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2040

Arna chomhchistiú ag an Roinn Forbatha Tuaithe agus Pobail
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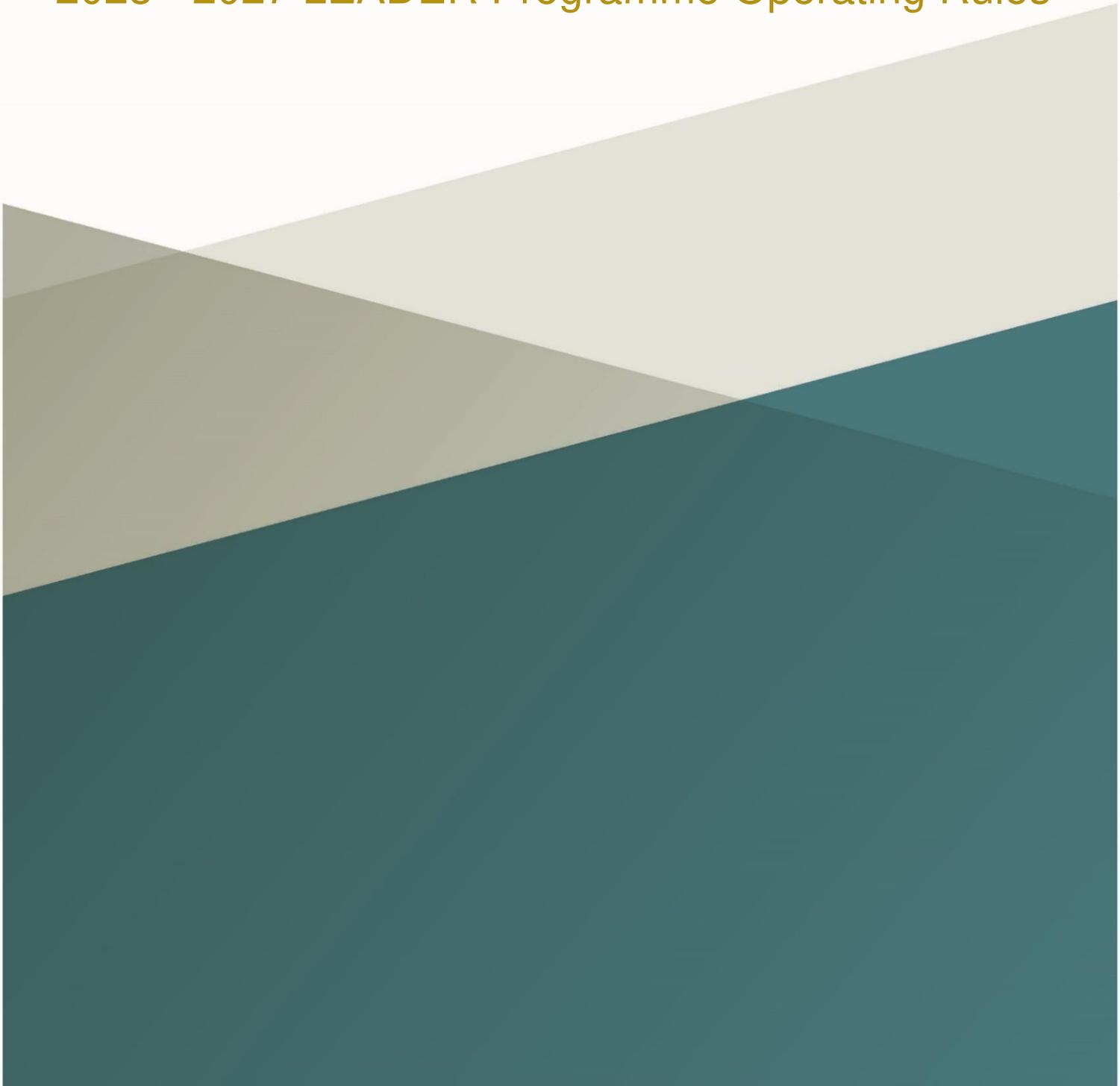
Ár dTodhchaí
Tuaithe
Our Rural
Future



Arna chomhchistiú ag
an Aontas Eorpach
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the European Union

Guidelines for 2023-2027 LEADER Co-operation Projects

2023 - 2027 LEADER Programme Operating Rules



Version History

Version	Updated Content	Date
1	2023 - 2027 LEADER Programme Co-operation Operating Rules	30/01/2024

