



LEADER ICT System Co-operation Projects Addendum



Rialtas na hÉireann
Government of Ireland



The European Agricultural Fund
for Rural Development: Europe
investing in rural areas



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



Glossary

Abbreviation	Definition
CRM	Customer Relationship Management
CRO	Companies Registration Office
DRCD	Department of Rural and Community Development
EOI	Expression of Interest
IP	Implementing Partner
LAG	Local Action Group
LCDC	Local Community Development Committee
LDC	Local Development Company
LDS	Local Development Strategy
Promoter	Promoter of a project
ROS	Revenue Online Service
RDP	Rural Development Programme
TCAN	Tax Clearance Access Number
TRN	Tax Reference Number

Index

Co-operation Projects	1
Overview	1
Project Process.....	2
Project Pathways.....	3
Project Stages.....	4
Stage 01 EOI Submitted	5
Stage 02 EOI Eligible.....	6
Stages 03-09.....	17
Stage 10 Application Decision.....	18
Support.....	22

Co-operation Projects

Overview

This Addendum is to assist the user in recording Co-operation Projects on the LEADER ICT System. This document should always be used in conjunction with the main Project Record User guide located [here](#). For co-operation project queries that are not answered via the Project User Guide or this addendum, please see the [support](#) section of this document for (depending on your query) the appropriate support details

A co-operation project is a specific project where a LAG is implementing a project in partnership with a partner organisation.

Please note: even if the co-operation project is being recorded and progressed on the ICT system by an IP, the partner organisation must always be recorded as a **LAG** from a different LDS Area or country.

There are three classes of co-operation partner namely:

- Inter-territorial (A Co-operation Partner in the Republic of Ireland)
- Cross-border (A Co-operation Partner in Northern Ireland)
- Transnational (A Co-operation Partner in a different country)

In addition there are two different types of co-operation projects namely:

- Preparatory (limited at a maximum of €6,000)
- Full (limited at a maximum of €200,000)

The full matrix of possible co-operation projects is as follows:

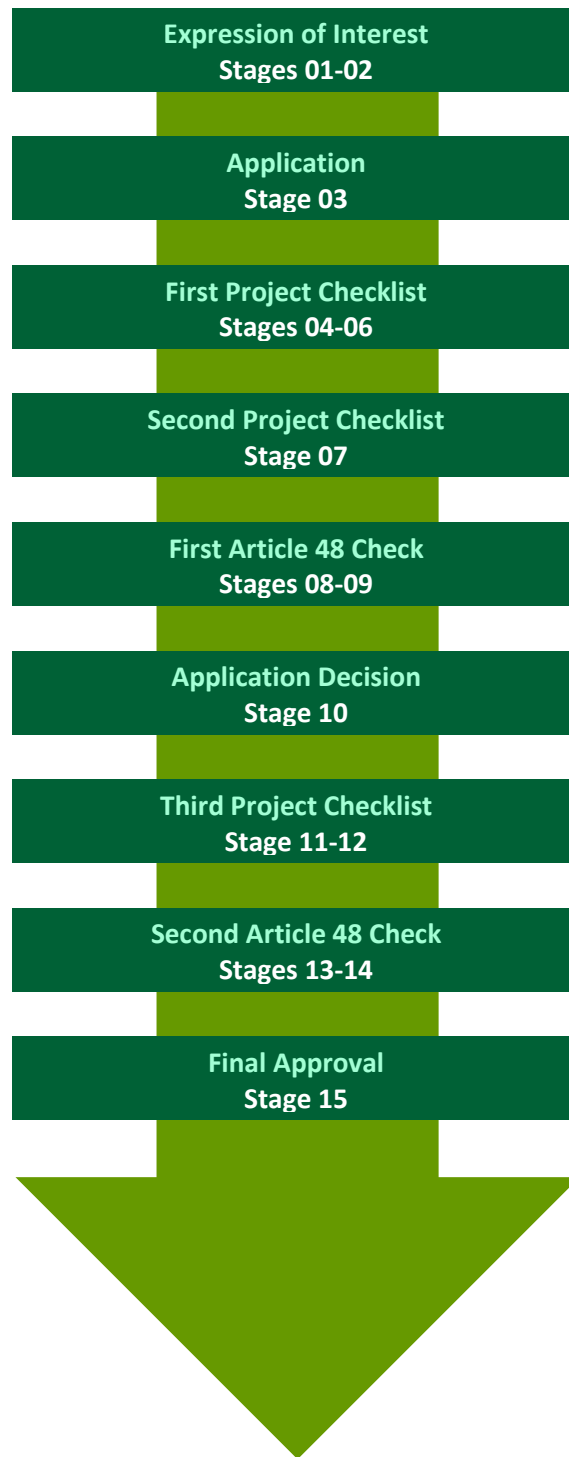
Co-operation Projects Types	<ul style="list-style-type: none">• Co-operation Inter-territorial Full• Co-operation Inter-territorial Preparatory• Co-operation Cross-border Full• Co-operation Cross-border Preparatory• Co-operation Transnational Full• Co-operation Transnational Preparatory
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Detailed information about the funding limits for co-operation projects can be found in the [Appendix 1](#).

