



Employment Subsidy Scheme (Temporary) – Sample Application Form

General Information : Part 1 of 4	
Registered Company Name:	Sample Company Name
Trading as:	Sample Company Name
Address:	123 A Sample Road
	Sample Town
	Co Wexford
Phone:	1234-123456
Contact :	Mr Sample Person
CRO Number:	12345678
VAT Number:	87654321
Company:	<input checked="" type="checkbox"/>
Sole Trader:	<input type="checkbox"/>
PPS Number:	N/A
Partnership:	<input type="checkbox"/>
Partnership Number:	N/A
Partner Names & PPS Numbers:	Name: N/A PPS: N/A
	Name: N/A PPS: N/A
	Name: N/A PPS: N/A
	Name: N/A PPS: N/A
	Name: N/A PPS: N/A
Other Legal Entity:	<input type="checkbox"/>
Relevant Registration Number:	N/A
Legal Entity Description:	N/A
Tax Clearance Certificate:	123456789
Valid Until:	31/12/2010
Email:	sample@sample.com

General Information : Part 1 of 4 (Continued)	
Short Description of Business:	Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample
Development Agency	Enterprise Ireland
Development Agency Contact Name	Sample Contact

Employment : Part 2 of 4		
1) As of 2nd November 2009, what is the number of :		
	Part Time	Full Time
1.1 Employees in the Republic of Ireland in the company/group?	35	12
1.2 Employees in the Republic of Ireland now at risk of being made redundant as a result of the current economic crisis?	35	12
1.3 What is the number of employees that you commit to retain until 30/11/2010 in the event of receiving employment subsidies? (Total Committed Jobs)	35	12
2) Total number of employees (full time and part time) in the Republic of Ireland that you are seeking subsidies for? (Supported Jobs)		
		4

Impact of the economic crisis on your business : Part 3 of 4

1) What is your financial year end date (DD/MM)? 31/12

2. Insert your company's financial details in the table below

	2007	2008	2009	2010	2011
Sales €000's	XX	XX	XX	XX	XX
Net profit margin (% of sales)	XX	XX	XX	XX	XX
Net Assets from balance sheet €000's	XX	XX	Not Required	Not Required	Not Required
Full time employees in Republic of Ireland	XX	XX	XX	XX	XX

3. How has the global and financial economic crisis impacted your business? Please tick all that apply

- Sterling Exchange Rates / Dollar Exchange Rate
- Reduced profitability
- Loss of revenue due to reduced customer orders
- Loss of revenue due to reduced profit margins
- Loss of competitiveness
- Employees have been made redundant
- Increased number of employees on short term hours (< 35 hour weeks)
- Reduced wage costs for employees
- Other (please state) _____

4. Summarise the actions that your company is undertaking or planning to undertake to emerge from the crisis with the committed number of employees? (approx 500 words)

Your answer could include your strategy to address

- **Competitiveness & improving production levels**
- **Cost reduction including new work processes**
- **Market/product development**
- **Prospects for growth**
- **Show need for money**
- **Long term future of enterprise**

Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample
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Sample Sample Sample Sample Sample Sample Sample Sample Sample Sample

N.B. You may copy your restructuring plan from a text editor e.g. Microsoft Word and paste it into the field above.

Previous funding assistance : Part 4 of 4									
1) Is the company part of a group	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No								
Has the company received funding in 2009 under the EU Temporary Aid Framework from a State Agency? <i>Note this includes approvals under the Enterprise Stabilisation Fund</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
If yes, state total amount approved.	Amount: €75,000								
Has the company received De Minimis Aid in 2007, 2008 or 2009?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
Please provide details of any De Minimis Aid granted to your company within the last three years:									
<table border="1"> <thead> <tr> <th>Year</th> <th>Total Amount</th> </tr> </thead> <tbody> <tr> <td>2007</td> <td>0</td> </tr> <tr> <td>2008</td> <td>45,000</td> </tr> <tr> <td>2009</td> <td>0</td> </tr> </tbody> </table>	Year	Total Amount	2007	0	2008	45,000	2009	0	
Year	Total Amount								
2007	0								
2008	45,000								
2009	0								

Note: A false declaration by a company/group resulting in the threshold of De Minimis Aid being exceeded could later result in the aid being recovered with interest.

Company Declaration

Following submission of this on-line form, you will receive an acknowledgment email from ess@enterprise-ireland.com which will also instruct you as to how to complete your application by submitting the following 3 documents. Do not submit these until you receive the acknowledgement email. **

1. Audited accounts for the last financial year end (where such audited accounts do not exist, management accounts for the same financial year end, to include a detailed balance sheet and a detailed profit & loss account, must be submitted instead)
2. Management accounts (to include a detailed balance sheet and a detailed profit & loss account) in respect of the period from the last financial year end to the 30th September 2009
3. Quarterly cash flow statements from the 1st October 2009 to the 31st December 2010 taking into account the anticipated employment subsidy. The cash flow statement must outline the additional funding facilities that are in place or proposed to meet any cash deficit.

I understand that if Enterprise Ireland (or other agencies where appropriate) do not receive all 3 of the above financial documents in the format defined, by the call close date that my application will be ineligible for consideration under the scheme.

****Must be received by Enterprise Ireland by the call close date of 2pm, 23rd December 2009.**

I DECLARE that:

To the best of my knowledge and belief, all particulars given as regards full time and part time employee numbers and financial projections are stated correctly and the company will commit to maintain 35 full time employees and 12 part time employees in Ireland to 30/11/2010.

Confirm

If the company is part of a group, the parent organisation is committed to the ongoing development of the company that is applying for the subsidy.

Confirm

Signed :

Date :

End