

# PRE-APPLICATION WORKSHOP

## Background

All applicants must attend a Pre-Application Workshop before they can submit an application.

The workshop will provide potential applicants with information about the Rural Development Programme and its processes, with the overarching aim of ensuring high quality applications. It will set out clearly, and at the very outset, what is possible and what is not, the requirements of applying for funding and the key features of implementation should the application be successful.

## Why Attend?

It will help to prepare you for submitting your application. Attendance is mandatory. You cannot apply for funding unless you do!

We will be providing a timescale for the opening and closing of calls for applications at these events, e.g. applicants may be invited to submit applications within an agreed period following attendance.

## What happens if I miss a workshop, or attend a workshop but miss the application deadline?

You cannot apply for funding until you attend a pre-application workshop. You must attend a workshop relating to the call to which you wish to apply. There will be pre-application workshop run prior to each opening of a call.

## What will happen at the workshop?

The event is expected to last for 2 hours, and is designed around the 'investment readiness toolkit'; one for the Rural Business Investment Scheme, the other for the Not-for-Profit Sector.

We will discuss with you what we offer, what we expect from you in your application and what a good project consists of. We will also discuss the basic eligibility criteria and ask you to consider if you are 'investment-ready'. We will talk about the actual application form and business plan content, as well as what you can expect from us and the proposed timescale.

## Where will the workshops take place and do I find out about them?

Events will be held in various venues across all 3 Mid and East Antrim Legacy Council areas i.e. Ballymena, Carrickfergus and Larne. To keep up to date on planned events, contact the MEA LAG office on 028 2563 3368 / 028 2563 3266 and look out in the local press and on our website ([www.meardp.com](http://www.meardp.com))