culture in their village.

LO 3 The revitalisation of local Villages through the development of Human Capital, and Capital Investment in two infrastructural projects LEADER Budget - €371,500	Rural Towns	(SA 3.1) Capital Investment in the redevelopment of one Industrial Heritage Building into modern Enterprise Space. Budget - €150,000	Through an open call process invite local communities involved in Social Enterprise to bid to redevelop a building with industrial heritage into a modern office facility in a rural village for rent to existing and new businesses.
DAVITY OLDS		(SA 3.2) Capital investment in the development of one new Industrial/Office Facility in a Rural Village. Budget - €187,500	Through an open call process invite local communities involved in Social Enterprise to bid to develop modern industrial office facility in a rural village for rent to existing or new businesses.
		(SA 3.3) Facilitation & Training of four geographic clusters to form economic development zones Budget €28,000	To train selected groups from a particular catchment area that it is in villages intrinsic self-interest to work with like-minded villages in their own catchment area to create a sustainable critical mass to be funded through initiatives such as REDZ
		(SA 3.4) Fostering Local Strategy Development at Village Level Budget - €6,000	Train 8 groups in Strategy Development for their local areas.

Strategic Action (SA)

Examples

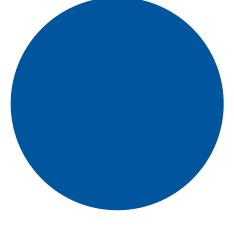
Local Objectives (LO) / Title

Leader Theme/

Sub Theme

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Broadband	(SA 4.1) Encouraging competition in the Rural Marketplace	Facilitate through community animation the introduction of new players to Rural Communities. Assist in connected Communities Initiative.
Basic Services targeted at hard to reach Communities	(SA 5.1) Through open call process, invite identified locations to submit bids for investment support into community service delivery hubs, with 4 potential benefactors Budget LEADER €780,000	Investment in 4 Community Hall type facilities. Sports halls will not be funded.
	(SA 5.2) Community Leadership Training for Established Voluntary Groups. Budget LEADER €34,000	The project involves the provision of training targeted at Voluntary not for profit groups on Community Leadership to assist communities in their community of place plans.
	(SA 5.3) Training for Communities to Support service delivery hubs. Budget LEADER €25,000	Training to assist dynamic active groups in Co. Waterford to acquire skill sets in collaborative working if they are to take on a participative role in the operation of service delivery hubs in communities
	targeted at hard to	Basic Services targeted at hard to reach Communities (SA 5.1) Through open call process, invite identified locations to submit bids for investment support into community service delivery hubs, with 4 potential benefactors Budget LEADER €780,000 (SA 5.2) Community Leadership Training for Established Voluntary Groups. Budget LEADER €34,000 (SA 5.3) Training for Communities to Support service delivery hubs.

Local Objectives (LO) / Title	Leader Theme/ Sub Theme	Strategic Action (SA)	Examples
LO 6 Rural Youth LEADER Budget €100,000		(SA 6.1) Training for Young Rural Dwellers to Support Employment Placement. Budget LEADER €30,000	In cooperation with the WWETB, Teagasc and the Waterford LEO, LEADER/RDP will pursue temporary placement and work opportunities for youths in rural areas with local employers in key opportunity areas, and will develop a training programme for rural youths to assist them maximise the temporary placements prior to taking up the placement.
			Capital assistance funding to help develop flexible approaches to youth service delivery in areas where there has been little provision such as Youth Cafe; Boxing Club Dungarvan; Comhaltas Musical Instruments
		(SA 6.3) Training to Establish a Pilot Care Farming Programme Budget LEADER €20,000	 Training for Farmers to participate in a trial pilot care farming initiative targeted at Rural Youth with Special Needs





