

EXPORT ASSISTANCE

Invest NI Trade Mission Application



TRADE MISSION TO COLOMBIA, PERU & CHILE

27 FEBRUARY– 07 MARCH 2017

CLOSING DATE FOR APPLICATIONS: FRIDAY 16TH DECEMBER 2016

FULLY COMPLETED APPLICATION cathy.larkin@investni.com

FORMS TO BE RETURNED TO: or post to:
Invest Northern Ireland
Trade Division
Bedford Square, Bedford Street
Belfast, BT2 7ES

TRADE MISSION MANAGER: **Catrina McNeill**
Catrina.McNeill@investni.com
028 9069 8363

Please download and save this form before adding any information.

Export Assistance is open to Invest NI customers however is **not** available to companies visiting export markets to source components or finished products.

Please ensure that your answers are as complete as possible. Your completed application form will be assessed and scored to determine if you will be invited to participate on the trade mission (with associated financial assistance). **It is therefore in your best interests to fully answer all questions.** Where places on a mission are limited the highest scoring applicants will be awarded places first. You may have to alter the document's page breaks depending on the length of your answers.

Applications received after the closing date will not be considered.

When you have completed the application form please check the Authorisation box on the final page. Please ensure this form is signed by the owner manager/partner or director as applicable. You can then submit the form in hard copy, or scan it and send via e-mail. Please retain a copy for your own records. Invest NI will aim to notify applicants of its decision within two weeks of the closing date for applications.

Please note that any expenditure incurred (i.e. flights/accommodation booked) in advance of written notification by Invest NI of Export Assistance will be deemed ineligible.

Company Name	Enter the business name here
Trading As (if applicable)	If applicable enter a "Trading As" name here
Company Address (inc Post Code)	Enter the full business address here, including post code. Your business must be based in Northern Ireland

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A1 Mission Participant Details

Is the Mission Participant an employee of the company?	
Mission Participant	
Participant's Title	
Position In Company	
Contact Details	A: T: M: E:

Are you applying on behalf of a company representative intending to participate on this mission?	
If "Yes" please complete the details immediately below. If "No" please proceed to Section A1.	
Name	
Company Name	
Position	
Contact Details	T: M: E:

A visa may be required for certain countries and the application process will differ accordingly (e.g. online/in person/postal application). Some immigration authorities require a minimum of two consecutive blank pages to be available in your passport and for your passport to be valid for at least six months from the return date of travel. Please check now that you will not need to apply for a new passport as authorisation cannot be transferred between different passport numbers. If you are required to submit your passport as part of the visa application to an Embassy your passport will not generally be available for at least 5 working days and provisions for other travel arrangements should be considered as your passport will be unavailable within this time.

If a visa is required we will advise you of relevant visa agents on receipt of your application form and where applicable we will request your specific passport details to enable invitation letters to be issued.

It is the responsibility of the mission participant to ensure they have sufficient travel insurance and medical cover in place for the trade mission.

A2 Company Background

Please provide a brief history of the business and its product/service offering.

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A3 Market Development

Please detail your market development strategy for the trade mission market/s being visited and how this fits with the company's global export strategy.

For companies currently exporting to the trade mission market/s this should include how you will service existing and new sales; develop sales channels; promote your product/s in market (including multi-lingual capability); and what resources (financial and human) you plan to allocate to successfully deliver your strategy.

If you have **NOT** previously visited the market or have not previously exported to the trade mission market/s please explain why you are applying for the trade mission. If applicable please clearly articulate your market entry and development strategy.

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A4 Market Visit Objectives

Please clearly articulate your objectives for applying to participate on this mission (e.g. market research, partner identification, support existing partners etc)

A5 Current and Projected Sales to Trade Mission Market/s Applied For

Please provide your current and projected sales to the trade mission market/s

Country	Base Year Sales (£)	Base Year plus 3 Projected Sales (£)

Please provide a brief commentary on the trends including key drivers for growth

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A6 Business Partners in Trade Mission Market/s Applied For

Please list below your business partners in the trade mission market/s (i.e. agents/distributors/etc)
(This information is not used as part of the scoring process)

Partner Name	Relationship (e.g. Agent/distributor)	Location

A7 In-Market Company Personnel

Please provide details below of key company personnel located in the trade mission market/s or region (if applicable)
(This information is not used as part of the scoring process)

Name	Location	Email Address

A8 Impact and Economic Benefits of Invest NI Assistance

Please select the impact of Invest NI support and provide a rationale for your choice

Impact		Rationale
Export development would go ahead more slowly	<input type="checkbox"/>	
Certain markets would not be developed	<input type="checkbox"/>	
Export development would not happen at all	<input type="checkbox"/>	
Invest NI support will have no impact on export development	<input type="checkbox"/>	

Please indicate how the delivery of your export strategy will result in any of the following economic benefits to Northern Ireland. (Please refer to Annex A for further guidance on wider and regional economic benefits - not all of these will be applicable.)