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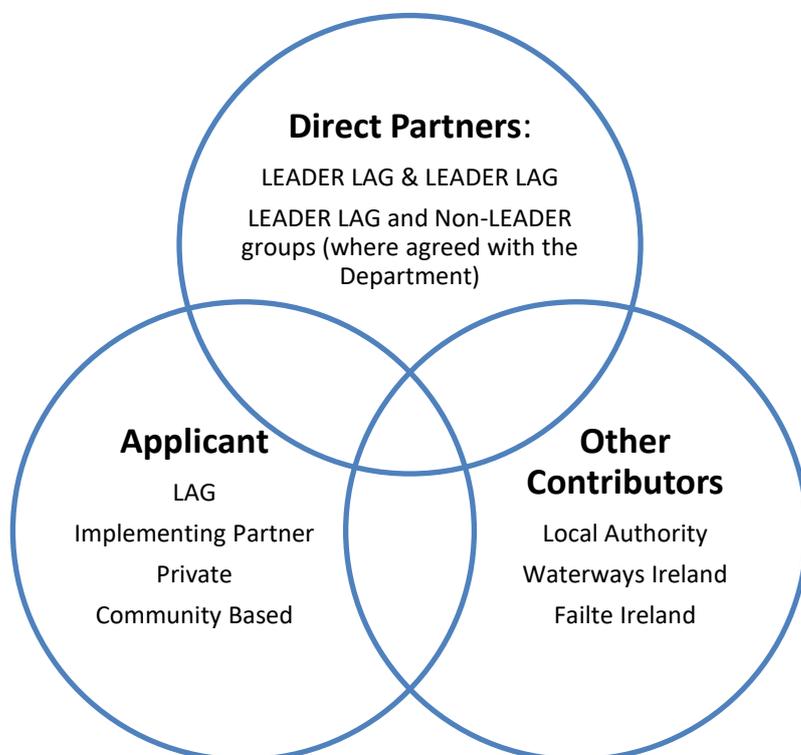
1. Introduction

Co-operation enhances the innovative character of local development by combining knowledge, skills and experience in thematic areas common to the strategies of each participating LAG area. Co-operation can encourage complementary actions in different LAG areas or provide the critical mass required for a joint project to be viable.

Co-operation projects must:

- Address the themes and objectives identified in the strategies of the LAGs based in Ireland;
- Deliver added value to the LAG areas, the activities targeted, the people involved and/or the local populations;
- Have a clear and defined rationale for co-operating, i.e. deliver benefits over and above that which each group could do on their own;
- Have well-defined and realistic objectives that are identified as part of the application.

2. Partners, Contributors and Applicants



Where a partnership between a LAG and non-LEADER Groups is being considered, this should be approved by the LEADER Policy & Operations Unit of the Department before proceeding.

2.1 Partners

A co-operation project is one which takes place as a joint action between two or more direct partners and which provides mutual benefit for each partner. For most, if not all co-operation projects, it is envisaged that the direct partners will be between LEADER Local Action Groups i.e. the partners will be LEADER LAGs. The Implementing Partners cannot enter into a co-operation project in their own right i.e. as a direct partner, as the relationship is at LAG level. However, in the majority of cases, it is likely that the actual co-operation activity/interaction/management will in practice take place between the Implementing Partners on behalf of the LAGs.

Research Bodies cannot enter into a co-operation project in their own right i.e. as a direct partner, as the relationship is at LAG level. Per Article 77(5) of EU Regulation 2021/2115, Research Bodies are not eligible for financial support under co-operation.

Co-operation projects can also take place between a LEADER LAG and:

- a group composed of representatives of public and private local socioeconomic interests in a rural territory that is implementing a local development strategy within or outside the Union; or,
- a group composed of representatives of public and private local socioeconomic interests in a non-rural territory that is implementing a local development strategy.

Departmental approval must be obtained from the outset where the Direct Partner of a LAG in a Co-operation project is not another LAG. The e-mail address for requests for approval is: [OR2327@drcd.gov.ie/](mailto:OR2327@drcd.gov.ie)

2.2 Contributors

The co-operation project may also involve other contributors which are not applicants or direct partners of the project but who may be able to support delivery of the project. Examples of other contributors that can bring additional expertise and added value to the project include Local Authorities and Waterways Ireland.

2.3 Applicants

The applicants for a co-operation project do not need to be the LAGs themselves. While a co-operation project is a partnership between two or more LAGs, the applicant and ultimate project promoter can be a LAG, an Implementing Partner, a private enterprise or a community based applicant in the same manner as for any other LEADER project.

In cases where the LAG is not the applicant/project promoter, the project will be delivered by the applicant/project promoter (e.g. Community group, Implementing Partner, etc.) once approved by their respective LAGs.

3. Eligibility Conditions – General Principles

3.1 Geographical Scope

The eligibility requirements with regards to the location of any investment is that the project must be to the benefit of the sub-regional area covered by the respective LAG areas. All or part of an operation may be implemented outside the Member State concerned, including outside the Union, provided that the operation contributes to the achievement of strategic objective 8 of the CAP Strategic Plan.

3.2 Primary Eligibility Criteria & Scope of Projects

The qualifying criteria for co-operation projects are as follows:

- The co-operation action must involve Direct Partners as described in section 2;
- It must set out actions and outcomes with clear plans for dissemination of the results;
- It must involve the implementation of a joint action.

As with all LEADER projects, the co-operation project must be in line with the LEADER themes outlined in the 2023-2027 LEADER Operating Rules and the objectives set out in the LAG Local Development Strategy (LDS), and must be to the benefit of the region covered by the respective LDS.

Examples of co-operation projects include:

- Assisting local industry in targeting new markets;
- Improving the quality of products manufactured by co-operating in relation to processing techniques;
- Joint marketing and short supply chain activities;
- Introducing new approaches in areas such as town and village renewal, rural tourism or environmental management by building on the experience of LAGs in other areas,
- Providing economies of scale or critical mass to enable a project which would not have been possible within a single LAG area.

Co-operation projects that include elements of knowledge transfer / training-type activity must take account of the following principles:

- support shall not include courses of instruction or training which form the part of normal education programmes or systems at pre-school, primary, secondary or higher levels up to and including FETAC & QQI Level 10;
- the activity must be based upon the transfer of knowledge and skills from one partner region to another, or across the territories concerned on a common theme;

- the activity must result in measureable added value for the area and not replace or compete with similar provisions already in existence in the area.

