



LEADER Guidance Document

Using Project Error Views



LEADER Guidance Document

Using Project Error Views

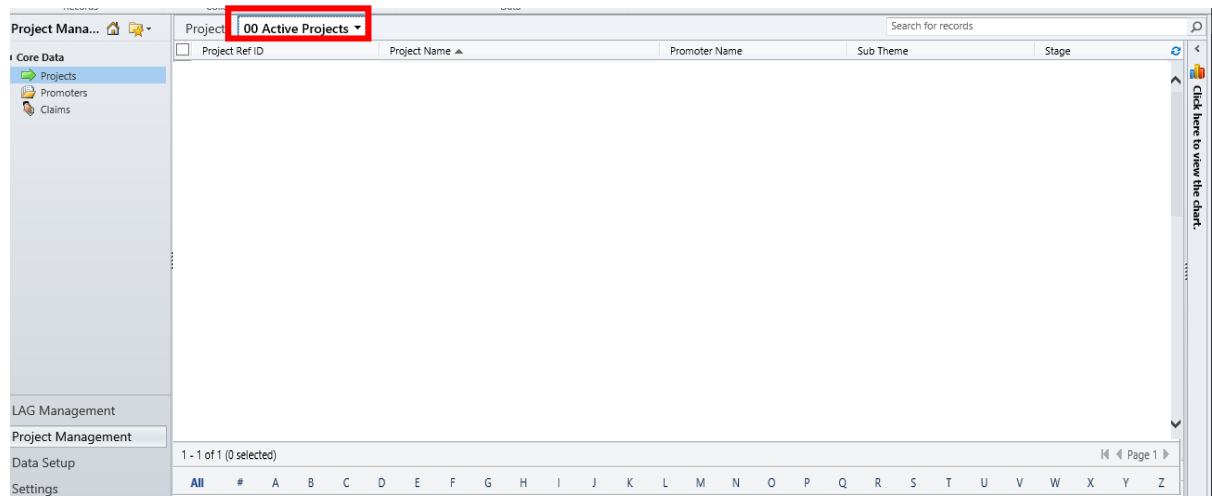
Introduction

You have been provided with 4 error views, labelled EV01 to EV04, to assist you in identifying empty or incorrectly filled fields for the purpose of correction. Each error view is designed to prompt you to input missing values that have become mandatory and will prevent you from progressing project records to their next stage.

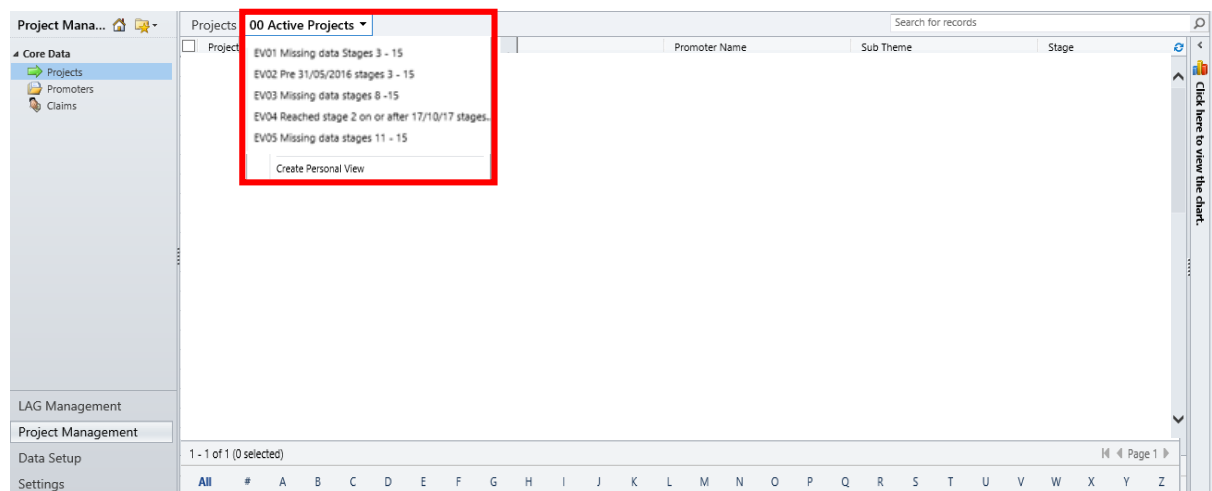
Name	Stages	Error Type	Error fields
EV01	3 - 15	Missing Data	Call type Primary Local Objective Date EOI Received Indicative Grant Amount Theme Sub-Theme Project Type Project Sub-Type Applicant Type Date Application Submitted
EV02	3 - 15	Incorrect Data	Date EOI Received
EV03	8 - 15	Missing Data	Evaluation Committee Date field
EV04	3 - 15	Missing Data	Payment Approach

Where to access your error views

The error views are accessible from the system views drop down menu on the projects screen.



Open the system views drop down menu and scroll down through the list of views until you reach the 4 error views as shown below.



Error Field Map

A map of where each field can be found on the project record has been provided on the following page to assist you in finding and correcting data.

