

ENVIRONMENTAL PROTECTION AGENCY
An Ghníomhaireacht um Chaomhnú Comhshaoil

Science, Technology, Research & Innovation for the Environment (STRIVE)
Programme 2007 – 2013
&
EPA National Waste Prevention Programme (NWPP)



Cleaner Greener Production Programme

Phase 5

Open Call for Grant Aid - July 2010

GUIDE FOR APPLICANTS



The STRIVE Programme is funded by the Irish Government under the National Development Plan 2007-2013

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1.0 Introduction

The EPA Cleaner Greener Production Programme (CGPP)

Environmental performance is fast becoming a marketing tool and there is an increasing demand for environmentally sound products and services both within the EU and across international markets. In 2001, the Environmental Protection Agency (EPA) launched the Cleaner Greener Production Programme (CGPP) as a grant scheme to encourage Irish companies and organisations to implement cleaner, greener work practices. The philosophy of the programme is that prevention is better than cure.

The programme challenges organisations to produce goods and provide services in more environmentally friendly ways and to minimise emissions through cleaner production methods. The objective is to achieve a balance between economic activity and environmental protection.

The long-term aim of the CGPP is to try to ensure that cleaner greener production and eco-efficiency become the established norm in Ireland. The EPA hope that other businesses will learn from and build on past success stories and work towards CGPP's tagline objective: **Better Business in a Better Ireland**. To date over four phases, the EPA has committed €7 million to 89 organisations that have received part funding for demonstration projects under this programme.

Under CGPP Phase 1, 2 & 3: Grant aid was provided to 56 projects which are now complete and in CGPP Phase 4, grant aid was provided to a further 15 projects which are on-going. Details of the completed and ongoing projects are available on www.cleanerproduction.ie

Moving into Phase 5, it is planned to continue CGPP further as the programme has proven successful with good recognition in Ireland and at EU level. Building on the experience of the previous CGPP phases, CGPP-5 will seek to reduce environmental impact across a range of activities and encourage greater participation from sectors outside the traditional production / manufacturing areas.

The EPA National Waste Prevention Programme (NWPP)

This programme has been running since 2004. Since its inception, NWPP has sought to develop new prevention projects while also building on the foundations of previous sustainability initiatives. Many of the initial ideas for NWPP projects came from an EPA publication on a framework for prevention in Ireland. Similarly, a number of the projects which commenced as CGPP initiatives have subsequently been launched by NWPP on a national scale. See www.nwpp.ie . The programme is intended to assist businesses & institutions on matters dealing with eco-efficiency, which embraces water conservation, waste prevention and minimisation, and energy efficiency.

2.0 CGPP Phase 5

The CGPP provides grant aid to demonstration type projects across all sectors of economic activity in Ireland and is open to proposals from companies, institutions and public bodies.

Suitable approaches for projects could focus on any of the following examples:

- **Production processes:** conserving raw materials and energy, eliminating toxic raw materials and reducing the quantity and toxicity of all emissions and wastes
- **Services:** encouraging and supporting the development of higher environmental performance by incorporating environmental concerns into the provision of services in sectors including financial, transport, retail, education etc.,

- **Products:** reducing negative impacts along the life cycle of a product, from raw materials extraction to its ultimate disposal.
- **Eco-Design:** developing new products with reduced environmental impact on a life cycle basis (from raw material sourcing, through production and use, to end of life burdens). Eco-Design is also intended to embrace such concepts as improved recyclability, ease of repair and re-use, and improved durability.

A budget for grant aid has been allocated to Phase 5 of the CGPP. **The maximum amount of funding available is €25,000 per organisation** and grant aid is provided up to a maximum limit of 75% of the total eligible project costs incurred – see section 3.5 for more details.

The EPA invites proposals in the following areas:

Technological innovations to facilitate resource efficiency and pollution prevention

The aim is to encourage the application of innovative, integrated preventive environmental strategies to processes, products and services to increase overall efficiency and reduce the risks to humans and the environment. Some practical examples include:

- Efficient and profitable production, using less raw materials
- Reduced use of hazardous substances
- More consumer needs fulfilled whilst using less resources and producing less waste.

Recovery and Reuse Technology

This topic is aimed at the internal recovery and reuse of materials in an effort to minimise resource usage and waste generation. Some examples of technologies may include:

- Recovery and reuse of metals
- Recovery and reuse of solvents
- Recovery and reuse of water, grey water etc...
- Reuse of packaging or alternative packaging - reduction in domestic and commercial waste.

