



Commercial Website Grant Application Form 2009

Name: _____

Business/Company Name: _____

Address: _____

Tel. No.: _____ Fax. No. _____

E-Mail: _____ Website: _____

Business Description _____

Employment (Current): _____ Full-Time _____ Part-Time _____

What are your future plans for the business in relation to e-commerce?

Please detail any previous I.T. training that you or your staff has undertaken:

Please give details of cost (enclose quotation): €-----

I wish to make an application to the Monaghan County Enterprise Board Ltd. for financial support towards the cost of the above proposed expenditure and I have read the conditions relating to the scheme.

Signed: _____ Date: _____

(This application should be returned to **Monaghan County Enterprise Board**, M:TEK Building, Armagh Road, Monaghan)



COMMERCIAL WEBSITE GRANT APPLICATION 2009

TERMS AND CONDITIONS

1. The scheme is aimed at enterprises that wish to enhance their marketing capability through the development of a new website with e-commerce capability or adding e-commerce capability to an existing website.
2. It is proposed that the scheme will make provision of €2,500 or 50% of the total eligible cost, whichever is the lesser, (excluding VAT) as incurred by the applicant. This limit will apply to each grantee on an annual basis.
3. The scheme will be confined to qualifying micro-enterprises (employing at least one person on a full-time basis and not more than 10 employees). Professional services are ineligible for grant aid under this scheme (i.e. Accountants, solicitors, consultants, financial intermediaries etc.). Priority will be given to applications from projects in the manufacturing and tradable services sectors.
4. All applications must be accompanied by a schedule of costs and quotations plus information on the perceived need and benefits of the training/software.
5. Financial support shall not be provided retrospectively and expenditure incurred prior to date of approval is ineligible for grant aid purposes.
6. All applications are subject to evaluation and the approval of the Board must be obtained before engaging the services of trainer/software provider.
7. The grant offer is conditional on the applicant being willing to give their tax number, and that their tax affairs are in order.
8. Payment of the grant will only be made on the basis of vouched expenditure, duly receipted, when all approved works are completed. Only one final claim can be made throughout the year.
9. All claims for payment must be accompanied by original invoices and proof of payment, (i.e. copy of bank statement showing payments going through client's bank account. All original invoices etc. can be returned after processing.
10. The applicant shall participate in whatever training initiatives that shall be deemed appropriate from time to time by Monaghan County Enterprise Board.
11. As this scheme applies to 2009 only, the approved sum must be drawn down on, or before, 1st December, 2009.
12. As the number of grants available are limited, early applications are advised and the Board's decision in the matter shall be final. Monaghan CEB reserves the right to terminate this scheme at any time subject to the availability of funds. At any stage only assistance approved in writing can be deemed approved.



Ireland's EU Structural Funds
Programmes 2007 - 2013
Co-funded by the Irish Government
and the European Union



EUROPEAN REGIONAL
DEVELOPMENT FUND