



Treoirínte agus Critéir Cáilíochta do Thacaíocht Oiliúna
Guidelines & Eligibility Criteria for Training Supports

Tá an Clár Tacaíochta Oiliúna dírithe ar dhaoine aonair le riachtanaisí oiliúna d'fhorbairt gnó. Is féidir grúpaí ar nós comharchumainn a chur san áireamh ach éiteas gnó ag baint leo.

Méid na Tacaíochta: Íocfaidh Bord Fiontar Contae Chiarraí 50% den chaiteachas incháilithe glan ar CBL gan dul thar €1,500 d'aon chúrsa fé leith.

Samplaí de Chúrsaí Oiliúna Incháilithe: Bainistíocht don Ghnó Beag, Tosnaigh do Ghnó Féin, Leabharchoimeád do Ghnónna Beaga, Díolachán agus Margáíocht, Cúram do Chustaiméirí, Dlí Fostaíochta, Gnó Cúraim Leanaí a Bhainistiú, Láithreacht Idirlín a fhorbairt. I gcásanna áirithe is féidir seimineár gnó ina mbíonn ábhar fé leith gnó á phlé a bheith san áireamh.

Oiliúint nach bhfuil Incháilithe: Oiliúint de chineál gairme, oiliúint ginearálta, cúrsaí FÁS, cúrsaí Céime.

Coinníollacha Íocaíochta: Agus iarratas ceadaithe, caithfidh an t-iarrthóir fianaise íocaíochta agus freastail a sholáthar roimh theacht ar thacaíocht ón mBord Fiontar.

Ní mór gach iarratas a bheith déanta agus ceadaithe roimh aon chaiteachas. Tá maoiniú teoranta agus dáilfear é de réir mar a bhfaightear na h-iarratais. Níl dul thar breith Bhord Fiontar Contae Chiarraí.

The Training supports programme is aimed at individuals who have training requirements that are relevant to business development. It can also extend to groups such as co-operatives where there is a business ethos.

Amount of Support: Kerry County Enterprise Board will pay 50% of eligible expenditure net of VAT subject to a maximum grant of €1,500 in the case of any one course.

Examples of Eligible Training: Small Business Management Course, Start Your Own Business course, Book Keeping for small business, sales and marketing, customer care, employment law, managing a childcare business, developing an internet presence. In limited circumstances it may apply to business based seminars where specific business topics are discussed.

Examples of Ineligible Training: Training of a vocational nature, general training, FAS courses, Degree courses.

Conditions for payment: If an application is approved the applicant must provide evidence of payment and evidence of attendance before drawdown of Enterprise Board Support.

Note in all instances above applications must be made and approved prior to expenditure. Funding is limited and will be allocated on a 'first come, first served' basis. The decision of Kerry County Enterprise Board is final in all cases.



FOIRM IARRATAIS UM THACAÍOCTH TRAENÁLA
TRAINING SUPPORT APPLICATION FORM

Sonraí Teagmhála **Contact Details**

Príomh Teagmhálaí Primary Contact			
Ainm Baiste First Name		Sloinne Last Name	
Ainm Comhlachta Company Name <small>más ann if applicable</small>			
Seoladh Address			
Fón Telephone		Facs Fax	
Fón póca Mobile		R-phost E-mail	
S. Idirlín Website			
Dáta tosaithe an tionscadail Proposed Start date of project			

Inscne Gender		Dáta Breithe, roghnach Date of Birth, optional	
Aoisghrúpa cuir tic Age Group please tick	Faoi 25 Under 25		Os cionn 25 Over 25

Seans go mbeidh orainn d'iarratas a chur go hÁisíneachtaí eile ar bhonn rúnda mar chuid de phróiseas próiseála an Bhoird. An mbeidh tú sásta le sin? Tic led' thoil This application may have to be referred to other Agencies on a confidential basis as part of the Board's processing procedure. Do you consent to this? please tick	BEIDH YES		NÍ BHEIDH NO	
'Fuil tusa nó an comhlacht cláraithe do CBL tic led' thoil Are you or the company registered for VAT please tick	TÁ YES		NÍL NO	

Tabhair cuntas le do thoil, ar do ghnó agus ar do sheirbhísí
Please describe your existing business/services

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Ar dhein tú iarratas ar thacaíocht ó BF Chiarraí cheana Have you previously applied to Kerry CEB for support	DHEIN YES		NÍOR DHEIN NO

Tabhair cuntas gairid ar do riachtanais oiliúna - ábhar is tréimhse ama
Describe your training needs Brief description of content and duration

An oiliúint aonair nó grúpa é seo? Tic led' thoil. Is this group or individual training? Please tick.	Grúpa Group _____ Aonar Individual _____
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Ar dhein tú iarratas ar aon chomhlacht maoinithe eile do dheontas don tionscadal seo? Have you applied to any other funding body for a grant towards this project	Dhein Yes		Níor dhein No	
Má dhein, sonraigh led thoil If yes please give details				

Líon na tábla seo leanas, ag tabhairt luachana agus eolas breise mar is cuí
Complete the following table and provide additional information and quotations as applicable

Costais Oiliúna díreach Direct Training Costs	€
Costais Taistil & Cothabhála Expenses Travel & Subsistence	
Costas Óstáin agus Béiltí Hotel cost and meals	
Costas Iomlán Total Cost	
An tacaíocht oiliúna atá á lorg ón mBord Fiontar Training Support requested from Enterprise Board	

Sonraí an Chomhlacht oiliúna, seoladh teagmhála, sonraí cáilíochta
Training Company details contact address, accreditation details

Dearbhaím leis seo go bhfuil na sonraí atá tugtha ar an iarratas seo, chomh maith le haon eolas forlíontach a soláthraíodh, fíor agus cruinn.

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

Sínithe Signed: _____

Dáta Date: _____

Cuir an t-iarratas líonta ar ais go: Return completed application form to:

An tOifigeach Tacaíochta,
Bord Fiontar Contae Chiarraí Teo.
Áras an Chontae,
Trá Lí.
T. 066 – 7183522
F. 066 – 7126712

Supports Co-Ordinator
Kerry County Enterprise Board,
Áras an Chontae,
Tralee.
T. 066 - 7183522
F. 066 – 7126712

Úsáid Oifige Amháin: Office Use Only

Moladh Recommendation: _____

Molta ag Recommended by: _____ Glactha Acceptance _____

Ceadaithe Approved: _____ Uimhir Chánach/PSP Tax/PPS No. _____

Dáta ceadaithe Date of approval: _____ Teastas Caiteachais Expenditure Cert. _____

Litir tairisceana Letter of Offer: _____

Scaoileadh le híocaíocht molta Payment release recommended: _____