CAP Strategic Plan – 2023-2027 (LEADER) Programme

EXPRESSION OF INTEREST (EOI) FORM

This Expression of Interest (EOI) and Data Protection Notice are **not** application forms. The EOI is the first step of the two-step LEADER application process as follows:

Step 1 - Complete and return your EOI and Data Protection Notice to your local Implementing or Animating Partner. Your project will be assessed for eligibility under the LEADER Programme operating rules.

Step 2 - If your project is eligible in principle, you will be invited to make a funding application.

Important - If you do not complete these forms in full, your Expression of Interest cannot be progressed. This will delay any potential application for LEADER Programme funding.

Before you complete this form, please read 'Guide to Completing your Expression of Interest Form' at the end of this document.

Completion Guidance Notes

Please complete, sign, and return these forms to your local Implementing/Animating Partner. You can:

- Download the forms from your local Implementing/Animating Partner website and return by email or post.
- Contact your local Implementing/Animating Partner for copies of the forms and they will post them to you.
- You can include **additional information** with your EOI.

What happens when I submit my EOI and Data Protection Notice?

- Your Implementing/Animating Partner will **acknowledge receipt** of your EOI.
- Your EOI will be **assessed** and your Implementing/Animating Partner will contact you.

If you would like to receive this form in Irish or require assistance in completing this form, please contact your local Implementing or Animating Partner as follows:

South West Mayo Development Company	098 419 50	info@southmayo.com	www.southmayo.com
Mayo North East LEADER Partnership	094 925 6745	info@mayonortheast.com	www.mayonortheast.com
Comhar na nOileán	099 750 96	fios@oileain.ie	www.oileain.ie
Moy Valley Resources	096 709 05	info@moyvalley.ie	www.moyvalley.ie
IRD Kiltimagh	094 938 1494	reception@ird-kiltimagh.ie	www.ird-kiltimagh.ie

Arna chomhchistiú ag An Roinn Forbartha Tuaithe agus Pobail agus Gaeltachta
Co-funded by the Department of Rural and Community Development and the Gaeltacht

Arna chomhchistiú ag an Aontas Eorpach
Co-funded by the European Union

GENERAL INFORMATION *(All fields are mandatory and must be completed)*		
LAG NAME: Mayo Local Action Group		
1. Applicant Name		
2. Applicant's Address (Eircode must be included)		
3. Contact Name		
4. Contact Address (if different from applicant address)		
4. Contact Telephone		
5. Contact Email		
6. Applicant Type	**Applicant Type**	**Tick box**
	Sole Trader	☐
	Farmer *(If Yes, herd no / flock no is required below)*	☐
	Formalised Community/Voluntary group	☐
	Companies Limited by Guarantee	☐
	Company Limited by shares	☐
	Designated Activity Company limited by shares	☐
	Community Council	☐
	Public Body	☐
	Private Individual	☐
	Registered Charity	☐
	Trust	☐
	Partnership	☐
	Cooperative society (*registered under the Industrial & Provident Societies Act)*	☐
	Other:	☐
	Note: Public bodies are not eligible to apply for LEADER funding.	

7. If you are a farmer, please provide your herd number or other DAFM identifier number. Please mark N/A if this does not apply to you.	

8. Has the Applicant received LEADER funding previously? *(Please tick one)*	**YES** ☐	**NO** ☐

PROJECT INFORMATION			
9. Project Name / Title (max 20 words)			
10. Project Address			
11. Eircode / XY co-ordinates (mandatory details), please use XY coordinates if the project does not have an Eircode)	**Eircode**		
	XY Co-ordinates		
12. Project located in Gaeltacht area:	**YES** ☐	**NO** ☐	
13. Project located on Islands area:	**YES** ☐	**NO** ☐	
14. Estimated Project Costs: (Total estimated costs)	€		
15. LEADER Funding required for project:	€		
16. Project's Other Funding sources: (For example, cash savings, bank loans etc.)			
17. Please give a brief description of the proposed project *(Max 500 words. If required, please use additional sheet and attach to this form)*			

Signed for and on behalf of the Project Promoter / Group:

I / We confirm that the details supplied are true and correct to the best of my / our knowledge

Signature:			
Print Name:		**Date:**	

DATA PROTECTION ACT CONSENT FORM

Part or all of the information you provide will be held on computer and hard copy format. This information will be used for the administration of Expression of Interests and producing monitoring returns. Mayo LAG, the Lead Financial Partner, Implementing and Animating Partners 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. This policy does not affect your rights and your information will be held as prescribed under the Data Protection Acts.

The project promoter/group, t**he DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** are subject to the data protection and privacy laws of Ireland and the EU, in particular the Data Protection Act 2018 and Regulation (EU) 2016/679, known as the EU General Data Protection Regulation ("GDPR"). Any personal information that you provide as part of the application process will be obtained and processed in compliance with Data Protection legislation.

When you submit an EOI for LEADER funding your personal data will be made available to **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** and may be made available to those organisations listed below. By signing this EOI form, the project applicant acknowledges that the information contained in this form, the accompanying documentation and all subsequent documentation submitted regarding this EOI, may be made available to the **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** and those organisations listed below:

- Mayo Local & Community Development Committee;
- Mayo County Council;
- Evaluation Committee of Mayo Local & Community Development Committee;
- Department of Agriculture, Food & the Marine;
- 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, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** 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.