The LEADER ICT System has been configured to help LAGs and IPs enter and progress their Co-operation projects and also to record the financial aspects of their projects as well as the LDS Co-operation Project budget.

This Addendum documents the process of recording co-operation projects on the LEADER IT System.

Project Process



Project Pathways

Project Stages	Co-operation Preparatory Project	Co-operation Full Project
01 EOI Submitted	↓	↓
02 EOI Eligible	↓	↓
03 Application Submitted	↓	↓
04 Project Record Checklist #1	Standard & Procurement & Planning & Co-op Prep	Standard & Procurement & Planning & Co-op Full
05 Application IP Manager or LAG User Sign Off	↓	↓
06 Application LAG Manager Approval	↓	↓
07 Project Record Checklist #2	Evaluation	Evaluation
08 Application Article 48 User Check	↓	↓
09 Application Article 48 Manager Verification	↓	↓
10 Application Decision	↓	↓
15 Final Project Approved	•	•
16 Withdrawn or Other Funding	•	•
17 Project Rejected	•	•
18 EOI Ineligible	•	•

Project Stages

Stage	IP Non "In-House" Projects (LAG Article 48 Check)		IP "In-House" Projects (Pobal Article 48 Check)		All LAG Projects (Pobal Article 48 Check)		Can Progress To	Can Reverse To
01 EOI Submitted Enter basic details including Project Name, Description & Promoter. Save as "01 EOI Submitted". Progress to "02".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 02 ↓ 16 ↓ 18	-
02 EOI Eligible Enter further details including Sector or Initiative, Project Type, Sub-Type, Financials and progress to "03".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 03 ↓ 16 ↓ 18	↑ 01
03 Application Submitted Progress the project to the next stage which is "04 Project Record Checklist #1".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 04 ↓ 16 ↓ 17	↑ 02
04 Project Record Checklist #1 Answer the Project Record Checklist #1 questions and progress to "05 Application IP Manager Sign Off".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 05 ↓ 16 ↓ 17	↑ 03
05 Application IP Manager Sign Off The information and checklist responses are signed off by the IP Manager for IP projects.	IP Manager		IP Manager		LAG User		↓ 06 ↓ 07 ↓ 16 ↓ 17	↑ 04
06 Application LAG Manager Approval The project is approved by the LAG Manager and is progressed to "07 Project Record Checklist #2".	LAG Manager (optional)		LAG Manager		LAG Manager		↓ 07 ↓ 16 ↓ 17	↑ 02 ↑ 03 ↑ 04 ↑ 05
07 Project Record Checklist #2 The Project Checklist #2 questions are answered. Progress to "08 Application Article 48 User Check".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 08 ↓ 16 ↓ 17	↑ 05 ↑ 06
08 Application Article 48 User Check The Article 48 User checks all responses to the first two checklists and progresses to "09".	LAG Article 48 User		Pobal Article 48 User		Pobal Article 48 User		↓ 09	↑ 04
09 Application Article 48 Manager Verification The Article 48 Manager verifies the work of the Article 48 User and then progresses to "10 Application Decision".	LAG Article 48 Manager		Pobal Article 48 Manager		Pobal Article 48 Manager		↓ 10	↑ 08
10 Application Decision The application decision is made and LAG Approval Date is entered. Progress to "11" or "15" depending on pathway.	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 11 ↓ 15 ↓ 16 ↓ 17	↑ 07 ↑ 09
11 Project Record Checklist #3 The Project Record Checklist #3 is completed. Progress to "12 Final LAG Manager Approval".	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 12 ↓ 13 ↓ 16 ↓ 17	↑ 10
12 Final LAG Manager Approval The Project Record Checklist #3 responses are approved by the LAG Manager. Progress to "13".	LAG Manager (optional)		LAG Manager		LAG Manager		↓ 13 ↓ 16 ↓ 17	↑ 11
13 Final Article 48 User Check The Project Record Checklist #3 responses are checked by the Article 48 User. Progress to "14".	LAG Article 48 User		Pobal Article 48 User		Pobal Article 48 User		↓ 14	↑ 10 ↑ 11 ↑ 12
14 Final Article 48 Manager Verification The Project Record Checklist #3 responses are verified by the Article 48 Manager. Progress to "15".	LAG Article 48 Manager		Pobal Article 48 Manager		Pobal Article 48 Manager		↓ 15	↑ 13
15 Final Project Approved The project is now approved. The Letter of Offer and Contract dates are entered and claims may be added.	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	↓ 16 ↓ 17	-
16 Withdrawn Other Funding Source A status for the Withdrawal of the Expression of Interest or the Project.	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	-	-
17 Project Rejected A status for the Rejection of the Application at Decision stage.	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	-	-
18 EOI Ineligible A status for Ineligible Expressions of Interest.	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User	-	-