Local Objectives (LO) / Title	Leader Theme/ Sub Theme	Strategic Action (SA)	Examples
LO 7 The promotion of greater environmental awareness through training and exemplar projects LEADER Budget €12,000	Rural Environment	(SA 7.1) Training Initiative for Local Communities on the need for and benefits of Bio-diversity. Budget LEADER €12,000	The provision of training to local community organisations on Bio diversity and the need to erase invasive species The provision of training to local to l
LO 8 The promotion of greater awareness around water and water usage through training and exemplar projects	Protection & Sustainable Use of Water Resources	(SA 8.1) Protection & Sustainable Use of Water Resources Budget LEADER €12,000	Provide Training to Local Communities on Water Conservation, and Water Recycling
LEADER Budget €52,000		(SA 8.2) Exemplar Small Scale Community Project on Water Conservation Budget LEADER €40,000	1 Small Scale Conservation Project operated by a local community that will assist in conserving water quality/water resources in a local area.
LO 9 The promotion of water based renewable energy LEADER Budget €261,436	Renewable Energy	(SA 9.1) Development of Renewable Energy Budget LEADER €261,436	This initiative will focus on the promotion of small hydro schemes. The LDS area has a number of large rivers and tributaries, and there has been a history of Hydro Power in the now defunct milling industries in places like Portlaw and Kilmacthomas. This initiative will harness the lessons of the areas rich industrial heritage for its future benefit.

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Rates of Aid

SUMMARY OF CURRENT FUNDING CEILINGS AND SUPPORT RATES			
Type of Project	Applicant	Maximum Rate of Aid	Maximum Funding
Investment & other supports (including animation undertaken as part of the implementation of a project)	Private	Up to a maximum of 50%	€200,000
Community		Up to a maximum of 75%	
Community under basic services targeted at hard to reach communities sub-theme		Up to a maximum of 90%	
Analysis and Development	Private	Up to a maximum of 75%	€30,000
Community		Up to a maximum of 90%	
Training	Private or Community	Up to a maximum of 100%	€200,000

Rate of Aid: Please note that the minimum grant amount is €5,000 and the maximum is €200,000. Consideration of the rate of aid offered will be done on a project by project basis.



Support Documents must include but are not limited to the following (additional supporting documentation may be required depending on your project):

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No 1: Fully completed signed, dated application form	No 9: Market Research Report
No 2: Proof of Classification of Promoter	No 10: Please provide a business plan or community continuity plan and performance indicators/expected impacts
No 3: Details of Procurement Process	No 11: Financial Statements - Audited Accounts / Projections
	 For existing companies that are subject to an audit, the 3 most recent years audited financial statements, signed by two directors & the auditor.
	 For existing companies that are audit exempt, the 3 most recent year's financial statements, signed by two directors & the accountant.
	 For existing sole traders/partnerships, the 3 most recent year's accounts, signed by the business owners & certified by the accountant.
	 For voluntary/community organisations, that are not companies, the 3 most recent accounts/income & expenditure statements signed by the Chairman & Treasurer/Secretary & 3 months bank statements projections.
No 4: Original Quotations / Tenders	No 12: Proof of Match Finance
No 5: Details of Planning Permission	No 13: Details of Insurance
No 6: Legal confirmation of Ownership/Lease	No 14: All Declarations in the application form must be signed & dated
No 7: Tax Clearance Certificate or TCAN Number & Tax Registeration Number	No 15: For promoter's who are not registered for VAT we will require confirmation of their status from Revenue at Application Stage & when each claim is submitted.
No 8: Details of Other Statutory	

No 8: Details of Other Statutory approval/permissions required



2) The process of applying for grant aid up to Approval Stage

TARGETED CALLS

In a change from the rolling application process that applied during previous LEADER programmes the new Programme will have competitive **Targeted Calls** for applications from different sectors at specific times throughout the duration of the programme. Sectors will be based on the themes and objectives agreed in the Local Development Strategy (LDS). Targeted calls with a pre-defined budget will assist in ensuring that only the best and most worthy projects will be approved for grant aid.

INFORMATION WORKSHOPS

Before each Targeted Call there will be Information Workshops organised to explain how the process will work. The Targeted Calls for different sectors will be publicised well in advance. We will initially invite "expressions of interest" (EoI) and then work with eligible potential applicants to guide them through the process. An EoI is the first step in a targeted call for applications and determines the eligibility of a project in relation to the Programme rules. The submission of an EoI form does not constitute approval for funding, nor does it indicate that a subsequent funding application will be approved.