Economic Benefit		How this will be delivered
Generation of additional sales outside Northern Ireland – Please specify what activities will be undertaken in NI and what products/services will be exported from NI.	<input type="checkbox"/>	
Other(s) - please refer to Annex A	<input type="checkbox"/>	

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A9 Travel to locations other than the Trade Mission Centre/s

Mission participants are generally required to travel to the mission centre/s and stay in the mission hotel/s. If you plan to deviate from the mission itinerary please provide details below together with a rationale – this will be subject to approval from Invest NI.

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Additional support towards accommodation costs may be available for up to 4 days if you intend to travel to other locations for business development purpose before or after the mission dates. If you would like to apply for this additional support please provide details below together with a rationale. Invest NI will advise you if you if this additional support is approved.

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A10 Market Research and Preparation

Will you require Invest NI to commission market research for this trade mission?	
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As part of Invest NI's Trade Mission support for this Trade Mission, In-market RESEARCH will be offered to all participating companies. This support will focus on the identification of potential partners and arranging appointments with interested parties during the Trade Mission. This research will be undertaken by Invest NI's staff or business partners in the countries being visited and will require participating companies to provide a robust brief.

The cost to companies requiring market research in preparation for the Mission will be **£500** for companies visiting **one** location, and if applicable; **£750** for companies visiting **two** locations; and, **£1,000** for **three** locations. These costs are subject to VAT at the prevailing rate.

Companies visiting the market for the first time must commission in-market research to ensure a structured visit, and to receive the full financial assistance offered by Invest NI for the Mission. Companies returning to the market after an absence of 3 years may be required to commission in-market research.

If you do require market research Invest NI will provide further details of this subject to your application being successful.

Companies not requiring this service will be required to produce a full schedule of meetings to enable payment of any financial assistance.

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A11 De Minimis Aid

If the company has received Government funded business support such as grants or subsidised consultancy from other Government Departments, Intertrade Ireland or Local Councils over the last 3 years this might impact on your eligibility to receive a grant as the Invest NI trade support operates as 'De Minimis' aid.

The maximum amount of De Minimis aid that an undertaking can receive within a 3 year fiscal period is €200,000. Where a company is part of a group of companies the De Minimis limit applies to the combined Group and not individual companies or undertakings within the Group. To allow Invest NI to determine whether awarding this grant will breach this limit, please complete the table below that details the date and value of any De Minimis aid the company has received during your last 3 fiscal (accounting) years. Where the company is part of a Group of companies please complete the table for all Group companies.

To assist you in determining the De Minimis support you have received in the last three accounting years, a list of Invest NI's De Minimis programmes is attached at Annex B along with the value of that support where applicable. Annex B applies to Invest NI support only.

Please note that it is your responsibility to check whether the support you have received was classed as De Minimis aid. If in doubt, please check with whoever provided you with the support.

Has your company or group received De Minimis aid in the last three fiscal years?			
If you have answered Yes to the question please complete the following table for your company, or, if you are part of a group of companies, for your group.			
Date Funding Awarded	Funding Body	Purpose/Scheme	Amount (£)
What is the date of your fiscal (accounting) year end?			