Stage 01 EOI Submitted

Overview

Stage	IP Non "In-House" Projects (LAG Article 48 Check)		IP "In-House" Projects (Pobal Article 48 Check)		All LAG Projects (Pobal Article 48 Check)		Can Progress To	Can Reverse To
	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User		
01 EOI Submitted Enter basic details including Project Name, Description & Promoter. Save as "01 EOI Submitted". Progress to "02".							↓ 02 ↓ 16 ↓ 18	-

All Expressions of Interest received must be recorded on the LEADER ICT System. This involves the creation of a new Project record by the Project User or User. The first step is for the user to enter basic details including the Promoter, Indicative Grant Amount, the Primary Local Objective that the project is aligned to, Project Name and Description and EOI Received Date. A number of other fields are automatically populated. Once this is complete, the project is saved and is at stage "01 EOI Submitted".

The project is then then progressed to stage "02 EOI Eligible".

- For LAG-recorded projects, this stage is actioned by the LAG Project User or LAG User.
- For IP-recorded projects, this stage is actioned by the IP Project User or the IP User.

Stage 02

EOI Eligible

Overview

Stage	IP Non "In-House" Projects (LAG Article 48 Check)		IP "In-House" Projects (Pobal Article 48 Check)		All LAG Projects (Pobal Article 48 Check)		Can Progress To	Can Reverse To
	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User		
02 EOI Eligible Enter further details including Sector or Initiative, Project Type, Sub-Type, Financials and progress to "03".							↓ 03 ↓ 16 ↓ 18	↑ 01

This stage involves the inclusion of additional project level information including the Sector or Initiative, Project Type, Project Sub-Type, Applicant Type, Application Submission Date and Finance fields. This stage represents the final step before an Expression of Interest becomes a formal application.

At this stage, the user identifies the project as a co-operation project by choosing one of the following values for the "Project Sub-type" field. This will determine the exact checklist questions asked and also will cause the project to follow the shorter co-operation project pathway on the system:

- Co-operation Inter-territorial Full
- Co-operation Inter-territorial Preparatory
- Co-operation Cross-Border Full
- Co-operation Cross-Border Preparatory
- Co-operation Transnational Full
- Co-Operation Transnational Preparatory

Once all the fields have been completed and saved at Stage 02, the project can then be progressed to Stage "03 Application Submitted". Alternatively the project is reversed to stage "01 EOI Submitted" for amending.

- For LAG-recorded projects, this stage is actioned by the LAG Project User or LAG User.
- For IP-recorded projects, this stage is actioned by the IP Project User or the IP User.



Important

- It is important to choose the correct **Project Subtype** as this determines the relevant pathway and checklist questions that will be presented to the user and verified in the Article 48 Check. This field is locked for editing after this stage. The project must be saved at Stage 02, before progressing to Stage 03.



Note

- This stage has been specifically designed with minimum validations. You should enter the majority of the project information while the project is at Stage 02 and saving the project at Stage 02 as you go along. This will prevent you from losing information should you be interrupted while entering data for the project. Only when you have completed all the fields in this section should you advance the stage to "03 Application Submitted".

Process

(1) The user populates the project fields as per the standard **Project Record User Guide**.