3.3 Eligibility of Common and Local Costs

Common costs are those incurred and jointly shared among partners in the co-operation project. Local costs are incurred for activities that directly relate to the costs of the co-operation project in each LAG area and the cost is not shared with other LAGs.

LAGs sharing common costs must ensure that a single invoice is forwarded to one lead LAG who will take responsibility for payment and subsequent invoicing of partner LAGs to recoup their respective contributions.

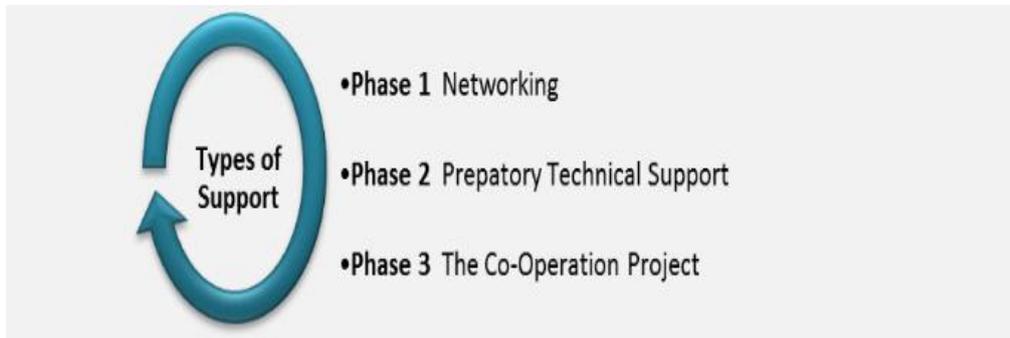
The table below lists examples of Common and Local Costs

Cost Type	Eligible Cost	Examples
Common Costs	Concepts, planning and certification expenses	<ul style="list-style-type: none"> • Preparatory activity: expenses relating to conception and development of the project; general expenses relating to the organisation and coordination of planning and pre-development activities
	Interpretation	<ul style="list-style-type: none"> • Preparatory and Co-operation activity
	Translation	<ul style="list-style-type: none"> • Preparatory and Co-operation activity:
	Surveys	<ul style="list-style-type: none"> • Development, elaboration & implementation
	Studies	<ul style="list-style-type: none"> • Feasibility studies, research, specific consultancies and associated activities
	External consultants, coaching,	<ul style="list-style-type: none"> • Best practice exchange, including the recourse to third parties for research, evaluation and the transfer of experience
	Training	<ul style="list-style-type: none"> • Training/dissemination among members of participating LAGs • Training module development and introductory/pilot training of beneficiaries
	Project information	<ul style="list-style-type: none"> • Public relations - promotional material (flyers,

	& communication	<p>leaflets, guides, websites), events,</p> <ul style="list-style-type: none"> • Investments in equipment for communication
	Managing the project	<ul style="list-style-type: none"> • Expenses of the lead partner LAG for coordination activities of the project, monitoring and evaluation of the project, if and as agreed by partners, not including salaries.
	Running a common structure / network	<ul style="list-style-type: none"> • Expenses relating to the constitution and running of a common structure
Local Costs	Construction costs	<ul style="list-style-type: none"> • Costs associated with the building / creation of a tangible, fixed asset
	Office equipment	<ul style="list-style-type: none"> • Purchase of telephone and computer services
	Travel & accommodation	<ul style="list-style-type: none"> • International & local travel expenses in line with the conditions of, and up to the level of, the prevailing Civil Service rates only
	Seminars, Workshops	<ul style="list-style-type: none"> • Room rental for joint meetings (note: if meetings are related to coordination, these can be considered common costs) • Preparatory activity: partner search – study visits and associated activities
	Organising meetings	<ul style="list-style-type: none"> • Coordination of partner meetings including travel costs (note: if meetings are related to coordination, these can be considered common costs), board and accommodation, local transport, mission allowance, hire of premises and equipment • Preparatory activity: partner search – including the hire of premises, equipment & catering • Catering costs are only eligible for meetings between co-operation partners and can only cover the following; <ul style="list-style-type: none"> ➤ Tea & Coffee up to a maximum of €7 per person ➤ Lunch up to a maximum of €15 per person

4. Types of Support – Project Phases

Co-operation activities take time to identify, plan, implement and manage. The three phases of a co-operation project are as follows:



4.1 Phase One - Networking

A key element of the animation activity of the LAG is networking. This provides LAGs with the opportunity to identify and develop links with other LAGs and organisations. Networking is considered as the starting point for co-operation activity.

Costs incurred by LAGs involved in this type of networking activity, such as travel and accommodation, are payable from the LAG's existing Administration & Animation budget and may not be a separate project under the programme.

4.2 Phase Two - Preparatory Technical Support Project (Pre-Development phase)

Phase two precedes the full co-operation project and allows LAGs, project promoters and other contributors to meet and to investigate the merit and potential to develop concrete actions that could form a full co-operation project.

