

# Application form for a Business Continuity Voucher



**Please TYPE your answers into the spaces provided and remember to save your changes to this document before submitting this application form to your Local Enterprise Office by e-mail. All sections must be completed as incomplete application forms cannot be accepted.**

## About the Business Continuity Voucher

Businesses\*, employing up to 50 staff, are eligible to apply for a Business Continuity Voucher to the value of €2,500 towards third party consultancy costs to assist with developing short-term and long-term strategies to deal with the COVID-19 pandemic. The purpose of the voucher is to provide contingency planning advice to

assist businesses to continue trading through the crisis. The primary aim of the scheme will be to support companies make informed decisions on the immediate measures needed to continue trading in the current environment while securing the safety of all employees and future business viability through identification of remedial actions.

## The Business Continuity Voucher is available to support businesses:

- i) Develop business continuity plan
- ii) Assess current financial needs in the short term to medium term
- iii) Reduce variable costs, overheads and expenses,
- iv) Review and explore supply chain financing options
- v) Implement remote working processes or procedures
- vi) Leverage HR expertise
- vii) Leverage ICT expertise
- viii) Prepare a business case for application to emergency financial interventions available through Banks, SBCI and Microfinance Ireland.

\* Please note: client companies of Enterprise Ireland, IDA or Údarás na Gaeltachta should contact their relevant agency, which have other suitable supports in place. This scheme is not suitable for clients of Enterprise Ireland, IDA or Údarás na Gaeltachta. This is a restricted scheme with ordinarily one voucher available per business.



# Business Continuity Voucher



## IMPORTANT: Terms and Conditions

- If your application is approved, a qualified expert will be selected and agreed with you to undertake the project. Experts can be appointed from existing LEO panels, Enterprise Ireland panels or other panels as appropriate.
- The Local Enterprise Office will engage the qualified expert to work with you to address the issues identified on your application form.
- Applications must be submitted using this official application form only. Applications in any other format will not be accepted.
- All sections of the application form must be completed in full. Incomplete applications will not be accepted for processing by the Local Enterprise Offices.
- Your application will be acknowledged by the Local Enterprise Office.
- Qualifying applications will be processed and assessed on the basis of their receipt by the LEO to such time as the fund is exhausted or on 15 May 2020, whichever is earlier.
- Ineligible applicants will be informed by their Local Enterprise Office, following receipt of applications.

**Freedom of Information:** The Local Enterprise Office will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. If we receive a Freedom of Information request, we will tell you so that you have reasonable time if you want to contest a disclosure.

**Data Protection:** The Local Enterprise Office is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to [www.localenterprise.ie/legal](http://www.localenterprise.ie/legal) for copies of our privacy notices.

## Please TYPE your answers into the spaces provided

Name of your Local Enterprise Office:

Your Name:

Full Company Name & Address

Company Telephone:

Work Mobile Number:

Work E-Mail Address:

Website Address:

CRO Number: *[if applicable]*

Ownership & Management Structure:

What is the most relevant sector for your business? For example: food, technology, logistics or retail.



# Business Continuity Voucher



Local Enterprise Office

Year your business was established?

How long has your business been trading?

Please insert relevant figures below

6 Months trading period, pre COVID-19 crisis in March 2020

Projected turnover for the next 6 months

Company Turnover

€

€

Staff numbers [total]

- Full time positions

- Part-time positions

Please describe your company's products or services. Please use a maximum of 150 words.

Please describe the impact (or likely impact) of the COVID-19 pandemic on your business. Please use a maximum of 150 words.

Please outline the critical areas of support that you need for your business. For example: financial review and planning, HR planning, health and safety, or ICT support to implement remote working policies.



# Business Continuity Voucher



Are you a client of Enterprise Ireland, IDA or Údarás na Gaeltachta?  
*(PLEASE ONLY TICK ONE)*

YES  NO

## Previous Grant Aid (if any)

Has the business, or any of its promoters, received any other State Supports or E.U. supports?  
*(PLEASE ONLY TICK ONE)*

YES  NO

*IF YES THEN PLEASE COMPLETE THE DETAILS BELOW*

	Type of aid approved [for example, training / innovation / seed capital / feasibility / capital / employment or other grants]	Agency or Body from which the aid was received	Amount (€)	Date Received
1.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>	€ <input type="text"/>	<input type="text"/>
			<b>Total</b> € <input type="text"/>	

De Minimis Aid is small amounts of State Aid given to an undertaking and/or business which cannot exceed €200,000 over any three fiscal years regardless of size or location. De Minimis Aid can come from any State body, agency or department. If a business is part of a group, then the €200,000 limit applies to the group. Please note that a false declaration to show a figure under the threshold of €200,000 could later mean that you would have to pay back the grant aid with interest.

## I wish to apply for the Business Continuity Voucher under De Minimis Regulation [EC 1407/2013] of 18 December 2013 on behalf of:

PLEASE INSERT BUSINESS NAME HERE.

**I hereby declare that the information given in this application, together with any supplementary information supplied are true and accurate.**

SIGNED	<input type="text"/>	DATE	<input type="text"/>
SIGNED	<input type="text"/>	DATE	<input type="text"/>
SIGNED	<input type="text"/>	DATE	<input type="text"/>

Please submit your completed application form to your Local Enterprise Office by e-mail. You'll find all LEO e-mail addresses at [www.LocalEnterprise.ie/Find-Your-Local-Enterprise-Office](http://www.LocalEnterprise.ie/Find-Your-Local-Enterprise-Office)



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