Map of Error Fields on the Project Record

The screenshot shows a 'Project' record form with the following sections and highlighted fields:

- General Section:**
 - Project Ref ID
 - Promoter Name *
 - LAG / IP *
 - LDS *
 - Indicative Grant Amount * (4)
 - Gaeltacht Area? (radio buttons: No, Yes)
 - Island Area? (radio buttons: No, Yes)
 - Last Saved By
 - Last Saved Date
- Project Section:**
 - Project Name *
 - Description *
 - Primary Local Objective * (2)
 - Theme * (5)
 - Sub Theme * (6)
 - Sector/Initiative *
 - Project Type * (7)
 - Applicant Type * (9)
 - Maximum Funding
 - Maximum Rate of Aid %
 - Project Sub-Type * (8)
 - Actual Rate of Aid %
 - Payment Approach (12)
 - Source of Public Matching funding
 - Is Provisional Approval required for Procurement?
- Monitoring Section:**
 - Primary Target Group
 - Secondary Target Group
 - Other Target Group
 - Is this project improving basic services/ infrastructure? *
 - Is this funding state aid under the "De Minimis" rule? *
 - Indicate the population that will benefit from this service *
 - Is this project creating or sustaining jobs? *
 - Anticipated # of jobs created or sustained
- Dates Section:**
 - Date EOI Received * (3)
 - Evaluation Committee Date (11)
 - Date Application Submitted * (10)
 - LAG Approval Date

Legend

- | | | |
|----------------------------|---------------------|-------------------------------------|
| 1. Call Type | 6. Sub-theme | 10. Date Application Submitted |
| 2. Primary Local Objective | 7. Project Type | 11. Evaluation Committee Date field |
| 3. Date EOI Received | 8. Project Sub-type | 12. Payment Approach |
| 4. Indicative Grant Amount | 9. Applicant Type | |
| 5. Theme | | |

EV01 Missing data. Stages 3 – 15

EV01 searches for projects records that are between stages 3 and 15 that are missing values in one or more of the following fields .

Call type

Primary Local Objective

Date EOI Received

Indicative Grant Amount

Theme

Sub-Theme

Project Type

Project Sub-Type

Applicant Type

Date Application Submitted

Type	Call Type	Date Application...	Date EOI Receiv...	Indicative Grant...	Primary Local O...	Project Sub-Typ...	Project Type	Sub Theme	Theme	Created On
y	Targeted	31/07/2017	27/03/2017	€31,125.00		N/A	Capital			27/03/2017 21:20

Instructions

1. Select the Error View from the system view drop down list.
2. Use the scroll bar to look for columns with empty cells
3. Once you have identified which cells are empty open the project record and fill in the missing information.
4. Use the guide provided on page 3 to locate fields 1 – 10 on the project record.
5. Finish by selecting the 'Save & Close' icon on the top right corner of the project record.

EV02 Pre 31/05/2016. Stages 3 - 15

EV02 searches for projects whose EOI received date precedes 31/05/2016. This error view only identifies project records that are between stages 3 and 15.

Project Name	Date EOI Received	Created On
Expansion of Achill Bikes	09/05/2016	06/09/2016 10:43
Marketing / Leaflet drop of bus timetable in North Fingal...	16/02/2016	06/03/2017 15:57
Nagle Rice Community Centre	26/10/2010	04/11/2016 16:02
Tiernaur Hall Renovation	09/05/2016	06/09/2016 10:30

Instructions

1. Select 'EV02 Pre 31/05/2016 stages 3 – 15', from the system view drop down list.
2. The check the dates shown in the 'Date EOI Received' column.
3. Open each record to correct the Date EOI Received date.
4. Use the guide provided on page 3 to locate field 3 on the project record.

Date EOI Received * 16/02/2016

Date Application Received by LAG

New Project/Enterprise? No Yes

Enterprise Type Micro

Call Type Targeted

Project Description

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: 22/12/2017

5. Select the calendar symbol next to the 'Date EOI Received' field and choose a new date on the calendar drop down window.
6. Finish by selecting the 'Save & Close' icon on the top right corner of the project record.

EV03 Missing data. Stages 8 – 15

EV03 searches for project records that are missing a value in the 'Evaluation Committee Date field'. This error view only identifies project records that are between stages 8 and 15.