It also provides an opportunity to develop an application and a cooperation agreement in preparation for the full co-operation project in Phase 3. Preparatory technical support (Pre-Development Phase) could involve a feasibility study, market analysis and / or elaboration of the common issues that contribute towards a series of actions of mutual benefit to all of the LAG areas involved. This type of project, by its nature, will inform whether or not a full co-operation project should proceed; although it is not mandatory to avail of this funding under phase 2 in advance of a full co-operation project.

Approval of a Preparatory Technical Support project by the LAG is contingent on all of the parties involved in the project demonstrating that they are envisaging the implementation of a full co-operation project. The application should at least identify the objectives and the character of a possible full co-operation project. Receiving preparatory technical support does not imply an obligation to subsequently carry out a full co-operation project – the decision to proceed further will be informed by the outcome of the pre-development phase.

The costs eligible for preparatory technical support include:

- costs related to exchange of experience (e.g. meetings with potential partners, travel, accommodation, and interpreter's fees) that are specific to the project.
- project pre-development costs (e.g. project feasibility study, consulting for specific issues, translation costs etc.).

As with all projects, these costs must be incurred after the letter of offer/contract is signed.

The maximum grant amount per Preparatory Technical Support project is €6,000 at a rate of up to 100% per LAG. Funding can only commence where all elements of the preparatory co-operation projects have been approved by all the respective LAG partners. Funding cannot be provided by the LAG for any element of a preparatory co-operation project once an agreement for a full co-operation project has been completed i.e. Phase 2 must precede phase 3.

All claims for preparatory technical support must be submitted together (i.e. no phased payments) and payment will only be made by the LAG where accompanied by an end of project report describing the engagement undertaken, the issues addressed, any research/analysis undertaken, the outcome of the project and lessons learned for future co-operation

4.2.1 Preparatory Technical Support Application process

- Please see Appendix 1 - Flow Chart for Preparatory Technical Support Projects up to Letter of Offer Stage.
- The application process for Preparatory Technical Support projects is the same as for any other LEADER project, i.e. an EOI and the Standard Application Form must be completed and submitted to each LAG for approval.
- Each project applicant must complete its own application form. However, the applicants can share text for common sections of the application form, e.g. project description, so as to reduce the administrative burden of the application process.
- All planning and procurement must be completed at application stage; i.e. provisional approval is not permitted.
- For travel and subsistence cost, the prevailing Civil Service Rates apply. In the case of flight and hotel costs only, these costs can be approved by the LAG based on estimates from an internet search. The actual flight and hotel costs incurred will be claimable provided the €6,000 threshold for Preparatory Technical Support Co-operation projects is not exceeded.

- The Standard Project Assessment Report must be completed for the preparatory co-operation project:
 - A separate report should be completed by each LAG as is the case for all projects, common information can be shared between each LAG to assist in completing the report.

OR

- Where there is a high degree of commonality between each area, the Lead LAG can agree to produce a single report to cover all areas – this must reflect the individual circumstances in each LAG area including how it fits with each LDS, different financial arrangements etc.
- The participant LAGs may consider the project for approval based on:
 - an evaluation completed by its own Evaluation Committee in the same way as for all other LEADER projects.

OR

- an evaluation completed by one selected Evaluation Committee from a partner LAG in Ireland. Where a single Evaluation Committee is used, the Project Assessment Reports from each partner LAG must be forwarded to this Evaluation Committee for consideration or a single Project Assessment Report must be completed which reflects the position in all LAGs as noted above.
- The following criteria should also be taken into account by the LAG when determining eligibility of a preparatory technical support co-operation project:
 - Who has been identified as partner(s)* and what value do they add to the project? (* identify by region/country)
 - Identify why the project is likely to be achievable if undertaken as a joint Cooperation action as opposed to a regular project.
 - What networking activity has already taken place with this/these potential partner(s) in association with this potential project?
 - Identify how the need/demand for the project was identified?
 - Identify why the proposed project is likely to be achievable, if undertaken as a joint Co-operation action as opposed to a regular project?

- A sample Evaluation Committee Scoresheet (see Appendix 3) is provided and may be adapted by the LAG to suit its own local needs provided that all of the assessment requirements are met.

- The Partner LAGs should submit their respective applications for Administrative Checking, as is the case with other LEADER projects and, once completed, it can be forwarded to the LAG for decision.
- For transnational co-operation projects, all approvals for Preparatory Technical Support will be made conditional upon the other parties also gaining approval from their Managing Authorities/Funders. An e-mail from the partner LAGs outside Ireland stating that the project has been approved will suffice at application stage and confirmation of this approval from the Managing Authority must be provided at claim stage.
- Each LAG must issue a letter of offer for Preparatory Technical Support to the relevant applicant once the Preparatory Technical Support project application has been approved by the LAG.
- Each LAG retains responsibility for delivery of the Preparatory Technical Support project in its own area in the same manner as for all other projects.
- If one of the partners withdraws from the process after the project has been approved by the LAG and/or contract is signed, the continued viability of the project must be discussed with the Department. The Department may allow the project to continue where it is satisfied that the project can still deliver on its objectives in the remaining LAG areas.
- Where the Preparatory Technical Support co-operation project applicant is the LAG or Implementing Partner (in-house projects), the LAG must ensure an appropriate segregation of duties between:
 - staff involved in the project application and delivery elements; and,
 - staff involved in project evaluation and administration process.

4.3 Phase Three - the full Co-operation project

Phase three involves the implementation of a definite joint project with clearly defined deliverables producing benefits for all of the participating areas. Projects can be focused on a broad range of actions such as capacity building, common publications or physical investment.