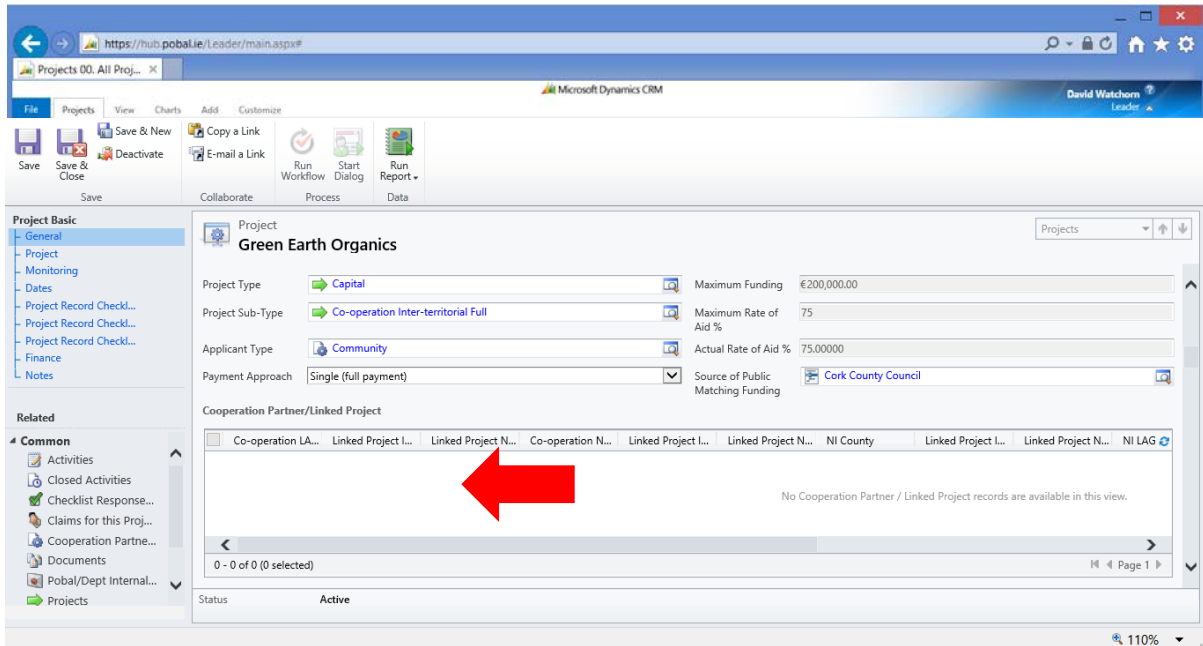
(2) For **Project Sub-Type**, the user chooses one of the following options.

Field	Options
Project Sub-Type*	Choose: <ul style="list-style-type: none">• Not Applicable (For most projects you choose “Not Applicable”)• LEADER Food Initiative• Co-operation Inter-territorial Full• Co-operation Inter-territorial Preparatory• Co-operation Cross-Border Full• Co-operation Cross-Border Preparatory• Co-operation Transnational Full• Co-operation Transnational Preparatory

(3) The Project Sub-Type, Project Type and Applicant Type values determine the **Maximum Funding** and **Maximum Rate of Aid**.

(4) If any of the co-operation project sub-types are chosen, the user must add the appropriate Co-operation Partner details to the Co-operation project.

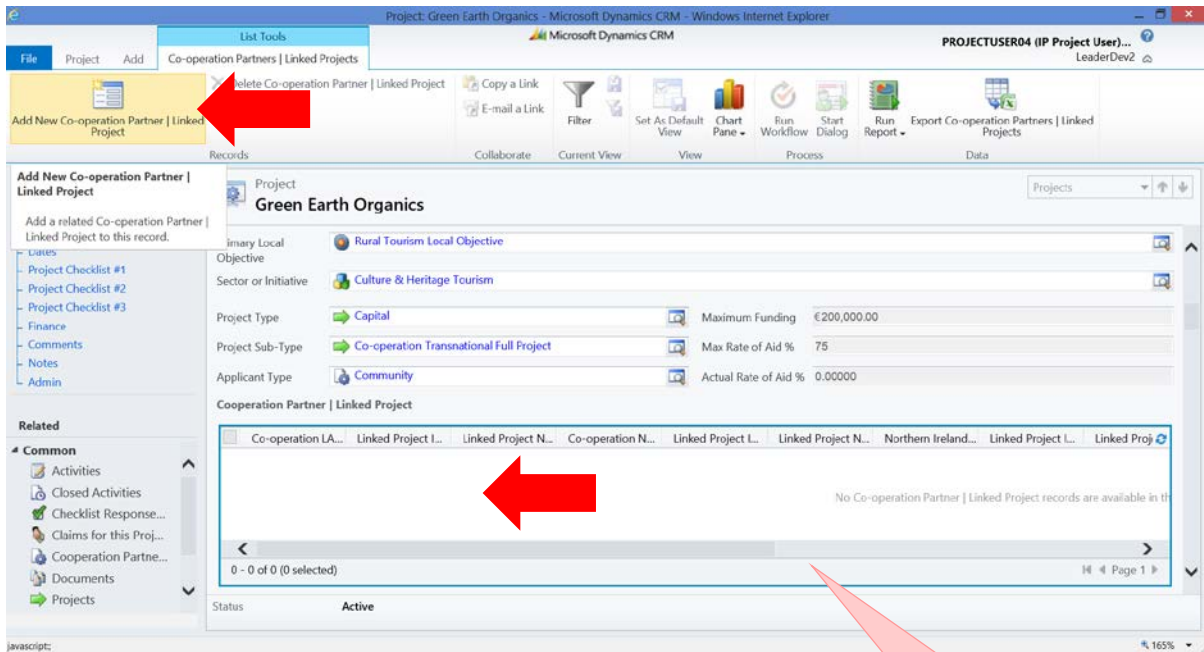
Note that the **Co-operation Partner | Linked Project** subgrid appears and must be populated before the project can be progressed to Stage 03.