This call is open to all sectors. Applicants from many sectors have previously been funded under CGPP including: **Chemicals, Construction, Transport, Electronics, Engineering, Plastics, Food, Metals, Agriculture, Service, Manufacturing, and Pharmaceutical etc.**

Notes:

- 1. End-of-pipe treatments such as composting and effluent treatment are NOT cleaner production and are NOT eligible for CGPP support.**

Applicant organisations demonstrating significant resource use *(water, waste, energy, etc) are REQUIRED to sign up to the Resource Efficiency programme under the EPA Green Business Programme www.greenbusiness.ie. This is a free consultancy advice service made available by the EPA (NWPP) to aid Irish business map their resources use, as well as to provide advice in respect of resource efficiencies leading to production or operational cost savings.

*This will normally apply to companies with 10 or more employees but will also be influenced by the type of a business activity that may consume high quantities of resources (water, waste, energy etc) – such resource intensive business are **required** to sign up to the Resource Efficiency programme under the EPA Green Business Programme www.greenbusiness.ie.

Please contact Lisa Sheils EPA if you wish discuss the above in detail-e-mail l.sheils@epa.ie

3.0 How to apply?

Applications must be made using the EPA Grant Application & Project Management Portal available at: <http://epa.smartsimple.ie>.

To apply for CGPP projects on the EPA Grant Application & Project Management Portal:

1. Use the Icon: New STRIVE - Cleaner Greener Production Programme - CGPP Application
2. Select the Project Type: Cleaner Production
3. Select the Thematic Area: Environmental Technologies
4. The Call Topic Reference for this project is: CGPP 5

Terms and Conditions for support of Grant Awards and Guide for Applicants are available on the EPA website (www.epa.ie) and the CGPP website (www.cleanerproduction.ie).

You must be a registered user to use the EPA Grant Application & Project Management Portal. To register please complete the Registration Form available at http://epa.smartsimple.ie/files/347278/f92681/grant_applicant_registration.html.

Online applications are carried out in a **two-step process**:

1. **Submission of proposals** by applicants (before the Call Deadline: **27th August 2010**) for authorisation by Managing Director (or equivalent authorised signatory) for companies;
2. **Authorisation of Proposals** by Managing Director (or equivalent authorised signatory) for companies (before the Organisation Approval Deadline: **10th September 2010**).

Proposals MUST have Organisational Approval to be VALID

It is the responsibility of the Applicants to ensure that the proposals are submitted before the Call Deadline, and of the relevant Grant Authorised Signatory to ensure that the proposals are authorised before the Organisation Approval Deadline.

When completing the online application form, please ensure that you click on the correct call icon and use the project type & thematic area, as indicated in the project description below.

Please note the following:

- Register as soon as possible as you may need to request to have your Organisation validated.
- If you are already registered and have forgotten your password: click on the *Forget my password* link on the EPA Portal Log in screen.
- Your proposed project partners must also be Registered Users.
- **Respect the page/word limit and file format requirements.**
Missing data, wrong file format or excessive number of pages will prevent you from submitting your proposal.
- **Save your changes by clicking on the *Save Draft* button.**
- **Only click on the *Submit* button when you have completed all your form and want to submit your proposal for authorisation.**
- Check that you have completed all fields and uploaded all the documents (incl. budget spreadsheet) before submitting.

- **Call deadlines are absolute and are strictly enforced.**

Note on Authorisation process:

Once submitted, your proposal must be authorised by the relevant person in your organisation (i.e. Managing Director, Financial Controller etc.). Authorisation **MUST** be done before the Organisation Approval Deadline.

Who is the Grant Authoriser (Authorised Signatory)

- Managing Directors or designated staff (**this cannot be the Applicant**)

The Grant Authoriser (Authorised Signatory) can:

- Authorise your submission – Your proposal is then accepted by EPA and sent for evaluation. No further action is required.
- Decline your submission – Your proposal will **NOT** be processed.
- Ask for revisions – You will be notified that your proposal requires revision. The revised proposal will then be subject again to review and authorisation by the Grant Authoriser.

Please read the Quick Guide to the EPA Grant Application & Project Management Portal (available on the EPA and CGPP websites) as it will provide you with important guidance on how to submit your proposal. A detailed step-by-step guide is also available on the EPA Grant Application Portal.