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

As part of the LEADER programme, if you are approved into the LEADER programme, you may be requested by **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources IRD and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner,** to supply data in relation to your participation in the LEADER programme and facilitate on-site inspections/assessments, where required for the purpose of assessment, verification, evaluation or research purposes as provided for under the Regulations (EU Regulation 2021/2116). Not to supply such information may invalidate/cancel your application.

Retention Period: Personal data, data submitted in support of the EOI by the data subject under the LEADER programme will only be retained by **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** for the period necessary for the purposes for which the data was collected and

processed, or where subject to statutory requirements. Personal data no longer required will be destroyed or deleted in a secure manner in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

This EOI may also be subject to meeting obligations under the Freedom of Information Act 2014. **The DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** retain the right to disclose for the purposes of a request under the Freedom of Information Act 2014 or otherwise, in connection with this EOI:

i. any information supplied by the project promoter/group to the **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner;**

ii. any relevant data gathered by the **DRCD, South West Mayo Development Company, Mayo North East LEADER Partnership and Comhar na nOileán as Implementing Partners, Moy Valley Resources and IRD Kiltimagh as Animating Partners, and Mayo County Council as Financial Partner** in processing this EOI, except where the information is considered to be personal or commercially sensitive.

Signed for and on behalf of the Project Promoter / Group - I / We confirm that we have read and understand the above notice and give consent to Mayo LAG for the use and disclosure of data and information as outlines above.

Signature:			
Print Name:		**Date:**	

This form <u>must</u> be completed and returned with your Expression of Interest form to your local Implementing or Animating Partner. If you are you are posting your forms, please return them to your local Implementing/Animating Partner's office as follows:

- South West Mayo Development Company, George's Street, Newport, Co. Mayo
- Mayo North East LEADER Partnership, Lower Main Street, Foxford, Co. Mayo
- Comhar na nOileán, Inis Oírr, Oileáin Árann, Co. na Gaillimhe
- Moy Valley Resources, Greenhills Enterprise Centre, Bunree Road, Ballina, Co. Mayo
- IRD Kiltimagh, Aiden Street, Kiltimagh, Co. Mayo.

<u>OFFICE USE ONLY</u>

EOI Ref ID: *(LEADER IT System)*				
Call Type	**Rolling Call**	☐	**Targeted Call**	☐
Programme Theme				
Project Sub-Theme				
Received by				
Print Name				
Referred to Promoter Officer				
Date EOI Received				
Date Stamp				

GUIDE TO COMPLETING YOUR EXPRESSION OF INTEREST FORM

Q1 This is the name of the individual, business or group that is applying for the grant. Generally, this is the same name on your bank account, tax and legal documents. Please use the correct name on your EOI, as this is the name that must be used on any future application, and on all legal documents that may issue from this office, such as letter of offer (LEADER contract).

Q2 This is the address of the individual, business or group that is applying for the grant. An Eircode must be included.

Q3 In the case of a business or community application, this is the contact person for the application. This could be the Chairperson or the owner/manager of the business for example.

Q4 This is the address of the contact person for the application, if it differs from the applicant address.

Q5 Please provide a contact number that is up-to-date and in use.

Q6 Please provide an active email address for future email contact. If possible, and particularly in the case of community applications, please provide a second contact email address.

Q7 Please give details of the legal status of the applicant. If you are an individual, please also tell us your current employment situation. There is a separate tick box for farmers. If you are the lead group in a collaborative project, please provide details of the other groups involved in the project on an additional page.

Q8 If you are a farmer, or a member of a farming family, please provide your herd number. For all others, please mark N/A (Not Applicable).

Q9 If you have received LEADER or other funding in the past, please let us know: the year, amount and source of funding. If you do not have enough room for this information on the form, feel free to include a separate page with your EOI.

Q10 If the project has a different name to the applicant, please include it here. For example you may be Ballymorris Community Group, but the project name might be *Ballymorris Summer Festival* for example.

Q11 If the project is at a different address from your/your group's address, please include it here.

Q12 You must include an Eircode or XY coordinates for your project.

Q13 Please tell us if your project is located in a Gaeltacht area.

Q14 Please tell us if your project is located on an off-shore Island.

Q15 Please give the best estimate of your total project costs. You will not be tied to these costs, but if you progress to application stage, you will have to collect quotations for all project costs.

Q16 Please tell us how much LEADER funding you need to complete your project.

Q17 In most cases, you will have to 'match' a LEADER grant with private funds. Please let us know if you have funds already in place to complete your project, and if so, what is the source of those funds. If you progress to application stage, you will have to show evidence of all non-LEADER funding available to the project. If you have an application with another funding agency, please include that information in this section also.

Q18 Please give a brief description of the project, including the most important project details. For example: *Purchase two new XXXX machines to double production and allow expansion into five new markets.* **OR** *Extension of XXXX m sq. to Ballymorris Community Centre, incorporating a new kitchen, accessible toilets and backstage area.*

IMPORTANT: We cannot fund costs that have already been incurred.