Note:

- The Co-operation Partners must be added before the project is progressed to Stage 03. If they are not populated, the system will display a warning message and they must be added before the project can be progressed.

(5) Click inside the Co-operation project subgrid and click Add New Cooperation Partner | Linked Project:



(6) **Important**

- It is important to note that Co-operation Partners are never Implementing Partners.
- Also please remember there is no need to input the LAG in your own LDS Area as a Co-operation Partner as it is always assumed that the LAG in your LDS Area is the first Co-operation Partner with you needing to enter the LAG from the other LDS/LAG area.
- If in any doubt please contact the LEADER Administrator at leadersystem@pobal.ie

(7) For Co-operation Inter-Territorial Projects (Full and Preparatory):

For Co-operation Inter-Territorial Projects (Full and Preparatory) you will be asked for Co-operation Partners that are either LAGs or Non-LAGs.

Please recall Point (6) above:

- It is important to note that Co-operation Partners are never Implementing Partners.
- For example if there is a Co-operation Partner between County A and County B and it is put on the system by an IP in County A and an IP in County B, then the IP in County A enters the LAG in County B as the Co-operation Partner and the IP in County B enters the LAG in County A as the Co-operation Partner.
- If in any doubt please contact the LEADER Administrator at leadersystem@pobal.ie

Populate the details as appropriate – note you have to communicate offline with the Co-operation Partner to obtain the reference number for their co-operation project.

If the Co-operation Partner is a LAG populate these three fields:

Field	Options
Co-operation LAG	The LAG Co-operation Partner (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)

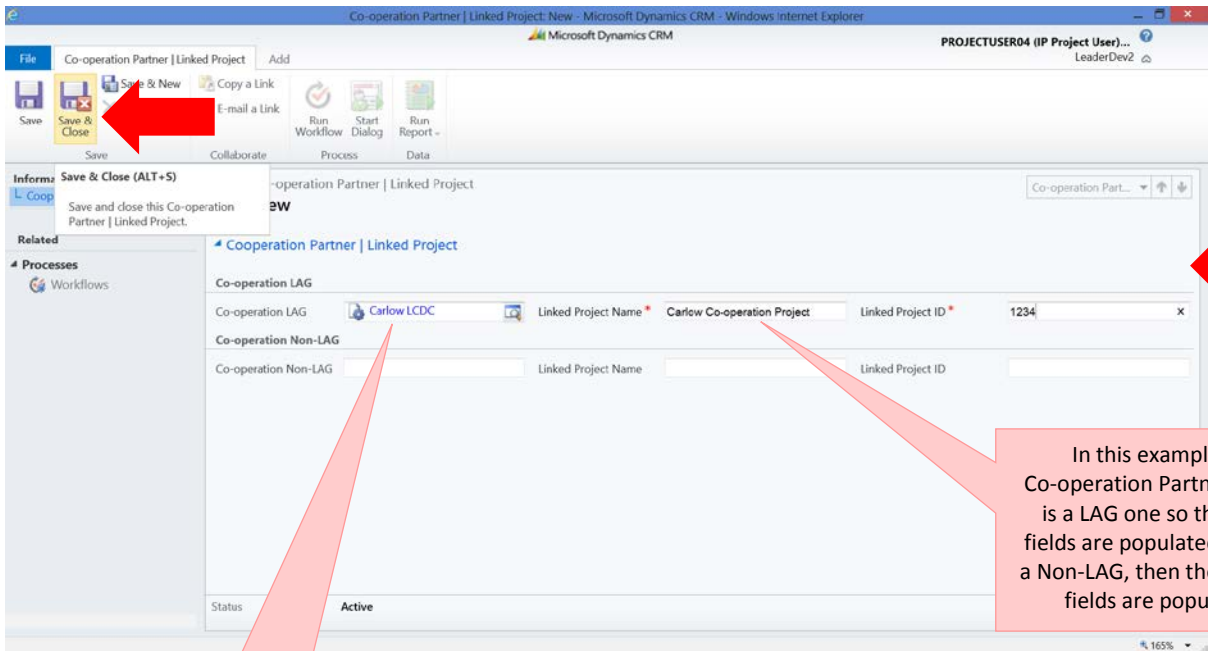
If the Co-operation Partner is a Non-LAG populate these three fields:

Field	Options
Co-operation Non-LAG	The Name of the Non-LAG Co-operation Partner (Free text)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)



Note on Non-LAG field:

- **As per section 7 of the Operating Rules:** *Co-operation projects between LEADER LAGs and non-LEADER Groups may also be eligible for funding where the proposed project is led and co-ordinated by the LAG. Article 44 of regulation 1305/2013 (EAFRD Regulation) further defines non-LEADER groups as:*
 - a) A group of local public and private partners in a rural territory that is implementing a local development strategy within or outside the Union;
 - b) A group of local public and private partners in a non-rural territory that is implementing a local development strategy.



In this example the Co-operation Partner project is a LAG one so the first 3 fields are populated. If it was a Non-LAG, then the second 3 fields are populated.

Remember a LAG/Non LAG is never an Implementing Partner.

(8) For Co-operation Cross Border Projects (Full and Preparatory)

For Co-operation Cross Border Projects (Full and Preparatory) you will be asked for Co-operation Partners that are either LAGs, Non-LAGs, Northern Irish LAGs or Northern Irish Counties. Populate the details as appropriate – note you have to communicate offline with the Co-operation Partner to obtain the reference number for their co-operation project.

If the Co-operation Partner is a Northern Irish LAG populate these three fields:

Field	Options
NI LAG	The Northern Irish LAG Co-operation Partner (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if NI LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if NI LAG is populated)

If the Co-operation Partner is a Northern Irish Non-LAG populate these three fields:

Field	Options
NI County	The Northern Irish County where the Co-operation Non-LAG Partner is located (Free text)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if NI County is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if NI County is populated)

If the Co-operation Partner is a LAG populate these three fields:

Field	Options
Co-operation LAG	The LAG Co-operation Partner (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)

If the Co-operation Partner is a Non-LAG populate these three fields:

Field	Options
Co-operation Non-LAG	The Name of the Non-LAG Co-operation Partner (Free text)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)

Co-operation Partner | Linked Project

Save & Close (ALT+S)

Save and close this Co-operation Partner | Linked Project.

Cooperation Partner | Linked Project

Co-operation LAG			
Co-operation LAG	Linked Project Name	Linked Project ID	
Co-operation Non-LAG			
Co-operation Non-LAG	Linked Project Name	Linked Project ID	
Cooperation Northern Ireland LAGs and Counties			
Northern Ireland LAG	Linked Project Name	Linked Project ID	
Northern Ireland County	Linked Project Name	Linked Project ID	

Status: Active

In this example the Co-operation Partner is a Northern Irish LAG. Note that if there are several Co-operation Partners, one creates a separate record for each one i.e. populate only 3 fields on each form.

(9) For Co-operation Transnational Projects (Full and Preparatory)

For Co-operation Transnational Projects (Full and Preparatory) you will be asked for the Member State of the Co-operation Partner. Populate the details as appropriate – note you have to communicate offline with the Co-operation Partner to obtain the name and reference number for their co-operation project.

If the Co-operation Partner is in an EU Member State populate these three fields:

Field	Options
Co-operation Member State	The EU Member State where the Co-operation Partner is located (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation Member State is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation Member State is populated)

Field	Options
NI LAG	The Northern Irish LAG Co-operation Partner (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if NI LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if NI LAG is populated)

If the Co-operation Partner is a Northern Irish Non-LAG populate these three fields:

Field	Options
NI County	The Northern Irish County where the Co-operation Non-LAG Partner is located (Free text)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if NI County is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if NI County is populated)

If the Co-operation Partner is a LAG populate these three fields:

Field	Options
Co-operation LAG	The LAG Co-operation Partner (Dropdown list)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation LAG is populated)

If the Co-operation Partner is a Non-LAG populate these three fields:

Field	Options
Co-operation Non-LAG	The Name of the Non-LAG Co-operation Partner (Free text)
Linked Project Name*	The Name of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)
Linked Project ID*	The Reference of the Partner Co-operation Project (Mandatory if Co-operation Non-LAG is populated)

Co-operation Partner | Linked Project

Save Save & Close

Co-operation Partner | Linked Project

Italy

Co-operation Partner | Linked Project

Co-operation Member State

Co-operation Member State	Linked Project Name	Linked Project ID
Italy	Italy-Ireland Co-operation Project	1234

Co-operation LAG

Co-operation LAG	Linked Project Name	Linked Project ID
Carlow LCDC	Italy-Ireland Co-operation Project	5678

Co-operation Non-LAG

Co-operation Non-LAG	Linked Project Name	Linked Project ID

Cooperation Northern Ireland LAGs and Counties

Northern Ireland LAG	Linked Project Name	Linked Project ID

Northern Ireland County	Linked Project Name	Linked Project ID

Status: Active

Note that for Co-operation Transnational Projects you are asked for the Member State where the Partner is located. You may also enter additional Partners in Ireland or Northern Ireland

(10) The Co-operation Partner details now appear in the Co-operation Partner | Linked Project subgrid.

