



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

Equine Technical Support & Equine Breeding Schemes Project Guidance

Notes 2021

1. **Title of Project:** *Name of project*

2. **Total cost of the Project:** *If the applicant is VAT registered net, gross and Vat amount should be included here. In the event that the applicant is not Vat Registered the gross amount of the project should be stated.*

3. **Project Proposer:** *Name of proposer*

4. **Contact details of Proposer:** *Address, telephone number and email address of proposer, project coordinator and position held*

5. **Experience/background of the project proposer (indicate their capabilities to successfully deliver this project):** *Information in relation to the current or previous experience, relevant qualifications of the proposer, track record, relevancy to the horse sport industry.*

6. **Details of the scientific/ technical expertise of the project collaborators and their role in the project:** *Where relevant, details of the experience and qualifications of third parties or collaborating institutions being employed to carry out the work that focus on the scientific/technical aspects of the project. Emphasis should be placed on where innovative techniques are being employed.*

7. Degree of consultation with other interested parties or stakeholders with regard to project conception and design: *Details should be provided here in relation to any information or assistance gleaned from individuals or parties with an interest or stake in the project model i.e. evidence to be provided that market research has been carried out to demonstrate the need for this project.*
8. Date of project commencement: *When will the project commence.*
9. Estimated date of project completion (Completed claims must be submitted not later than 6 weeks after this date): *It is imperative that the date provided here is the actual date for completion. All documentation in connection to the project must be forwarded no later than 6 weeks after this date without exception. This is to ensure there is sufficient time to process claims and payments are made prior to year end.*
10. Project objectives: *Detail what you hope to achieve with this project. Is this project compatible to the recommendations outlined in strategy report 'Reaching New Heights' - please provide details (see point 37 of the Terms and Conditions).*
11. List tasks/ methodologies to achieve the Project: *Detail the procedures that need to be done to bring this project to a successful conclusion.*
12. Expected outputs from this Project: *What will the project achieve?*
13. Availability of these outputs to other stakeholders/the public/DAFM: *Where will other groups, individuals or organizations be able to access the outcomes of the project? How will they benefit?*
14. Beneficiary(s) of the expected results from this Project, including in the broader Irish or international equine industry: *Who will benefit from the project? What advantages will this project provide to the sports horse industry?*
15. Duplication/replication:

(a) Has this project, or elements of it, been previously conducted by the Proposer, or by others.

(b) If the response to (a) has been positive you should indicate the merits of repeating the Project: A duplication or extension of a previously grant aided project will only be acceptable provided a rationale is attached to demonstrate the merits of repeating. This may be supported with inclusion of the previous project report. Costs associated with comparable projects will be taken into account to ensure value for money is maintained.

16. Is this proposal, or elements of it, being submitted to any other funding body?

If yes, please provide details: Have you approached any other funding organisation for aid, if so please give details.

17. Are you VAT registered? If so please supply your VAT Registration Number:

VAT registration details to be provided. Please note a current Tax Clearance Certificate must be submitted with project claims.

18. Please itemise all components of the project and provide relevant cost (If necessary please use the breakdown sheet provided). Please provide three quotations/ tenders as proof of value for money for any single item over €1,000 and complete the Quotation/tender sheet attached. Please ensure that items listed have a corresponding number and can be cross referenced on the summary sheet.

19. Source of additional funding with detailed breakdown (if applicable): Please

include here all sources of other funding on the project e.g. entry fees, sales from publications, fees from courses participants, conferences and seminars, etc

Any income generated from this project must be notified as part of this application. Quotation documentation must correspond with the information recorded in the application.

NB Applications that are not fully supported or complete will be returned.

This document is intended to be a guidance note only to assist project promoters completing the 2021 ETS application form. Please continue the application form on additional sheets as required. If a project promoter has any queries in relation to completing the application form they should contact Livestock Breeding, Production and Trade Section, Cavan 049 4368242.