Applications will be sent for Technical Evaluation and reviewed based on the following criteria

Criteria	Marks
Scientific and Technical Quality and Research Innovation	40%
Management of the Project & Technical Expertise available to project	20%
Transferability	20%
Costing and value for money	20%

Any queries in relation to the EPA Grant Application & Project Management Portal should be sent to: research@epa.ie

3.1 Indicative Timeframe

An indicative timeframe for this call is shown below.

9th July 2010	Announcement of funding opportunity via national newspapers, EPA and Cleaner Greener Production Programme websites
27th August 2010	Deadline for Submission of applications for authorisation by Managing directors (or equivalent authorised signatory) for companies
10th September 2010	Organisation Approval Deadline
October 2010	Evaluation process completed, Applicants notified.
November 2010	Successful projects grant-awarded

3.2 Project Timeframe

All projects selected for funding should normally be completed within 12-18months. However projects must be completed within 24 months.

3.3 Grant amount

The percentage grant aid available to each grant awarded project is calculated based on company size Table 1 describes the grant aid percentage applicable to staff, training, consumables, travel, external assistance, consultancy, promotion, publicity, equipment, and other costs categories for the project. The maximum funding available is **€25,000** per organisation and this is subject to compliance with State Aid De Minimis Rules. All successful applicants will be required to provide written confirmation (in the format as per Appendix 2) that the rules in regard to De Minimis have been observed. The Declaration of De Minimis Aid should be SIGNED and submitted using the standard declaration via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>).

3.4 Size of Participant Organisation

The size of the participant company also has a bearing on the grant aid percentages; SME's can receive up to 75% in grant aid whereas non-SME's can only receive up to 50% in grant aid. See Appendix 1 for SME definition.

The participant company/organisation must be located in the Republic of Ireland.

3.5 Cost Category & Grant-aid Percentages

In general funding is provided to reimburse participants for the cost of carrying out the project, subject to the funding limits outlined at 3.3 above. The level of funding will vary between 25% and 75% depending on the nature of the organisation undertaking the project (see Table 1 below), the category of expenditure and eligibility of the costs incurred. Applicants must state which category their organisation falls into and the level of grant aid sought (as shown in Table 1) in the budget details section of their application.

Project costs including staff, training, consumables, travel, external assistance, consultancy, promotion and publicity costs qualify for higher grant aid than capital or equipment costs. Table 1 shows the relevant cost categories and related percentage grant aid rates applicable:

Table 1: Grant aid percentages

Cost categories	SME	non-SME
Staff costs (on an actual salary cost basis)	75%	50%
Consumables	75%	50%
Travel	75%	50%
External Assistance & Consultancy	75%	50%
Plant and Equipment	25%	25%
Indirect costs (Overheads) – <i>calculated as 30% of modified costs</i>	75%	50%

3.6 Payment Schedule

Following the approval and acceptance of the grant agreement, an advance payment of up to 50% of the total grant-aid will be made. All subsequent payments will be made on a reimbursement basis following the submission and certification of financial cost statements and approval of technical progress reports. A sum of up to 35% of the EPA grant aid will be retained, in all cases, pending satisfactory completion of the project. A project will be deemed to be completed satisfactorily, following the certification of the final cost

statement, the submission of suitable publicity material and the approval of the final technical report for the project.

Applicants should familiarise themselves with the project management and reporting requirements for CGPP funded projects as detailed in the relevant Terms and Conditions document and Guide for Grantees.

3.7 Tax Certificates and Insurance

Successful applicants will be required prior to grant award to provide a valid in date tax clearance certificate in accordance with Department of Finance regulations.

Successful applicants will also be required to provide valid copies of Public and Employer's Liability insurance and where relevant Professional Indemnity insurance prior to awarding of grants.

3.8 Gender Mainstreaming

In line with government policy, the principles of gender mainstreaming apply to the CGPP. To this end, participants will be required to report the ratio of males and females working on the project and to encourage females to take a lead role in projects where possible.

3.9 Freedom of Information (FOI)

Information supplied to the Environmental Protection Agency may be disclosed in response to a request under the Freedom of Information Act, 1997 and Freedom of Information (Amendment) Act, 2003. Should you wish that any of the information supplied by you in this application should not be disclosed because of its sensitivity, you should, when providing the information, identify the same and specify the reasons for its sensitivity. The Environmental Protection Agency will consult with applicants about this information before making a decision on any Freedom of Information request received.

Note that publicising the outcome of projects is a key objective of the CGPP.