The screenshot displays the Microsoft Dynamics CRM interface for a project named 'Green Earth Organics'. The left-hand navigation pane shows various sections like 'General', 'Project', and 'Related'. The main area shows project details such as 'Primary Local Objective' (Rural Tourism Local Objective) and 'Sector or Initiative' (Culture & Heritage Tourism). Below this is the 'Co-operation Partner | Linked Project' subgrid, which contains one record with columns for 'Co-operation LA...', 'Linked Project I...', 'Linked Project N...', 'Co-operation N...', 'Linked Project I...', 'Linked Project N...', 'Northern Ireland...', 'Linked Project I...', and 'Linked Proje...'. A red arrow points to the 'Co-operation N...' column of the first record. A callout box with a pink background and white text says: 'Note one may need to scroll to the right to view these details especially for Transnational Partners.'



Note

- Repeat the process to add additional Co-operation Partners if there are more than one.
- There should be one record for each Co-operation Partner.
- Remember that the Co-operation Partners should never be Implementing Partners.

(11) The user then completes any outstanding project fields as per the standard Project Record User Guide and progresses to Stage 03.

Stages 03-09

Stages 03-09 are completed the same for co-operation projects as for standard projects.

Please refer to the [Project Record User Guide](#) for any clarification of this process.

Stage 10

Application Decision

Overview

Stage	IP Non "In-House" Projects (LAG Article 48 Check)		IP "In-House" Projects (Pobal Article 48 Check)		All LAG Projects (Pobal Article 48 Check)		Can Progress To	Can Reverse To
	IP Project User	IP User	IP Project User	IP User	LAG Project User	LAG User		
10 Application Decision The application decision is made and LAG Approval Date is entered. Progress to "11" or "15" depending on pathway.							↓ 11 ↓ 15 ↓ 16 ↓ 17	↑ 07 ↑ 09

At Stage 10, the co-operation project is now ready for Local Action Group consideration by the LAG Board. This is an offline process. When a decision is reached, the LAG Approval Date is entered onto the system by the user. At this point an email is automatically submitted to the department for decision. The department will review the co-operation project and complete the 'approved by department' Yes/No field. The department will then email the LAG Manager the decision and based on this the appropriate user can move the project to the applicable stage (stage 15 if it was approved by the department or stage 16/17 if it was not approved by the department). NOTE the LAG/IP user will be unable to progress the co-operation project to the next stage until the department user completes the department field. – Please see the next section for the detailed steps required to be completed at stage 10.



Note

- It is very important that the next steps are done in the exact order presented.

Process

- (1) The Local Action Group makes their decision on the project in an offline process.
- (2) The LAG or IP Project User or User first responds to the review question: “Please review the most recent LAG Minutes document: Does the LEADER Grant Amount field reflect the LEADER Grant Amount awarded by the LAG as per most recent LAG Minutes document?”

Field	Options
Please review the most recent LAG Minutes document: Does the LEADER Grant Amount field reflect the LEADER Grant Amount awarded by the LAG as per most recent LAG Minutes document?	Choose: <ul style="list-style-type: none"> • Yes • No

If the answer is “No” then the user amends the finance fields appropriately. Note that the LAG or IP must also upload supporting documentation evidencing any changes in the LEADER Grant Amount awarded. Once the user has amended the financial figures so that they match the LAG Minutes, they then set the answer to “Yes”.

- (3) The user next populates the **LAG Approval Date**.

Field	Options
LAG Approval Date	The date LAG Approval is granted



Note

- Once the LAG Approval Date is entered and the user presses “Save”, the financial fields become read-only. If changes are needed, the project must be reversed to Stage 07.