The project is managed under a coordinating/lead LAG (or by the Implementing Partner on its behalf) that must be identified at the application stage. In all types of co-operation projects, the direct partners and applicants (where the applicant is not the LAG partner) must pre-define / agree the key criteria related to the activities to be selected and carried out. It is also important that all parties keep each other informed about progress with the project and any changes to its implementation.

The maximum grant amount per full co-operation project is €200,000 per partner LAG and costs incurred may be reimbursed at the same rate as applies for all LEADER projects. The final payment for a full co-operation project will only be made where accompanied by an end of project report briefly describing the engagement undertaken, the issues addressed, any research / analysis if undertaken, the outcome of the project and lessons learned for future co-operation. This report should be provided regardless of the type of investment carried out.

4.3.1 The Co-Operation Project Application Process

- Please see Appendix 2 - Flow Chart for Full Co-operation Projects up to Letter of Offer Stage.
- A new project application is required regardless of whether the project was the subject of funding under Phase 2 or not, i.e. preparatory technical support funding.
- The application process for full Co-operation projects is the same as for any other LEADER project, i.e. an EOI and the Standard Application Form must be completed and submitted to each LAG for approval.
- Each project applicant must complete its own application form. However, the applicants can share text for common sections of the application form (e.g. project description) so as to reduce the administrative burden of the application process.
- All Planning and Procurement must be completed at application stage, i.e. Provisional Approval is not permitted.
- It should be noted that for Phase 3 - full co-operation projects, there is no requirement to have completed Phase 2 Preparatory Technical Support.
- The Standard Project Assessment Report must be completed for a full Co-operation Project.
 - A separate report should be completed by each LAG, as is the case for all projects, common information can be shared between each LAG to assist in completing the report.

OR

- Where there is a high degree of commonality between each area, the Lead LAG can agree to produce a single report to cover all areas – this must reflect the individual circumstances in each LAG area including how it fits with each LDS, different financial arrangements etc.
- The following criteria should also be taken into account by the LAG when determining eligibility of a full co-operation project:

- Who has been identified as partner(s)* and what value do they add to the project? (* identify by region/country)
 - Identify why the project is likely to be achievable if undertaken as a joint Cooperation action as opposed to a regular project.
 - What is expected that a full co-operation project will achieve and what are the desired outcomes for the Local Action Group area from the potential Co-operation project – including the concrete project proposal, which might ultimately result from the co-operation?
 - What networking activity has already taken place with this/these potential partner(s) in association with this potential project?
 - How was the need/demand for the project identified?
 - Identify the project goals and the activities that will be taken to achieve these goals.
 - Identify the role of each partner in organising and implementing the project.
 - Identify the arrangements for organising, monitoring and evaluating the project:
 - What are the expected results of the project?
 - A timetable for the project implementation and management should be in place.
- The participant LAGs may consider the project for approval based on:
 - an evaluation completed by its own Evaluation Committee in the same way as for all other LEADER projects.

OR

- an evaluation completed by one selected Evaluation Committee from a partner LAG in Ireland. Where a single Evaluation Committee is used, the Project Assessment Reports from each partner LAG/IP must be forwarded to this Evaluation Committee for consideration or a single Project Assessment Report must be completed which reflects the position in all LAGs as noted above.
- A sample Evaluation Committee Scoresheet (see Appendix 4) is provided and may be adapted by the LAG to suit its own local needs provided that all of the assessment requirements are met.

- For transnational co-operation projects, all approvals will be made conditional upon the other parties also gaining approval from their Managing Authorities / Funders. An e-mail from the partner LAG outside Ireland stating that the project has been approved will suffice at application stage and confirmation of this approval from the Managing Authority must be provided at claim stage.
- Each LAG must issue a letter of offer for full Co-operation project support to the relevant applicant once the full Co-operation project application is approved by the LAG.
- Each LAG retains responsibility for delivery of the full Co-operation project in its own area in the same manner as for all other projects.
- If one of the direct partners withdraws from the process after the project has been approved by the LAG and/or contract is signed, the continued viability of the project must be discussed with the Department. The Department may allow the project to continue where it is satisfied that the project can still deliver on its objectives in the remaining LAG areas.
- All parties engaging in a full co-operation project must enter into a written Co-operation Agreement before commencement of the project.
- Where the co-operation project applicant is the LAG or Implementing Partner (in-house projects), the LAG must ensure an appropriate segregation of duties between:
 - staff involved in the project application and delivery elements; and,
 - staff involved in project evaluation and administration process.

4.4 Administration and Animation costs

The administration and animation budget ascribed to the Local Development Strategy of the LAG will be used to cover Administration and Animation costs for Phase 3 projects only.

5. Co-operation Agreement

All of the participants (LAGs/IPs/Applicants) engaging in a full co-operation project must enter into a written Co-operation Agreement before commencement of the project in their respective region. The Co-operation Agreement is separate from the Letter of Offer/Contract. With a view to ensuring effective project management, it is important at the outset to clarify:

- the goals to be achieved;
- the roles and responsibilities (for management, co-ordination, monitoring and evaluation);
and
- the financial contributions of each partner.