It is important to note that attendance at a Workshop is mandatory if an applicant intends to participate in a Targeted Call.

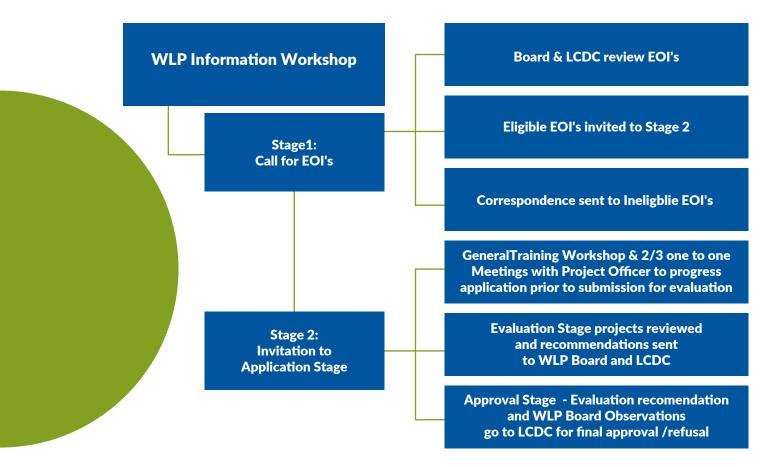
Advance notice of Information Workshops and Calls will be placed on **www.wlp.ie**

APPLICATION

Full Applications will be confined to applicants that have submitted an eligible Expression of Interest form and attended one of the mandatory Information Workshop. When your Expression of Interest form has been reviewed and approved by Waterford Local Community Development Committee, if eligible, you will be invited to complete a Full Application Form.

Completed applications received by the relevant deadline will be assessed by an Evaluation Committee and Board of WLP and a final decision regarding funding will then be made by the LCDC.





In order for projects to be considered for funding the promoter (applicants) must complete a two stage application process:

STAGE 1:

Attend one of the Information Workshops. When a Call is announced complete an "Expression of Interest" (EOI) form and submit to WLP by the required deadline. The EOI will be assessed (by the Board of WLP and the LCDC) to determine if your proposal meets the objectives of the LDS and complies with the LEADER Programme guidelines.

STAGE 2:

Applicants that are successful at Stage 1 will be invited to submit a full application with the required supporting documentation.

TIME FRAME:

A period of two months will be allocated to Stage 2 to give adequate time for preparation i.e. to prepare business plans, obtain quotations, planning permissions, etc.

TRAINING WORKSHOP/MEETING'S WITH WLP PROJECT OFFICERS:

During this period a further training workshop will be organised to go through generic queries relating to the application process. All promoters must attend the training workshop. In addition to attendance at the training workshop the promoters will meet with a WLP Project Officer for two to three additional meetings. These meeting will be one to one and will take place in the offices of WLP. The final meeting with the WLP Project Officer should be to review your completed application and supporting documentation prior to officially submitting your proposal to WLP for evaluation. The Project Officer may need to conduct a site visit at this stage.



Applicants that are unsuccessful at Stage 1 will be written to and advised of the reason why.

EVALUATION STAGE:

Applications must be returned fully completed, signed and dated with all the required documentation by the deadline set. The applications will firstly go through an internal review by WLP to ensure all the required documentation has been supplied. Incomplete forms or applications missing relevant information will be returned and not put forward for evaluation. The applications are then sent to an independent Evaluation Committee where they will go through a competitive process. Full details on the scoring criteria used, the operational guidelines and the summary actions from the LDS are available on http://www.wlp.ie/application-forms-guidelines/38-rural-development-leader-forms-2014-2020

APPROVAL STAGE:

The Evaluation Committee recommendation will be forwarded to the WLP Board for their observations. The WLP Board observations and the Evaluation Committee recommendations will be forwarded to the LCDC for final decision. Projects approved for grant aid will be inspected to ensure that the project has not commenced prior to approval. A contract for funding (Letter of Offer) will be issued for those projects approved for funding by Waterford LCDC. The contract must be signed by the applicant and returned within 15 days and before any project activity commences. Applicants that are unsuccessful at Approval Stage will be written to and advised of the reason why.