- (4) The screen should look like this:

The screenshot displays the Microsoft Dynamics CRM interface for a project named "Green Earth Organics". The "Dates" section is expanded, showing the following fields and values:

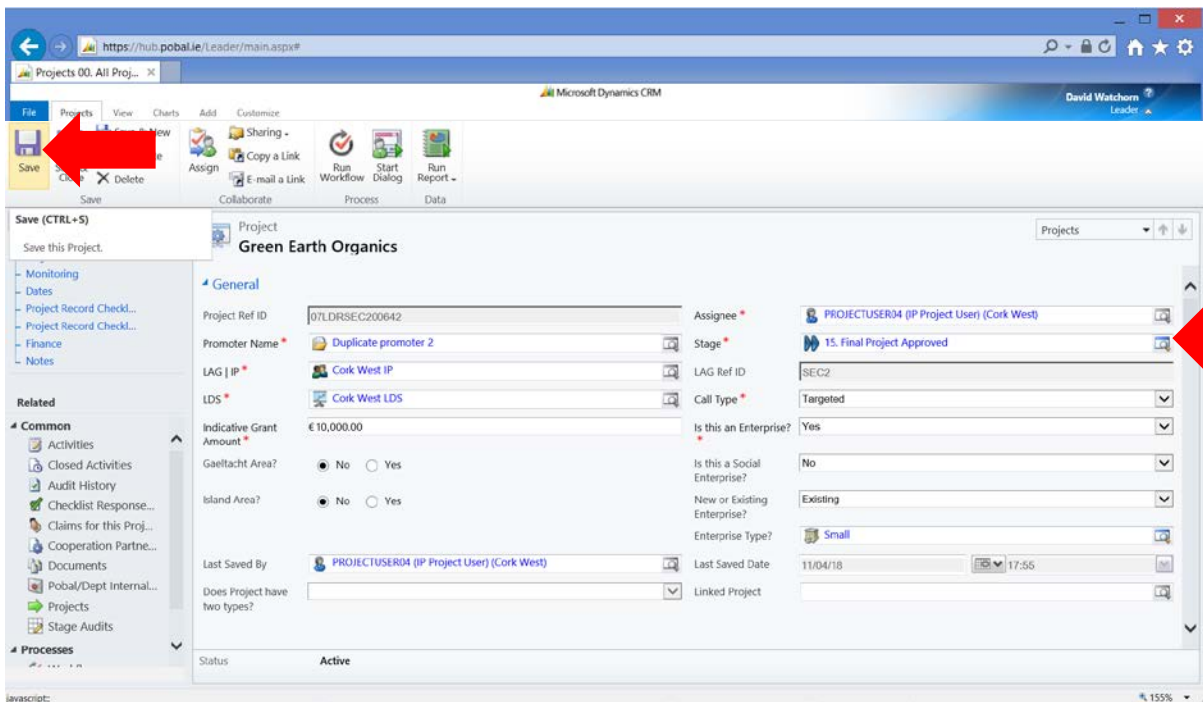
- Date EOJ Received: 01/02/2018
- Evaluation Committee Date: 08/02/2018
- LAG Provisional Approval Date: 12/02/2018
- Date Application Submitted: 04/02/2018
- LAG Approval Date: 16/02/2018

Other visible fields include "Offer Sent date", "Contract Effective Date", "Contract Extension Date", "Rejection Reasons", "Offer Accepted By", and "Contract Completion Date". The project status is shown as "Active".

- (5) At this point an automatic email is issued to the Department. The Department then reviews the project. If approved, the Department User populates the **Department Approved** and **Department Decision Date** fields.

Field	Options
Department Approved	Choose <ul style="list-style-type: none"> • Yes • No
Department Decision Date	Date field

- (6) If approved, the Department User then contacts the LEADER Administrator requesting that they enter the applicable amount of approved funding into the Co-operation Projects Budget field on the LDS Screen for the applicable LDS Area. The Department then emails the LAG Manager advising of the decision.
- (7) **If the decision is that the project is approved**, the LAG or IP Project User or User signifies this by progressing the project to “15 Final Project Approved”



- (8) **If the decision is that the project is not approved**, the LAG or IP Project User or User signifies this by progressing the project to “17 Rejected”
- (9) **If the decision is that the project is withdrawn**, the LAG or IP Project User or User signifies this by progressing the project to “16 Withdrawn | Other Funding”

To summarise:

After stage 10 the project is progressed to the next appropriate stage depending on the decision as follows:

- If **Approved** progress to stage **15 Final Project Approved**
- If **Rejected** progress to stage **17 Project Rejected**
- If **Withdrawn** progress to stage **16 Withdrawn | Other Funding**

Project Stages	Co-operation Preparatory Project	Co-operation Full Project
10 Application Decision	↓	↓
15 Final Project Approved	•	•
16 Withdrawn or Other Funding	•	•
17 Project Rejected	•	•

- For LAG-recorded projects, this stage is actioned by the LAG Project User or User.
- For IP-recorded projects, this stage is actioned by the IP Project User or User.

Support

Query	Description	Email
Programme	For all LEADER programme queries	rdp1420@drcd.gov.ie
Co-operation	For all Co-operation Project programme queries	cooperation1420@drcd.gov.ie
ICT	For all LEADER ICT System queries	onlinesupport@pobal.ie