A Co-operation Agreement is not required for Pre-Development activities (Phase 2 projects). However, LAGs may decide to develop a written agreement to record the role of involved partners, the common objectives of the Pre-Development activity and how costs will be shared and paid.

The Co-operation Agreement for full Co-operation projects must be signed by all the participants and should set out:

- a written undertaking by the participants with the name and address of the Lead Partner and all other participants involved
- a detailed description of the project
- how the need/demand for the project was identified
- the project goals (inputs; outputs; and impacts) and the activities that will be taken to achieve them
- the role of each party in organising and implementing the project;
- the financial participation of each partner in the project; and all components of the whole budget for the joint initiative.
- The arrangements for payment of shared costs.
- the arrangements for organising, monitoring and evaluating the project;
- a timetabled project implementation and management plan;
- procedures for amending the Agreement.

- Details of all components of the overall joint initiative budget and a detailed description of the project

The Co-operation Agreement must be signed by all co-operation partners before commencement of the project.

6. Management process

Each participating LAG is responsible for the component of the project in their own area and each component is recorded as a unique project on the LEADER IT system, with the other components cross-referenced. When recording the project on the LEADER IT system each LAG will be prompted to select their Partner LAG and Project Reference Number on the LEADER IT system. These details must be added at Stage 2, as additional co-operation partners cannot be subsequently added.

The co-operation partners must identify a Lead LAG. The Lead LAG will be responsible for coordinating the project although the tasks involved can be divided between the LAGs and others in any way, which the partners agree. The Lead LAG can change during the delivery of the project with the agreement of all partners. This must be updated on the LEADER IT system at the time the change occurs.

The Lead LAG should ensure that a consistent approach is adopted across all participating LAGs, including the use of the same terminology (e.g. name of project), the same project description, application details, etc.

The Department will inform the European Commission of all approved transnational Co-operation projects. Details will be requested from the Lead LAG in this regard, where the Lead LAG is from Ireland.

7. Letter of Offer

The letter of offer must issue from each LAG involved in the co-operation project and each LAG retains responsibility for delivery of the project in the same manner as for all other projects. A letter of offer/contract must issue for both the preparatory technical support project (Phase 2 projects) and the full co-operation project (Phase 3 projects).

8. Project Delivery and payment Claims

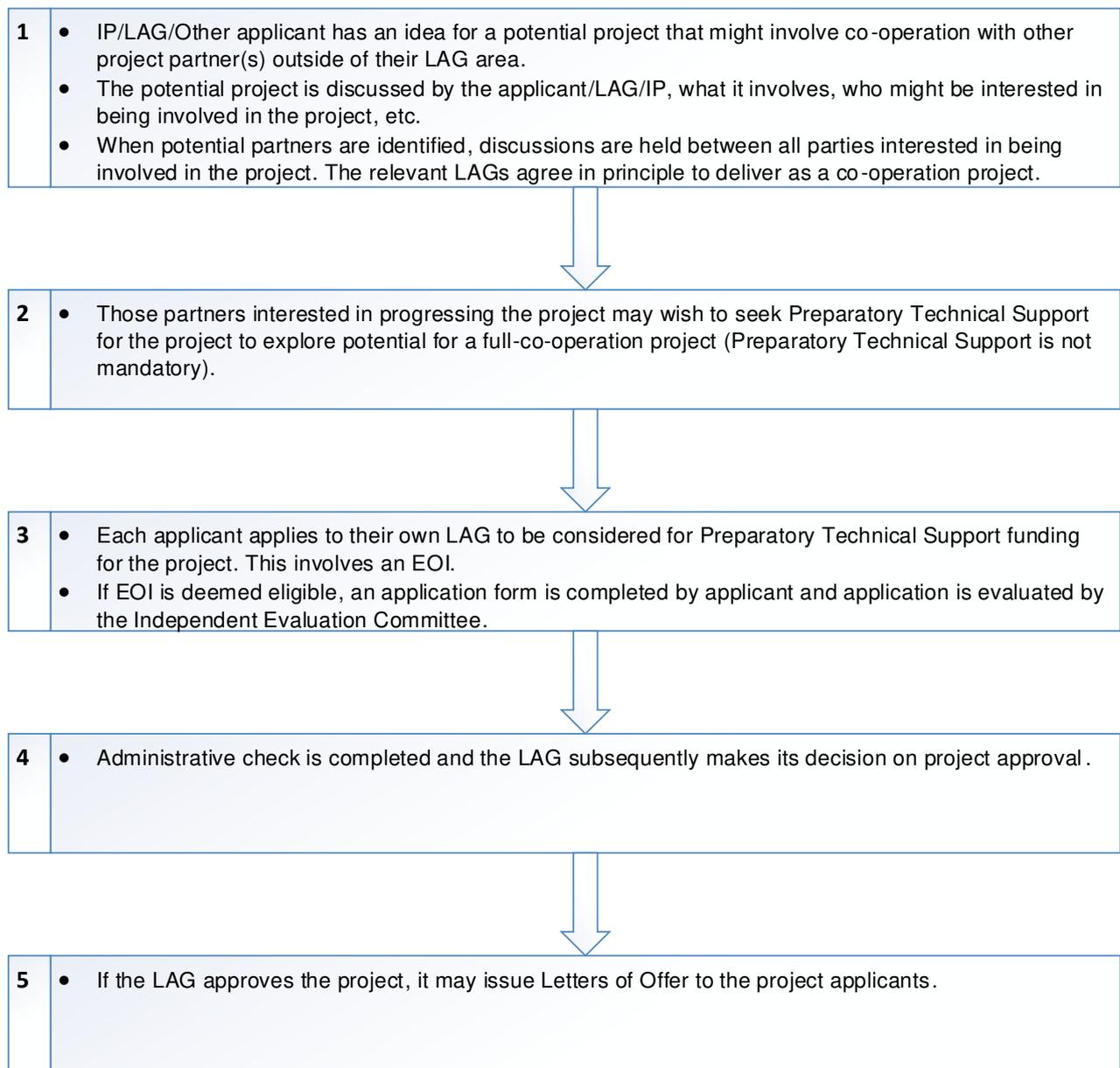
The co-operation project should be delivered as per the approved application and agreement between the LAGs involved. Each LAG makes separate payment claims in respect of their own project component. Where project costs are shared:

