



Additional Sources of Public Matching Funds Procedure

When entering projects one may encounter situations where a project has more than one source of Public Matching Funds. In this case please proceed as follows in order to capture the additional sources of Public Matching Funds.

(1) Click on the **Source of Public Matching Funds lookup icon**:

A screenshot of the Microsoft Dynamics CRM interface showing the 'Test Project' form. The form is displayed in a browser window titled 'Project: Test Project - Microsoft Dynamics CRM - Windows Internet Explorer'. The user is identified as 'David Watchorn, Leader'. The form includes a navigation pane on the left with sections for 'Project Basic' (General, Project, Monitoring, Dates, Application Public Pr..., Application Evaluatio..., Final Checklist, Finance, Notes) and 'Related' (Common, Activities, Closed Activities, Documents, Audit History, Claims for this Proj..., Cooperation Partne..., Detail/Post Internet). The main form area shows the following fields: Primary Local Objective (Test LDS/Local Biodiversity), Theme (Rural Environment), Sub Theme (Local Biodiversity), Sector/Initiative (Other), Other Sector/Initiative (Other), Project Type (Capital), Applicant Type (Community), Maximum Funding (€200,000.00), Maximum Rate of Aid % (75), Project Sub-Type (N/A), Actual Rate of Aid % (50.00), and Source of Public Matching funding. A red arrow points to the lookup icon for the 'Source of Public Matching funding' field. The status is 'Active'.

(2) In the lookup box click **New**

Look Up Record
Enter your search criteria and click Search to find matching records. Filter your results and view different columns of data by using the View options. Then, select the record you want and click OK.

Look for: Public Body Show Only My Records
View: _Public Body Lookup View
Search:

	Name	Created On	
<input type="checkbox"/>	An Bord Bia	22/02/2017 18:20	
<input type="checkbox"/>	An Chomisiúin Logainmneacha (Placenames Commission)	22/02/2017 18:20	
<input type="checkbox"/>	An Foras Teanga	22/02/2017 18:20	
<input type="checkbox"/>	Arts Council	22/02/2017 18:20	
<input type="checkbox"/>	Athlone Institute of Technology	22/02/2017 18:20	
<input type="checkbox"/>	Carlow County Council	22/02/2017 18:20	
<input type="checkbox"/>	Carlow Local Enterprise Office	22/02/2017 18:20	
<input type="checkbox"/>	Cavan and Monaghan Education and Training Board	22/02/2017 18:20	
<input type="checkbox"/>	Cavan County Council	22/02/2017 18:20	
<input type="checkbox"/>	Cavan Local Enterprise Office	22/02/2017 18:20	

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Properties **New** OK Cancel Remove Value

(3) In the **Public Body** form type the names of the multiple sources of Public Matching Funds separated by a “&”. Then press **Save & Close**.

Public Body: New - Microsoft Dynamics CRM - Windows Internet Explorer
https://hub.pobal.ie/Leader/main.aspx?etc=10062&extrags=%3fetc%3d10062%26pagemode%3diframe%26preloadcache%3d1505835747028&pagetype=entityrecord

Microsoft Dynamics CRM
David Watchorn Leader

File Public Body Customize
Save Save & Close Share Assign Copy a Link Run Workflow Start Dialog Run Report -
Save Collaborate Process Data

Inform Save & Close (ALT+S) Save and close this Public Body. Public Bodies
Gene

Related
Common
Audit History
zNU Not used Project...
Projects
Processes
Workflows
Dialog Sessions

General
Name * An Bord Bia & Arts Council Owner * David Watchorn
Status Active



Note: Please ensure you type the names exactly as they are spelt if they are already on the existing list. For example in our example above we have “Arts Council” which is exactly how this is spelt on the existing list. Please do not enter “The Arts Council”, “Art’s Council” or any other different spelling. This will aid in future reporting requirements.

(4) Click **OK**.

Look Up Record
Enter your search criteria and click Search to find matching records. Filter your results and view different columns of data by using the View options. Then, select the record you want and click OK.

Look for: Public Body Show Only My Records
View: _Public Body Lookup View
Search: An Bord Bia & Arts Council

Name	Created On
<input checked="" type="checkbox"/> An Bord Bia & Arts Council	19/09/2017 16:49

1 - 1 of 1 (1 selected) Page 1

Properties New

OK Remove Value

https://hub.pobal.ie/Leader/_controls/lookup/lookupinfo.aspx?AllowFilterOff=1&Default Local Intranet | Protected Mode: Off

(5) Press **Save** to update the project with this **new Source of Public Matching Funds** value.

Project: Test Project - Microsoft Dynamics CRM - Windows Internet Explorer
Microsoft Dynamics CRM
David Watchorn Leader

File Project Add Customize
Save Save & New Share Assign Copy a Link Run Workflow Start Dialog Run Report
Collaborate Process Data

Save (CTRL+S)
Save this Project.

Project
Test Project

Primary Local Objective * Test LDS/Local Biodiversity
Theme * Rural Environment
Sub Theme * Local Biodiversity
Sector/Initiative * Other
Other Sector/Initiative * Other

Project Type * Capital Applicant Type * Community
Maximum Funding €200,000.00 Maximum Rate of Aid % 75
Project Sub-Type * N/A Actual Rate of Aid % 50.00
Source of Public Matching funding * An Bord Bia & Arts Council

Status Active

Related
Common
Activities
Closed Activities
Documents
Audit History
Claims for this Proj...
Cooperation Partne...



Note: If there are three or more sources of Public Matching Funds, simply follow the above procedure putting a “&” between each of the organisation names.