RIGHT TO APPEAL:

The applicant/promoter has the right to appeal all funding decisions by the LAG. All appeals by applicants and promoters to LAG decisions must be made to the LAG in the first instance. The LAG must notify the applicant or promoter, in writing, of the appeal decision within two months of the request. The applicant or promoter may appeal this decision, in writing, to the Department's Appeal Officer(s) within 21 days of the LAGs decision. The applicant or promoter must use the template appeal request form set out in Appendix 9. The appeal by the Department will only directly consider –

- the processes and procedures followed by the LAG in reaching its original decision and carrying out the review; and
- the LAG's interpretation of the relevant national/EU regulatory requirements.

The Department Appeal Officer(s) will notify the applicant or promoter of their decision within 21 days of receipt of the appeal. This decision will be final and will not be re-considered by the Department.



3) The process after grant aid has been awarded

Approval Stage

- A Pre grant offer inspection will be carried out to ensure that the project has not commenced.
- Following inspection and if project has not commenced a Letter of Offer will be issued by the LCDC.
- Signed contract to be returned to WLP within 15 days for uploading onto the DAHR&GA IT system.
- No project activity to commence until the signed contract has been returned.

Project Commences

- The promoter/project applicant are responsible for implementing the project as per the Letter of Offer.
- Phase payments will only be made if requested at application stage.

Claim Stage

- The grant is paid in arrears following the submission of a fully completed, signed and dated claim form from the promoter with the required supporting documentation.
- Each payment/claim will require a site visit to confirm that expenditure is in line with what was agreed in the Letter of Offer.

GRANT AID:

Following approval the promoter will receive an offer of grant aid (Letter of Offer) which they must sign and return to WLP. The offer is valid once WLP receive a signed copy of the contract. An acknowledgement letter will be sent to confirm receipt.

On receipt of the acknowledgement letter the promoter can commence with the project. If requested at application stage the project can be paid in phases. At each phase /one off payment the Project Officer will visit the project to ensure that the project is proceeding as outlined in the grant aid Letter of Offer.

CLAIM STAGE:

LEADER does not offer advance payments. The grant is paid in arrears following the submission of a fully completed, signed and dated payment claim form from the promoter with the required supporting documentation, including inter alia original receipted invoices and the relevant bank statements. Only expenditure identified in the grant offer can be claimed and should costs prove higher than expected no increase in grant aid will be given.

POINTS TO NOTE AT CLAIM STAGE:

 The description on all invoices must include the **Project Reference Number** preceded by the word **'LEADER'** in the order number section of the invoice.

- Phase payments are not allowed unless requested at the application stage.
- Submitted invoices are sufficiently clear to allow identification of all items and quantities of goods and services provided and do not include general or unspecific references such as 'goods provided' or 'services provided'.
- The promoter and all contractors/suppliers must be tax compliant and this must be confirmed at each payment date.



5 Year Rule:

- The project must remain in operation for a period of five years after the date of final payment.
- Annual In Operation Letters
- Random Inspection visits

Key Performance Indicators:

- KPI must be completed and returned yearly
- PPS numbers of all employees must be provided every year

Publicity Requirements:

- Random Inspections to ensure publicity requirements as outlined in LoO are being adhered to.
- Facilitate visits as requested.
- Promoters must acknowledge and give prominence to the EAFRD aid for their projects (Cost to be borne by the applicant)

4) The Promoters (Applicant) responsibilities for five years after the date of final payment.