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A12 Declaration

- I confirm that the details provided are current and accurate to the best of my knowledge.
- I confirm that the company is solvent and no distress or execution has been levied against it.
- I confirm that the mission participant will visit the trade mission centres and stay at the trade mission hotels for the duration of the visit unless previously agreed in writing with Invest NI.
- I confirm that the mission participant will attend any official engagements organized by Invest NI, its local business partners, or, the UK Diplomatic Posts.
- Participation on the trade mission is considered as an extension to the workplace and requires the same duty of care, to yourself, employees, subcontractors, visitors and anyone who may be affected by acts and omissions, as in your office premises.
- I understand that Invest NI may share the contents of this form with parties involved in the trade mission (e.g. in-country advisors, event organisers etc). By applying to participate, you are agreeing for us to do so
- I confirm that the mission participant will complete and submit a post mission evaluation and participate in Invest NI press coverage related to mission successes.
- I confirm that the company (or group of companies) has not breached the De Minimis Aid limit of €200,000 in the last three fiscal years.
- I am not applying to any other government department or local authority in respect of the costs outlined in this application.
- I allow access to the business to any authorised person for the purpose of carrying out an inspection in order to verify the accuracy of the information in this application.
- I declare that the project will comply with relevant Northern Ireland and EU legislation on equal opportunities.
- I will notify Invest NI in advance of carrying out any changes to the nature of this export project.
- I understand that completion and submission of this application form does not entitle me to Invest NI support and the application form will be scored based on the information contained therein.
- I understand that any expenditure incurred on this project outside of written approvals and/or prior to receiving notification of support from Invest NI will not be eligible for financial assistance.
- I undertake to provide original invoices, receipts and proof of payment in relation to all expenditure claimed for under this application.
- I undertake to comply fully with the Bribery Act 2010.
- I will provide any further information as may be required by Invest NI.

Applications must be authorised, in the case of a Limited Company, by a Director or the Secretary and, in the case of a Sole Trader or Partnership, by the Proprietor or a Partner.

Authorisation	
I declare the information in this application to be true and complete to the best of my knowledge and authorise Invest NI to assess this application on the basis of the information provided.	
Name	<input type="checkbox"/>
Position in company	
Signature	
Date	

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ANNEX A – REGIONAL AND WIDER ECONOMIC BENEFITS

Regional Economic Benefits

1. Labour Market Impacts

- Project will deliver wages above the current Northern Ireland Private Sector Median (£18, 933)
- Potential to provide jobs for the unemployed and/or economically inactive (e.g. students, sick, retired or people looking after family)

2. Generation of orders for other companies in Northern Ireland

- Increased business placed for products or services with other NI suppliers

3. Indirect job creation

- No of jobs in NI indirectly created by the project

4. Research & Development

- Research & Development activity undertaken as a result of the project

5. Innovation

- Product or process innovation?

Wider Economic Benefits

6. Skills development

- Employees skills development (A rough guide to skills levels would be: Level 4 – Degree or above; Level 3 – A-level; Level 2 – GCSE; Level 1 – below GCSE.)

7. Sales outside NI Exports

- Will the project stimulate additional sales outside NI and / or exports beyond UK?

8. Entrepreneurship

- Will the project stimulate additional entrepreneurial activity, i.e. new business starts?

9. University linkages with industry

- Does the business work with universities to research or develop products or people?
- If so, how significant are the linkages, what projects are underway and how does this project help develop these linkages

10. Knowledge transfers

- Will the project result in the transfer of knowledge between companies or individuals?

11. Encourage Foreign Direct Investment

- Will the project help encourage Foreign Direct Investment into NI? If so, how?

NB: Only those 'regional' and 'wider' economic benefits that are relevant to this application should be referred to.

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ANNEX B – INVEST NI DE MINIMIS AID SCHEMES

Programme / Scheme	Value of De Minimis Aid
Accelerated Support Fund	Letter of Offer Value
Boosting Business through Grant for R&D	Letter of Offer Value up to max £50k
Business Improvement Agent	Letter of Offer Value
Business Solutions Consultancy	Letter of Offer Value up to a maximum of £15,800
Carbon Trust Interest Subsidy on loans	Determined by size of loan
CE Marking Programme	£1,995
Collaborative Networks Programme	Value stated in the Collaborative Networks confirmation letter
Design Programme	Main Design Project: £7,000* Mini Design Project: £3,500*
Green Technology Initiative	Letter of Offer value
Growth Accelerator Programme	Letter of Offer value
Innovation Vouchers	£4,000*
Non Executive Director Programme	Letter of Offer Value up to a maximum of £15,000
Northstar Mentoring Assignment	Mentoring Costs up to £800*
Propel Programme	Letter of Offer value
Resource Efficiency Audit Framework	Agreed Consultancy Costs up to £1,000*
Sustainable Development Implementation Framework	Agreed Consultancy Costs up to £5,000*
Technology Development Incentive	Letter of Offer Value up to a maximum of £5,000
Trade Solutions	Currently, all trade support is classed as De Minimis Contact the Trade Team directly for programme value

N. B. * indicates the maximum level of support available against the given support mechanism