3.10 CGPP Publicity Requirements

Publicising the results and achievements of the projects supported by the CGPP is a key element of the programme. The purpose of this publicity is to encourage others to adopt cleaner greener production practices. Successful organisations will be required to provide publicity information including photographs and technical data on the project, to participate in publicity events or, possibly host site visits. A portion of the budget should be reserved for this purpose. It should be noted that even if the project is not as successful as originally anticipated, there is still a publicity requirement as the lessons learned should be shared with others interested in future similar cleaner production projects.

The level of information to be provided should include a good description of the project. Specific aspects of the project identified, as commercially sensitive will be respected when producing publicity material.

4.0 Grant Aid and Eligibility

The aim of the CGPP is to encourage companies to apply innovative, integrated preventive environmental strategies to processes, products and services to increase overall efficiency and reduce the risks of pollution to humans and the environment.

4.1 Eligible & Non-Eligible Costs

Financial reporting is on the basis of the total costs of the project, so grant aid will be provided based on the full eligible costs.

Eligible costs are the costs defined as **direct** or **indirect costs** as detailed below. They shall fulfil the following conditions:

- Be actual
- Relate to expenditure on the CGPP project
- Be reasonable and wholly necessary for the CGPP project
- Be incurred and paid during the duration of the CGPP project (as set out in the grant agreement)
- Be incurred solely to advance the research project or if any single item shall benefit both the research project and other work then such costs shall be eligible only in the proportion that such costs bear to the proportionate benefit derived from them by the research project
- Be determined in accordance with the normal accounting principles, based on historic costs and the usual internal rules of the Grantee, provided that they are regarded as being acceptable by the EPA
- Be recorded in the participants (Grantees) accounts and be separately identifiable and traceable
- Exclude any profit (e.g. staff costs must be charged at actual salary rates and not charge-out rates)
- Where the organisation is VAT registered, costs should be shown at the VAT exclusive cost.

Non-eligible costs are in particular the following:

- any interest, or return on capital employed,
- provisions for possible future losses or charges (including social costs),
- interest owed,
- provisions for doubtful debts,
- resources made available to a Grantee free of charge,
- unnecessary or ill-considered expenses,
- marketing, sales and distribution costs for products & services,
- entertainment or hospitality expenses except such reasonable expenses accepted as wholly and exclusively necessary for carrying out the work under the Agreement,
- company bonuses and dividends.

Grantees shall be authorised to transfer between themselves or between cost headings budgeted amounts, provided that:

- the amounts to be transferred are not considered excessive by the EPA, and
- the lead participant seeks the written approval from the EPA in advance of such a transfer and confirms that the scope of the project and the conditions of participation referred to in the particular Application and Grant Agreement are not fundamentally altered.

4.2 Eligible Cost Categories

Grant aid under the CGPP is aimed primarily at assisting staff costs associated with introducing or enhancing cleaner greener production. A contribution to equipment costs may be eligible but only where there is a clear and quantifiable cleaner greener production benefit arising from the use of the new equipment. Please note that *“End-of-pipe” emission treatment equipment is not eligible.*

The following suggested cost categories are provided to assist applicants in preparing their Budget & Financial Reporting Forms. Applicants need only provide total staff costs for each individual staff member over the course of the project. Standard Financial reporting templates will be provided to successful applicants.

Staff Costs - Implementation, Monitoring, Reporting, Training & Publicity

Actual and verifiable staff costs can be charged for all employees working directly on the project. This includes time incurred on Implementation, Monitoring, Reporting (direct administration time specific to the CGPP), Staff Training and Staff Publicity.

Staff costs are grant aided at the appropriate percentage for the organisation as set out in Table 1. Timesheets are required for **staff dedicating less than 100%** of their working time to the Project. **Staff working exclusively on the project and spending 100% of their time need not provide a timesheet however they must complete and sign a “time declaration”** for each reporting period.

In all cases, the person-day costs are limited to the actual salary cost (charge-out rates are not eligible) including employers PRSI. This rate must be specified in the budget and must be verifiable (through appropriate payroll documentation).

Where applicants are uncertain at the time of submitting an application as to the exact identity of personnel involved in the project then rates may be used for categories of staff, where staff are paid on specified salary grades or scales. These rates must be verifiable and where an application is successful, must be adjusted to the actual rate of pay for each individual at the time of submitting a claim for reimbursement of expenditure.

Monitoring progress and the achievement of objectives and targets of the project is an important aspect of the CGPP. A budget should therefore be allocated for any monitoring to be undertaken by the company. When this involves the employment of external assistance or the purchase of equipment, the appropriate eligibility rules will apply. Progress in achieving the project deliverables should be borne in mind at all times for these cost categories.