- claims for payment, together with invoices, receipts and supporting documents, should in the first instance be submitted to the Lead LAG to complete its administrative checks. The Lead LAG pays its portion of the grant aid to the applicant on the eligible expenditure established. This documentation can then be copied to the partner LAGs to process their element of the grant aid.

OR

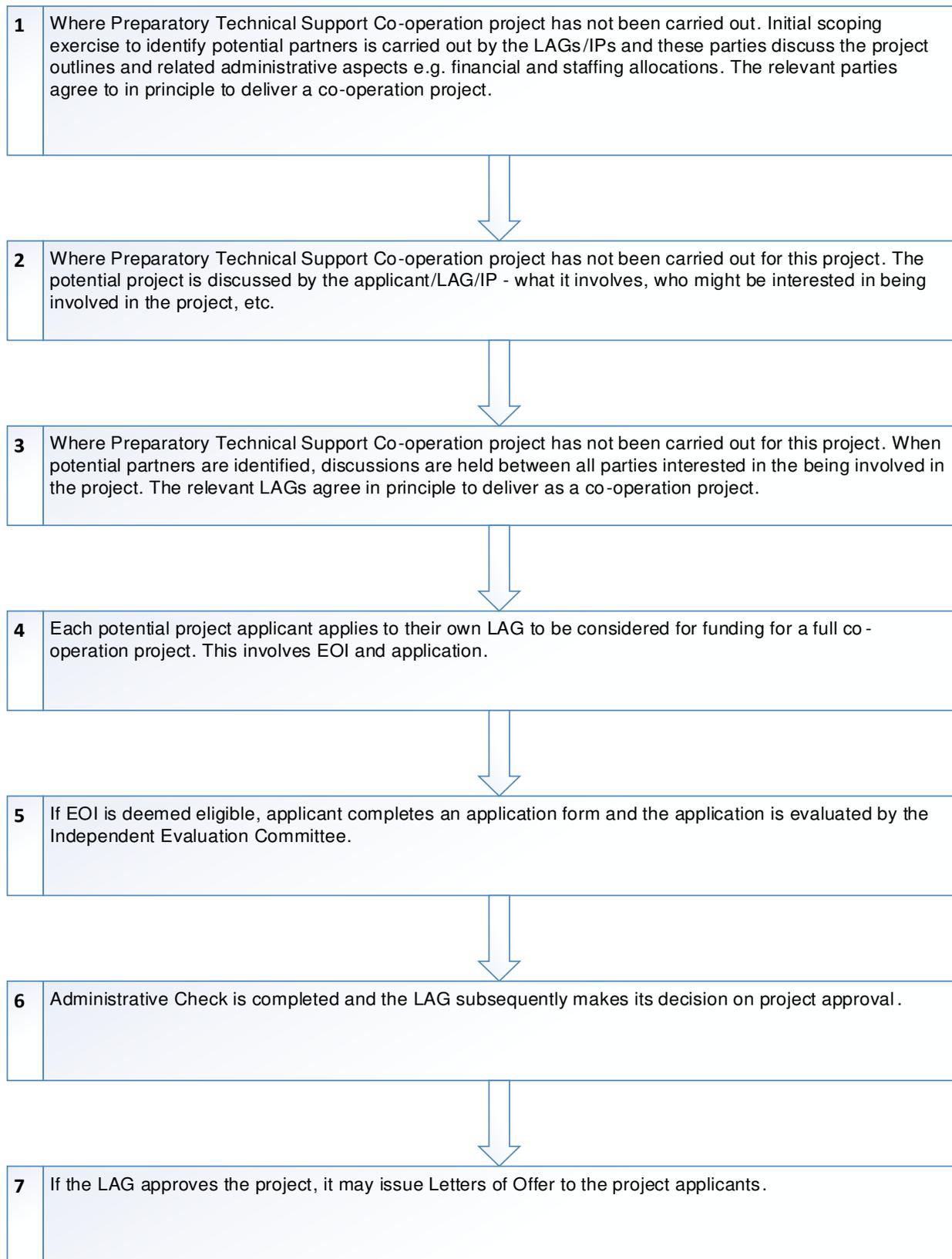
- the Lead LAG may pay the full cost for shared elements of the project and then invoice the partner LAGs for their portion of the cost. This invoicing between LAGs must contain the relevant backup documentation e.g. a copy of the relevant supplier invoices. The Co-operation Agreement should outline the agreed payment process.