PUBLICITY REQUIREMENTS

According to the European Commission and National Regulations, if a grant is awarded, all publicity must recognise the support of the European Commission, and/or the NDP (National Development Programme). The project promoter must acknowledge and give prominence to the EAFRD aid for their projects. The following logos must be included on all posters/plaques/billboards:

- Waterford Leader Partnership Logo
- "The European Agriculture Fund for Rural Development: Europe investing in rural areas" logo
- The Rural Development (Leader) Logo
- The Departments of Arts, Heritage, Regional, Rural & Gaeltacht Affairs Logo
- Waterford Local Community Development Committee
- Waterford City & County Council

 Others as advised by Waterford Leader Partnership (WLP) CLG
 In addition to the above, the following text must also be included:

 This project has been co-funded under the EU Rural Development (LEADER) Programme implemented in County Waterford by Waterford Leader Partnership CLG.



Please note that you will be required to do the following depending on the amount of grant aid awarded.

- a) Where total public support exceeds €10,000, promoters are required to erect at least one poster with information about the operation (minimum size A3), highlighting the financial support from LEADER at a location readily visible to the public, such as the entrance area of a building
- b) Where total public support exceeds €50,000, the beneficiary shall place an explanatory plaque with information about the project, highlighting the financial support from LEADER.
- c) Where total public support exceeds €500,000 & Other Investments, the promoter must erect a temporary billboard of a significant size for each operation consisting of the financing of infrastructure or construction projects for which the total public support to the operation exceeds €500,000.

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No later than three months after completion of the operation, the beneficiary shall put up a permanent plaque or billboard of significant size at a location readily visible to the public for each operation that fulfils the following criteria:

- (i) The total public support to the operation exceeds €500,000
- (ii) The operation consists of the purchase of a physical object or of the financing of infrastructure or of construction operations.

The billboard shall state the name and the main objective of the operation and highlight the financial support provided by the Union.

All plaques will be provided by Waterford Leader Partnership CLG and must be paid for and erected by the promoter.

Please note: Details of Rural Development (LEADER) Programme beneficiaries may be published on the Department's, LAG & IP website. Details will include the name of the project promoter/beneficiary, the town where the beneficiary resides or is registered (including postal code if available), and the total amount of public funding received.



5) Ineligible Activities

Ineligible Activities

Aid shall not be awarded or paid in respect of the following areas:

Agriculture*	Fisheries	Loans	Working capital (including stock)
Insurance for project promoters	Horticulture (including bee-keeping)	Payments for gifts, donations or personal entertainments	Statutory fines and penalties, criminal fines and damages
Legal expenses in respect of litigation	Costs associated with meeting a legislative or statutory requirement	Planning application fee	Reclaimable VAT
Improvements refurbishment of private residential property	General maintenance works of public bodies	Childcare	Health Care
Nursing homes	Housing	Race and sport horse industries	Greyhound Industry

Conventional retail operations, excluding community based shops and farm shops selling locally produced produce

Courses of instruction or training which form the part of normal education programmes or systems at secondary or higher levels. Note: This includes the rural development diploma and degree

Projects that already have other EU funding either directly or through a national programme

Conventional motor vehicles, including cars, industrial/farm/construction vehicles, vans and buses

*LAGs should firstly ascertain if the activity/animal has been covered by any current or previous DAFM scheme. Furthermore, if the activity does not qualify for DAFM funding, that does not automatically mean that it will qualify for LEADER funding as the core activity may still be deemed to be "agriculture" e.g. goat farming, poultry production, fruit, small scale market gardens etc.

Please note:-

- Projects will not be grant aided which are capable of proceeding without LEADER funding ('deadweight')
- Displacement occurs where an activity funded impacts negatively on activity elsewhere
- LEADER will not fund projects that are eligible

- under other EU funded schemes or can be funded by other agencies
- LEO's have primary responsibility for micro enterprise support (0-9 employees) & will assist promoters with skills necessary to implement their projects



The information contained in this document is for guidance purposes only and must be used in conjunction with the Operational Rules of the Rural Development LEADER Programme, which are subject to change. The Waterford **Local Community Development** Committee operates the LEADER Programme based on the rules as laid down by the Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs. These rules can be subject to change by the Department over the duration of the programme. A full version of the Operational Rules can be downloaded from www.wlp.ie

The Waterford Local Community Development Committee, its Implementing and Financial Partners, accept no liability for any errors or omissions contained in this document.

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