Staff training costs (i.e. time spent by internal staff on project related training) must clearly relate to the CGPP project. Companies must detail the type of training to be undertaken, and the benefits to be gained from this. Internal training costs must be separated into the time costs of the trainee and the trainer and any related consumable costs.

Staff publicity costs (i.e. time incurred by internal staff) must clearly relate to the CGPP project. Participants must detail the type of activities to be undertaken.

Consumables

Consumable or material costs must be separately identifiable and wholly necessary for the project.

Consumables usually relate to the purchase, fabrication, repair or use of any materials, goods or equipment and software which:

- Are not placed in the inventory or durable equipment of the participant
- Are not treated as capital expenditure in accordance with the accounting conventions and policies of the participant (i.e. Balance Sheet)
- Have a short life expectancy, certainly not greater than the duration of the project

All consumables and material costs related to the project are deemed to be eligible. **Off the shelf software and personal computing equipment (including laptops) costing less than €10,000 are considered to be consumable items and are fully reimbursable at the appropriate grant aid rate.**

Travel

It is not envisaged that there will be a significant travel element in any of the projects. Where it is incurred, it should be separately identifiable, limited to the actual cost and should be a specific requirement for the implementation of the CGPP project. The EPA or their agents will organise workshops/meetings to provide guidance on participation, reporting and publicity requirements. Provision should be made for the cost of attending such events. Where mileage is being claimed the purpose of the journey, the number of miles and the rate should be clearly stated. These rates should not exceed the current civil service or other Revenue approved rates and should be in agreement with normal policies of the organisation.

The prior approval of the EPA is required for travel to any destination outside the EU. The request should be made via the EPA Grant Application & Project Management Portal (<http://epa.smartsimple.ie>)

Promotion and Publicity

Promotion and publicity of the project is an important aspect of the CGPP and will also provide marketing opportunities for all companies involved. A budget should be allocated for publicity events to be undertaken by the company. This includes a budget for the production of a final report and a 2 page case study report at the end of the project. (EPA will bear the cost of printing and copy-editing). All publicity deliverables should be detailed in the application.

Training

Costs of external training may include the relevant course fees or trainer costs incurred by the participant.

Overheads

Indirect costs (overheads) are calculated at a rate of **30% of eligible modified costs**. Modified costs are defined as all eligible costs excluding plant & equipment and external assistance.

Plant and Equipment

Plant and equipment is considered to be an eligible cost, provided it is essential and purchased exclusively for the CGPP project. The cost of plant and equipment should be included at the full VAT exclusive cost (where applicable). The grant aid for this category is a maximum of **25%** of the cost of the plant/equipment.

Please note that second-hand equipment is eligible for grant aid provided such equipment has not previously been the subject of any other sources of funding. Participants must be able to demonstrate that such equipment has not been funded from other sources.

All purchases must comply with Public Procurement Guidelines. Evidence of this compliance must be retained by the participant for audit purposes. For further information please see <http://www.e-tenders.gov.ie/>.

CGPP should not be viewed as a source of capital funding. A good balance is required between the cost categories. This factor will be taken into account during the evaluation of proposals.

External Assistance

Technical expertise may be needed to implement the project and may be budgeted for under the heading of External Assistance. Fees should be stated in days at the appropriate daily rate (this rate should not exceed €600 per/day or exceed 20% of the total cost of the overall project). External Assistance can also include the cost of consultancy fees, provided that such fees are not excessive.

The purpose of the consultancy to be provided must be clearly stated and must be relevant to the project. It must also be external to the participant and not a continuous or periodic activity relating to the participant's usual operating costs. In addition there should be a clear transfer of knowledge into the participant company.

All such external assistance or consultancy arrangements, the costs of which are to be claimed as an eligible cost, must be awarded to the bid offering the best value for money (when comparing best price to quality ratio), under conditions of transparency and equality. Any external assistance or consultancy arrangement must be offered to the best bid in compliance with Public Procurement Guidelines.

Other Costs

Other costs are amounts that are project specific and do not fit into any of the categories above. Costs under this heading must adhere to the general eligibility requirements of the Programme.

A detailed examination of project costs will be carried out on all successful applications. Any costs considered to be outside the eligibility rules will be removed from the budget during grant negotiation. These discussions are likely to take place in October 2010 therefore relevant personnel must be available at this time to meet with EPA officers or their appointed agents.