Appendix 1: Flow Chart for Preparatory Technical Support Projects up to Letter of Offer Stage



Appendix 2: Flow Chart for Full Co-operation Projects up to Letter of Offer Stage

The first 3 stages may be ignored if this is a Phase 2 project for which all relevant points have been considered and resolved.



Appendix 3: LEADER COOPERATION - PREPARATORY TECHNICAL SUPPORT – LAG EVALUATION COMMITTEE

This template is designed for use by the LAG Evaluation Committee when considering applications to fund LEADER Cooperation Preparatory Technical support (Phase 2) projects.

The maximum grant available per project per LAG is €6,000.

Date of meeting:	Application Reference No.	Working Title of proposed project

Prior to being recommended for approval, projects must: - pass question 1-4 - answer 'no' to question 11 - receive a minimum score of 65%.

Q	Assessment Criteria	Objective	Evaluation Committee comments	Weighting	Score	
1	Scoping Exercise	Has networking and / or baseline scoping of the proposed project taken place between the potential LAG Partners to merit its progression to a Pre-Development project?		N/A	<i>Pass</i>	<i>Fail</i>
2	Project Viability	Is it evident that the project promoter envisages the implementation of a definite project?		N/A	<i>Pass</i>	<i>Fail</i>
3	Documentation / information	Ensure that the project promoter has provided all the required information / documentation requested by project development officer to progress this project.		N/A	<i>Pass</i>	<i>Fail</i>
4	Displacement	Does the project comply with displacement requirements?		N/A	<i>Pass</i>	<i>Fail</i>
5	Compatibility with Local Development Strategy	Does the proposed project fit with the LAG's Cooperation priorities as per its LDS?				
6	Innovation	Is the project innovative in its nature?				

7	Project promoter experience	Does the project promoter have the training/skills, track record or experience to deliver the project?				
8	Financial Viability	Do the proposed actions and associated costs appear reasonable and represent value for money, and is adequate funding available to co-fund the project?				
9	Sustainability	Are the project outcomes viable and does the delivery of the project require a joint Cooperation action?				
10	Requirement	Does the proposal target a specific need or address a specific gap in the market and does it offer potential to deliver positive outcomes for the LAG area?				
11	Deadweight	Would the project proceed without LEADER funding?	YES	NO	N/A	N/A
					Total:	
<p><i>N.B. Prior to being recommended for approval, projects must: - pass question 1-4 - answer 'no' to question 11 - receive a minimum score of 65%.</i></p>						
<p>Recommendation of the Evaluation Committee:</p>						

The rationale for this decision must be recorded in the LAG Evaluation Committee minutes and the Chair of the LAG Evaluation Committee must sign below.

Signed: _____ Name in BLOCK Capitals: _____ Chair of LAG Evaluation Committee Date: _____

Name of Evaluation Committee (if not the LAGs own Evaluation Committee): _____

Appendix 4: LEADER COOPERATION PROJECT LAG EVALUATION COMMITTEE

This template is designed for use by the LAG Evaluation Committee when considering applications to fund LEADER Cooperation Project (Phase 3) projects. The maximum grant available per project per LAG is €200,000.

Date of meeting:	Application Reference No.	Working Title of proposed project

Prior to being recommended for approval, projects must: - pass question 1-4 - answer 'no' to question 11 - receive a minimum score of 65%.

Q	Assessment Criteria	Objective	Evaluation Committee comments	Weighting	Score	
1	Scoping Exercise	Has networking and / or baseline scoping of the proposed project taken place between the potential LAG Partners to merit its progression to a full Co-operation project?		N/A	Pass	Fail
2	Project Viability	Is it evident that the project promoter envisages the implementation of a definite project? <i>(If the project has been the subject of Preparatory Technical Support, has the report on this project been provided and has it indicated that the project is viable and will add value?)</i>		N/A	Pass	Fail
3	Documentation / information	Ensure that the project promoter has provided all the required information / documentation requested by project development officer to progress this project.		N/A	Pass	Fail
4	Displacement	Does the project comply with displacement requirements?		N/A	Pass	Fail

5	Compatibility with Local Development Strategy	Does the proposed project fit with the LAG's Cooperation priorities as per its LDS?				
6	Innovation	Is the project innovative in its nature, without displacing existing enterprises?				
7	Project promoter experience	Does the project promoter have the training/skills, track record or experience to deliver the project?				
8	Financial Viability	Do the proposed actions and associated costs appear reasonable and represent value for money, and is adequate funding available to co-fund the project?				
9	Sustainability	Are the project outcomes viable and does the delivery of the project require a joint Cooperation action?				
10	Requirement	Does the proposal target a specific need or address a specific gap in the market and does it offer potential to deliver positive outcomes for the LAG area?				
11	Deadweight	Would the project proceed without LEADER funding?	YES	NO	N/A	N/A
					Total:	
<i>N.B. Prior to being recommended for approval, projects must: - pass question 1-4 - answer 'no' to question 11 - receive a minimum score of 65%.</i>						

Recommendation of the Evaluation Committee:

The rational for this decision must be recorded in the LAG Evaluation Committee minutes and the Chair of the LAG Evaluation Committee must sign below.

Signed: _____ Name in BLOCK Capitals: _____ Chair of LAG Evaluation Committee Date: _____

Name of Evaluation Committee (if not the LAGs own Evaluation Committee): _____