Project Name	Stage	Evaluation Com...	Created On
49th Annual Birr Vintage Week & Arts Festival	15. Final Project...		21/12/2016 10:58
Ardaire Springs Angling Centre	15. Final Project...		05/12/2016 10:06
Ballinagore Macra: Equipment for rural youth developme...	15. Final Project...		25/11/2016 15:32
Ballybunion Community Forum Ltd - Tourism Marketing S...	15. Final Project...		01/11/2016 12:35
Banagher Community Planning	15. Final Project...		31/03/2017 15:14
Billys Tearooms & Shop	15. Final Project...		11/11/2016 10:02
Birr Development Company Ltd	15. Final Project...		30/11/2016 16:56
Brandon Rowing Club - Curragh Repairs and Trailer for Br...	15. Final Project...		01/11/2016 11:32
Cahersiveen Marina & Water Activity Centre	15. Final Project...		13/10/2016 11:48
Carlow Arts Festival National Advertising Project	15. Final Project...		28/11/2016 15:45
Carlow Garden Festival 2017	15. Final Project...		28/11/2016 16:04
Cashel Arts Festival	15. Final Project...		15/02/2017 10:22
Clann Lir Leisure Boats	10. Application...		23/05/2017 16:04
Comharchumann Forbartha a Leith Triuigh - Interpretativ...	15. Final Project...		01/11/2016 11:01
Community Action Plan Review	15. Final Project...		23/03/2017 12:57
Cunnigaroe Ltd - Cunnigaroe Pet Farm	15. Final Project...		01/11/2016 12:07
Dingle Rowing Club - Naomhóg Experience & Further De...	15. Final Project...		02/11/2016 09:21
Feasability study at Ardgillan Castle	15. Final Project...		04/04/2017 15:38
Ferbane Town Development Plan	15. Final Project...		31/03/2017 11:12
Game Fair Ireland	15. Final Project...		15/12/2016 10:57

Instructions

1. Select 'EV03 Missing data stages 8 – 15', from the system view drop down list.
2. The check the dates shown in the 'Evaluation Committee Date' column.
3. Open each record to correct the Evaluation Committee Date.
4. Use the guide provided on page 3 to locate field 11 on the project record

Evaluation Committee Date

LAG Approval Date 12/04/2017

February 2016

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	1	2	3	4	5
6	7	8	9	10	11	12

Today: 22/12/2017

5. Select the calendar symbol next to the 'Evaluation Committee Date' field and choose a new date on the calendar drop down window.
6. Finish by selecting the 'Save & Close' icon on the top right corner of the project record.

EV04 Reached stage 2 on or after 17/10/17. Stages 3 – 15

EV04 searches for project records that reached stage 2 after 16/10/2017 that are missing a value from the 'Payment Approach' field. This error view only identifies project records that are between stages 3 and 15.

Project Name	Stage	02. EOI Eligible	Payment Approach	Created On
Addition of Innovative Screening Plant to Provide New Sc...	10. Application...	23/10/2017		24/05/2017 18:03
Ballinamore Community Hall CLG	03. Application...	23/10/2017		20/04/2017 09:42
Ballylongford Enterprise Association - Lift	10. Application...	24/10/2017		13/10/2016 11:59
Ballymacoda Community Playground	10. Application...	13/11/2017		30/03/2017 10:53
Behy Community Hall Fit Out (MVR)	10. Application...	24/10/2017		11/10/2016 12:52
Bespoke Tourism Training Programme	12. Final LAG M...	31/10/2017		24/10/2017 14:45
Blennerville Derrymore Community First Responders - Pur...	10. Application...	26/10/2017		01/11/2016 16:59
Blennerville, Derrymore Community First Responders- Del...	10. Application...	26/10/2017		21/10/2016 13:44
Carrigower Leisure Ltd	10. Application...	23/10/2017		13/03/2017 13:23
Castleisland Chamber Alliance - Ivy Leaf Arts Theatre	10. Application...	23/10/2017		02/11/2016 14:44
CCE Gorey - Ballygarrett	10. Application...	23/10/2017		14/03/2017 13:43
Charlestown & District Men's Shed	15. Final Project...	17/10/2017		24/03/2017 12:09
Charleville Community Centre	10. Application...	02/11/2017		17/11/2016 09:31
Construction of a New Carrigaline Mens Shed Main Buildi...	10. Application...	19/10/2017		16/03/2017 16:51
Currow Rural Development - Storage Shed	10. Application...	19/10/2017		25/10/2016 14:02
Danescastle Music Group	10. Application...	25/10/2017		14/03/2017 13:16
Development of Oakwell Log Cabin Self-Catering Accom...	10. Application...	08/11/2017		13/01/2017 16:18
Development of Outdoor Space at the Tracton Arts & Co...	10. Application...	15/11/2017		03/04/2017 15:56
Erection of street name plates	15. Final Project...	23/10/2017		16/01/2017 15:58
Farm Shop	12. Final LAG M...	01/11/2017		21/09/2016 10:40

Instructions

1. Select 'Reached stage 2 on or after 17/10/17 stages 3 – 15', from the system view drop down list.
2. The check for blanks in the 'Payment Approach' column.
3. Open each record to fill in the 'Payment Approach' value.
4. Use the guide provided on page 3 to locate field 12 on the project record.

The screenshot shows a form with three fields: 'Project Budget' with a Euro symbol and a text input box, 'Payment Approach' with a dropdown menu, and 'Primary Local Object' with a text input box. The dropdown menu for 'Payment Approach' is open, showing two options: 'Single (full payment)' and 'Phased - max of 5 payments'.

5. Select the 'Payment Approach' field and choose 'Single', or 'Phased', from the drop down window.
6. Finish by selecting the 'Save & Close' icon on the top right corner of the project record.

For further guidance please contact leader@pobal.ie