APPENDIX 1: Definition of Small and Medium-sized Enterprises

1. Small and medium-sized enterprises, hereinafter referred to as 'SMEs', are defined as enterprises which:
 - have fewer than 250 employees, and
 - have either,
 - an annual turnover not exceeding €50 million, or
 - an annual balance-sheet total not exceeding €43 million, and
 - conform to the criterion of independence as defined in paragraph 3.

2. Where it is necessary to distinguish between small and medium-sized enterprises, the 'small enterprise' is defined as an enterprise which:
 - has fewer than 50 employees and
 - has either,
 - an annual turnover not exceeding €10 million, or
 - an annual balance-sheet total not exceeding €10 million,
 - conforms to the criterion of independence as defined in paragraph 3.

3. Independent enterprises are those which are not owned as to 25 % or more of the capital or the voting rights by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply. This threshold may be exceeded in the following two cases:
 - if the enterprise is held by public investment corporations, venture capital companies or institutional investors, provided no control is exercised either individually or jointly,
 - if the capital is spread in such a way that it is not possible to determine by whom it is held and if the enterprise declares that it can legitimately presume that it is not owned as to 25 % or more by one enterprise, or jointly by several enterprises, falling outside the definitions of an SME or a small enterprise, whichever may apply.

4. In calculating the thresholds referred to in paragraphs 1 and 2, it is therefore necessary to cumulate the relevant figures for the beneficiary enterprise and for all the enterprises that it directly or indirectly controls through possession of 25 % or more of the capital or of the voting rights.

5. Where it is necessary to distinguish micro-enterprises from other SMEs, these are defined as enterprises having fewer than 10 employees, annual turnover not exceeding €2 million and or annual balance sheet total not exceeding €2 million.

6. Where, at the final balance-sheet date, an enterprise exceeds or falls below the employee thresholds or financial ceilings, this is to result in its acquiring or losing the status of 'SME', 'medium-sized enterprise', 'small enterprise' or 'micro-enterprise' only if the phenomenon is repeated over two consecutive financial years.

7. The number of persons employed corresponds to the number of annual working units (AWU), that is to say, the number of full-time workers employed during one year with part-time and seasonal workers being fractions of AWU. The reference year to be considered is that of the last approved accounting period.

8. The turnover and balance-sheet total thresholds are those of the last approved 12-month accounting period. In the case of newly established enterprises whose accounts have not yet been approved, the thresholds to apply shall be derived from a reliable estimate made in the course of the financial year.

APPENDIX 2: Monitoring of De Minimis Aid

Article 3 (1) of the De Minimis Regulation (EC) No 1998 /2006 states that where a Member State grants De Minimis aid to an enterprise it shall inform the enterprise about the De Minimis character of the aid and obtain from the enterprise concerned full information about other De Minimis aid received during the previous three years. It is recommended that the Department/ Agency concerned should include the following text in their correspondence with applicants for De Minimis aid:

The aid being sought is provided under the European Commission Regulation on De Minimis Aid. Small amounts of State aid, up to 200,000 Euros (as and from 1 January 2007) in any three-year period to any one enterprise, are regarded as too small to significantly affect trade or competition in the common market. Such amounts are regarded as falling outside the category of State aid that is banned by the EC Treaty and can be awarded without notification to or clearance by the European Commission. A Member State is required to have a mechanism to track such aid (called 'De Minimis aid') and to ensure that the combined amount of De Minimis aid payments from all sources to one enterprise in any three-year period respects the 200,000 Euro ceiling. Please provide details of all other De Minimis aid which has been granted to your company within the past three years. It should be noted that a false declaration by a company resulting in the threshold of 200,000 Euro being exceeded could later give rise to the aid being recovered with interest.

Following specific measures introduced by the EU Commission in November 2008 to deal with the financial crisis there may be circumstances where the threshold of €200,000 may be increased to €500,000 (under certain strict conditions, as specified in the “Temporary framework for State aid measures to support access to finance in the current financial and economic crisis”). Where applicants become aware of their eligibility to avail of the enhanced threshold they must immediately provide EPA with all necessary details to enable them to assess the matter.

The applicant should sign the following declaration:

I wish to apply for [insert name of grant/aid sought] under the De Minimis Regulation (EC) No 1998 /2006. I confirm that:

the company has been granted only the following De Minimis aid within the past three years (details to be supplied)

Signed for Company:

Date:

or...

no De Minimis aid has been granted to the company within the past three years

Signed for Company:

Date: