



Local Enterprise Office



MAKING IT HAPPEN

Discover the support, grants, advice and training your Local Enterprise Office can provide.





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Information correct as of November 2022



In partnership with





INTRODUCTION

Your Local Enterprise Office provides small businesses with the support they need to start, run and expand their business.

In this brochure, you will find an overview of the services and supports your Local Enterprise Office can provide you with, from funding to mentorship.

If you're unsure which support best suits your business, just call your Local Enterprise Office (see localenterprise.ie) and they'll be happy to steer you in the right direction.

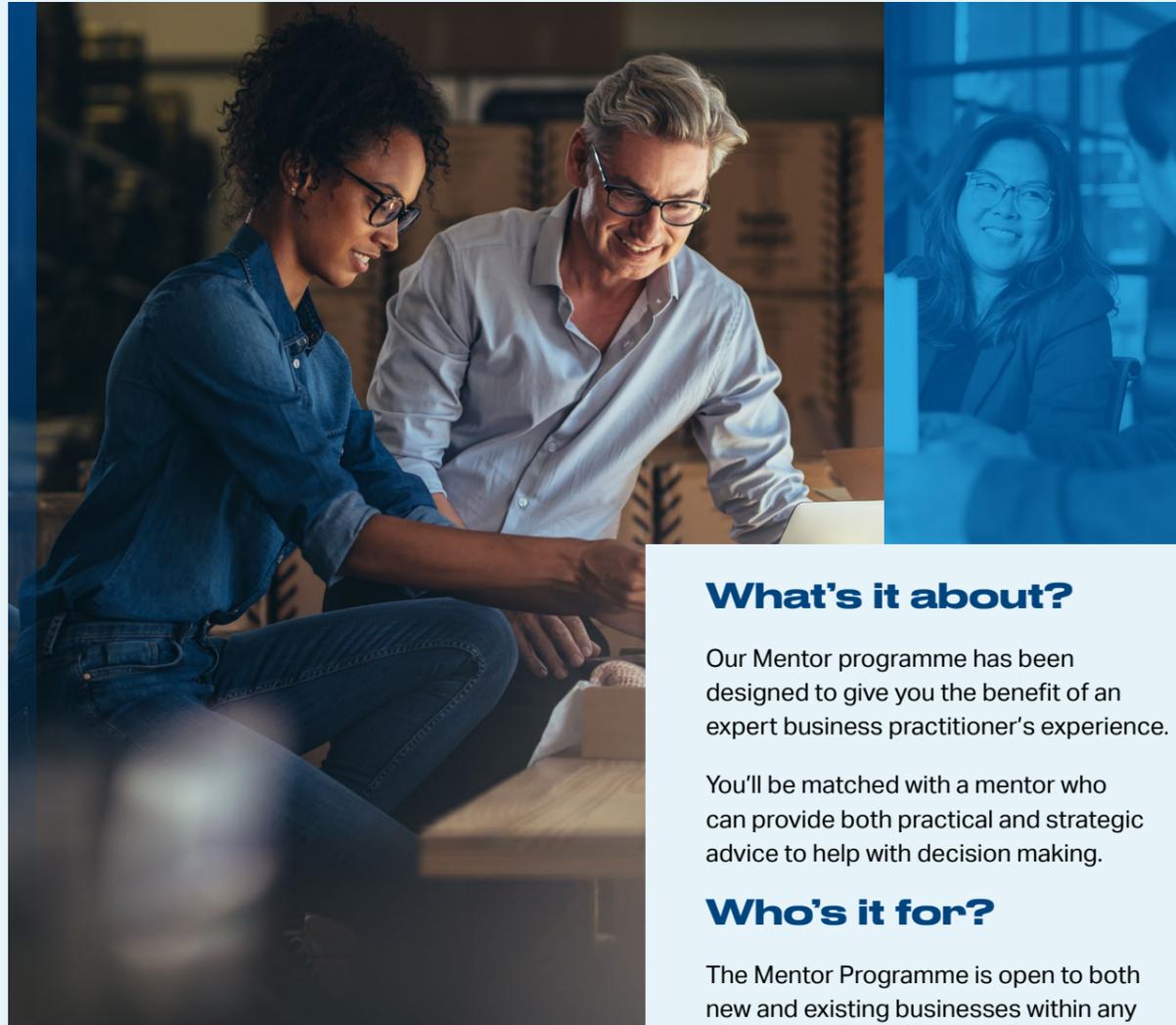
Setting up or running a small business can be a daunting task, but with the right support, advice and experience, we can make it happen for you.

Information correct as of November 2022



01.

EXPERT ADVICE & GUIDANCE



MENTORING

To find out more about our Mentor Programme, contact your Local Enterprise Office, or see localenterprise.ie/mentoring

What's it about?

Our Mentor programme has been designed to give you the benefit of an expert business practitioner's experience.

You'll be matched with a mentor who can provide both practical and strategic advice to help with decision making.

Who's it for?

The Mentor Programme is open to both new and existing businesses within any Local Enterprise Office region.

How does it work?

Together with your Mentor you'll target the areas that will most benefit your business, these could include business strategy, financial planning, market research or even production planning.

Your Mentor will provide advice and direction, discuss innovative ways of addressing the businesses challenges, help you develop a business plan and share their experience and knowledge.



TRAINING PROGRAMMES

To find out more about our Training Programmes, contact your Local Enterprise Office, or see localenterprise.ie/training

What's it about?

As you bring your own unique experience to your business, you may be faced with new opportunities to develop skills and knowledge. Your Local Enterprise Office provides plenty of opportunities for training and learning. Our training supports are tailored to meet specific business requirements - and your Local Enterprise Office will be able to inform you of specific upcoming training opportunities.

Who's it for?

Our training programmes are for anybody who is starting a new business or looking to grow their current business.

How does it work?

Individual Local Enterprise Offices run a variety of training courses throughout the year, with two central courses running on an annual basis:

Start Your Own Business Programme - this programme takes you through considering entrepreneurship; validating your business idea; to planning and preparing to get a new business off the ground. The programme covers topics from understanding what makes a business viable to the skills you need to achieve your aims.

Management Development Programme - the aim of this programme is to provide you with the management, leadership and business skills to help you grow your business. Topics covered include Management for Business Goals, Opportunities for Innovation and Selling for Profit. The programme includes seven separate modules as well as a mentorship aspect.

Check with your Local Enterprise Office for start dates for these programmes.



What's it about?

The food industry brings with it its own challenges and rewards. Your Local Enterprise Office has a range of programmes and supports to help at every stage of your food journey:

Digital School of Food: An online course to help you transform your food business ambitions into reality.

Food Starter: An overview of the Irish food sector offering advice on running a food production business.

Food Academy: Backed by Supervalu and Bord Bia, this course aims to help mid-stage businesses grow nationally.

Who's it for?

Digital School of Food and **Food Starter** are aimed at start-up food businesses with fewer than ten employees. **Food Academy** is for small businesses with fewer than 10 employees who already have a developed product and have ambitions to grow.

How does it work?

Each of the supports has a different aspect to it, from online courses to hands on experience with major retailers. You can discover more details about each in the relevant section of your LEOs website.

FOOD SECTOR SUPPORTS

If you would like to find out more about training courses in the food sector visit:

localenterprise.ie/foodsupports



02.

PRODUCTIVITY & COMPETITIVENESS SUPPORTS



What's it about?

Energy use, environmental impact and sustainability are all growing in importance, both in business and the world around us. Developing a 'green' policy can help deliver cost savings, improve efficiency and make your business more competitive. Green for Micro is a free programme that helps you take the first steps towards becoming more sustainable.

Who's it for?

Small businesses that are looking towards developing greener business practices. You may already have instigated some sustainable policies, or you may be starting from scratch, either way Green for Micro can help.

How does it work?

The programme starts with an online webinar to explain the supports and run through a case study of a business that has been through the Green for Micro programme.

Following your application you will be paired with a Green Consultant who will provide you with two days of mentoring and follow up with a unique report for your business that will help you understand the next steps in your sustainability journey.

**GREEN
FOR
MICRO**



To find out what's involved in Green for Micro watch our webinar and get more details at localenterprise.ie/green



What's it about?

LEAN practices help businesses understand where they can identify and reduce waste within their processes. This could be waste when it comes to time, resources or money. The LEANer your business is, the more efficient it is - it's about working smarter, not just harder.

Who's it for?

Small businesses that understand that their processes are not as efficient as they could be. It's about building the capabilities of a businesses workforce to identify and make changes themselves.

How does it work?

Our expert LEAN consultants will visit your business, evaluate your processes and speak with your managers. Following this initial appraisal, training and mentoring will take place and LEAN tools and techniques will be applied to a specific project.

A final report, case study and metrics will then be developed to show the positive impact on your business.

**LEAN
FOR
MICRO**



To read some previous case studies and find out more about Lean for Micro see localenterprise.ie/lean



What's it about?

Digital Start was created to help you take your business into, and through, the digital age. From creating a digital strategy optimising processes or delivering a seamless digital customer experience, the aim is to prepare and implement a digital plan across the business.

Who's it for?

Manufacturing or internationally traded services businesses operating in the commercial field and employing up to 10 full-time employees. Places for businesses employing 10-50 (non-Enterprise Ireland/IDA clients) are available on a limited basis.

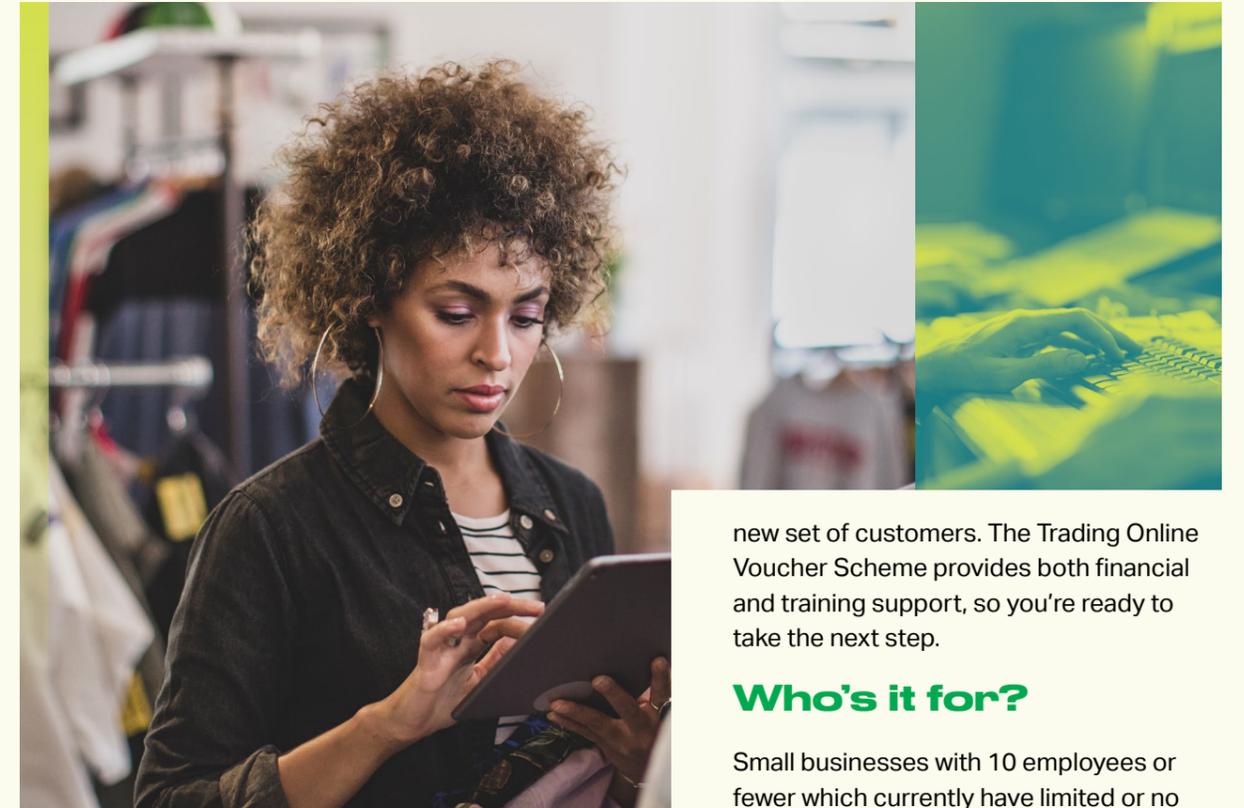
How does it work?

Our expert digital consultants will help to develop a unique digital strategy by identifying where you are on your digital business journey, developing a digital adaptation plan based on your identified need and assisting you to implement that plan. It is intended to cover areas such as business process optimisation, enhancing your digital customer experience or utilising data better.

DIGITAL START



To read some previous case studies and find out more about Digital Start see localenterprise.ie/digital



new set of customers. The Trading Online Voucher Scheme provides both financial and training support, so you're ready to take the next step.

Who's it for?

Small businesses with 10 employees or fewer which currently have limited or no e-commerce presence, have been trading for more than six months and have a turnover of less than €2m.

Companies who have already availed of the Trading Online Voucher Scheme are also eligible to apply a second time to continue to enhance their online presence.

How does it work?

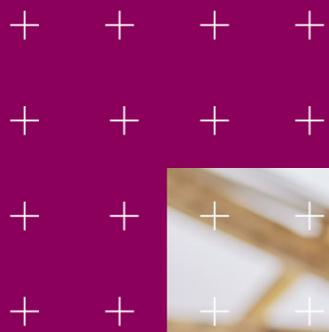
The scheme offers financial assistance of up to €2,500 to small businesses, with equal co-funding from your business to help offset some of the associated costs with moving your business online. Your Local Enterprise Office will provide free advice, help and training covering topics such as developing a website, digital marketing, social media and search engine optimisation. This will enable you to decide which online trading options are right for your business.

TRADING ONLINE VOUCHER SCHEME

To find out more about the Trading online Voucher Scheme, contact your Local Enterprise Office, or see localenterprise.ie/TOV

What's it about?

Between social media, content, posting and payment processing platforms, taking the step from bricks and mortar trading to online commerce can open up a whole



03.

FINANCIAL SUPPORTS

FINANCIAL SUPPORTS



What's it about?

Innovation is the beating heart of any business - to continue to be successful you have to be looking for new or improved products, services or processes. The Agile Innovation Fund provides fast-tracked funding specifically for R&D projects and Business Process Innovation projects.

Who's it for?

Any business in the manufacturing or internationally traded services sectors.

How does it work?

The Agile Innovation Fund provides funding of up to €150,000 for you to undertake the approved innovation. It features a streamlined online application form and fast track approval to ensure that your innovation gets to market with minimum delay.

AGILE INNOVATION FUND

To find out more about the Agile Innovation Fund, contact your local Local Enterprise Office, or see localenterprise.ie/agile



What's it about?

Understanding the potential market and likely success of your new business, product, or service is a vital step in the development of a business. Feasibility Study Grants are intended to help you with the costs and take you from market research to technical development.

Who's it for?

Small businesses with 10* employees or fewer engaged in manufacturing or internationally traded services who can demonstrate a market for their product or service and have the potential to grow and create jobs in the domestic or international market.

How does it work?

The Feasibility Study Grant includes help with design and prototype development, consultancy requirements, and market research. The grant amounts to 50/60% of the investment (depending on your region) up to a maximum of €15,000.

FEASIBILITY STUDY GRANTS

To find out more about Feasibility Study Grants, contact your local Local Enterprise Office, or see localenterprise.ie/feasibility

*Businesses with 10 employees or more may be eligible, please contact your Local Enterprise Office advisor for more information.



What's it about?

Getting your new business up and running can require substantial investment from you or your backers. The Priming Grant is intended to help you offset some of those costs - from salary to capital expenditure - with a non-repayable grant.

Who's it for?

Small businesses with 10* employees or fewer within the first 18 months of start-up in the manufacturing or internationally traded services sectors.

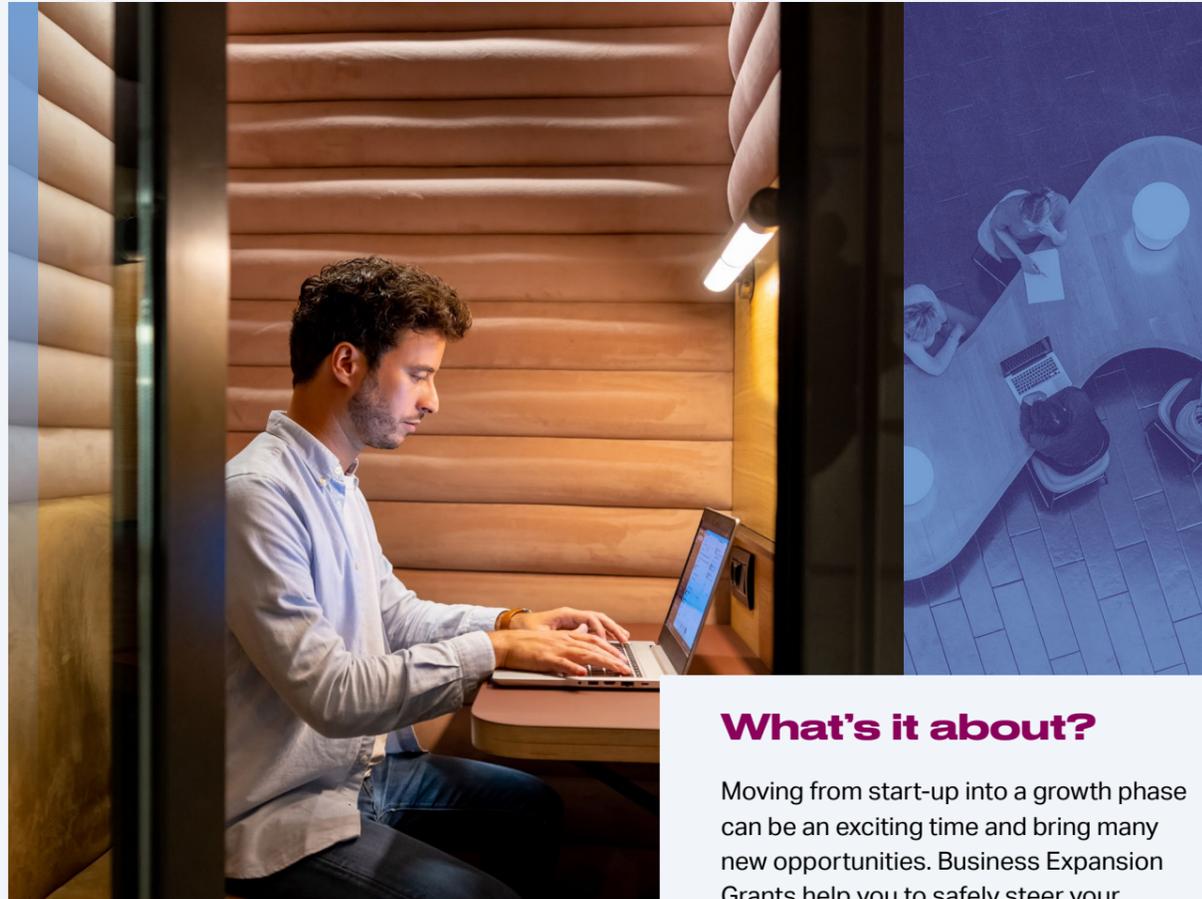
How does it work?

Priming Grants are intended to support salaries, capital expenditure, consultancy, and marketing costs. For salaries the payment is split into two instalments, at the beginning of employment and after six months. Capital items can include office equipment, fit out of the workplace, and fixed technology costs.

PRIMING GRANTS

To find out more about Priming Grants, contact your local Local Enterprise Office, or see localenterprise.ie/priming

*Businesses with 10 employees or more may be eligible, please contact your Local Enterprise Office advisor for more information.



What's it about?

Moving from start-up into a growth phase can be an exciting time and bring many new opportunities. Business Expansion Grants help you to safely steer your business through this new phase.

Who's it for?

Small businesses with 10* employees or fewer trading for more than 18 months in the manufacturing or internationally traded services sector.

How does it work?

Business Expansion grants cover up to 50% of the investment or up to €150,000 - whichever is the lesser. The funds can be used to cover capital items, salary costs, consultancy and marketing and general overheads. Businesses that have received a Priming Grant are ineligible until 12 months after the drawdown date of the first grant.

BUSINESS EXPANSION GRANTS

To find out more about Business Expansion Grants, contact your local Local Enterprise Office, or see localenterprise.ie/expansion

*Businesses with 10 employees or more may be eligible, please contact your Local Enterprise Office advisor for more information.



What's it about?

Taking the step from the Irish market to looking towards international markets requires a lot of research and leg work. You may need to attend or exhibit at trade fairs or rework your promotional material for your new markets. TAME aims to help you offset some of those costs.

Who's it for?

Small businesses with 10 employees or fewer engaged in manufacturing or internationally traded services who can demonstrate a market for their product or service and have the potential to grow and create jobs in the domestic or international market.

How does it work?

TAME is intended to help you branch out into new markets with a grant of 50% (up to €2500) of associated costs in a calendar year. The grant covers participation at trade fairs, international trade networking events, the development of marketing materials for new markets and other activities associated with the push into new markets.

TECHNICAL ASSISTANCE FOR MICRO-EXPORTERS

To find out more about TAME, contact your local Local Enterprise Office, or see localenterprise.ie/TAME

EVENTS & PROGRAMMES

Each year the Local Enterprise Office run a series of programmes and events to promote entrepreneurship across all sectors and regions. These include:



Local Enterprise Showcase



Local enterprise opportunities at Showcase

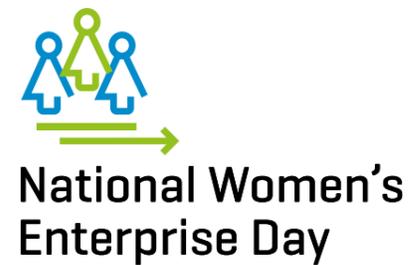
Showcase, an initiative of the Design and Crafts Council of Ireland is Ireland's international creative expo and takes place annually. To support the Irish craft and design sector, Local Enterprise Offices support companies to exhibit within the 'Local Enterprise Showcase' at the event, to enable them to connect with national and international trade buyers. Local Enterprise Showcase highlights the best up and coming new craft and design businesses from across the country.

Local Enterprise Village at the National Ploughing Championships

Each year a select number of small businesses from across the country will have an opportunity to promote themselves at one of Ireland's biggest events, as part of the Local Enterprise Village at the National Ploughing Championships. 31 small businesses, one from each LEO, take a stand in the Local Enterprise Village in the heart of the Ploughing Championships, opening their businesses up to almost 300,000 prospective customers across the 3 days of the event.



LOCAL ENTERPRISE WEEK



Local Enterprise Week

Local Enterprise Week takes place every March, to showcase the range of enterprise supports on offer from the Local Enterprise Office and to provide networking and training opportunities to small businesses across the country. The week gives an opportunity for those with an idea or an early stage business to learn about how to take the next step and for those with an existing business to learn how they can scale.

National Enterprise Awards

The National Enterprise Awards, highlight the best small businesses from across the country. With each Local Enterprise Office nominating a business for the awards, it's a chance to see some of Ireland's best start-ups. The Awards include categories for Exporting, Innovation, and Sustainability along with an overall award.

National Women's Enterprise Day

National Women's Enterprise Day, Ireland's largest female enterprise event is a full day programme to promote, encourage, and stimulate female entrepreneurship across Ireland. It is designed and led by women and is an annual high point in promoting entrepreneurship to women in Ireland. The events feature a range of speakers including some of Ireland's best known women in business and female entrepreneurs who have been on the start-up path. The day also allows business women to strengthen their networks and also learn what key supports are available to their business.

Student Enterprise Programme

The Local Enterprise Office champions youth entrepreneurship through the Student Enterprise Programme, which supports and nurtures the next generation of business owners and leaders. The programme is the largest enterprise initiative for students in the country. Since the programme began in 2003 over 300,000 students have taken part, with many continuing on their businesses into adulthood and others beginning new businesses on the back of their Student Enterprise experience.



For more information on the above programmes and events visit localenterprise.ie or contact your Local Enterprise Office.

LOCAL ENTERPRISE OFFICE AND ENTERPRISE IRELAND



The Local Enterprise Offices work closely with Enterprise Ireland to enable small businesses to scale and explore global markets. This partnership allows Local Enterprise Office clients to access expertise, training and funding supports in areas such as sustainability, innovation and digitalisation.

Some clients in the manufacturing and internationally traded services areas will move from their Local Enterprise Offices to Enterprise Ireland to continue their development. This transition will support a pathway from a small business anywhere in Ireland to an international business that could trade globally, and will happen when it is appropriate for that company and their business journey.

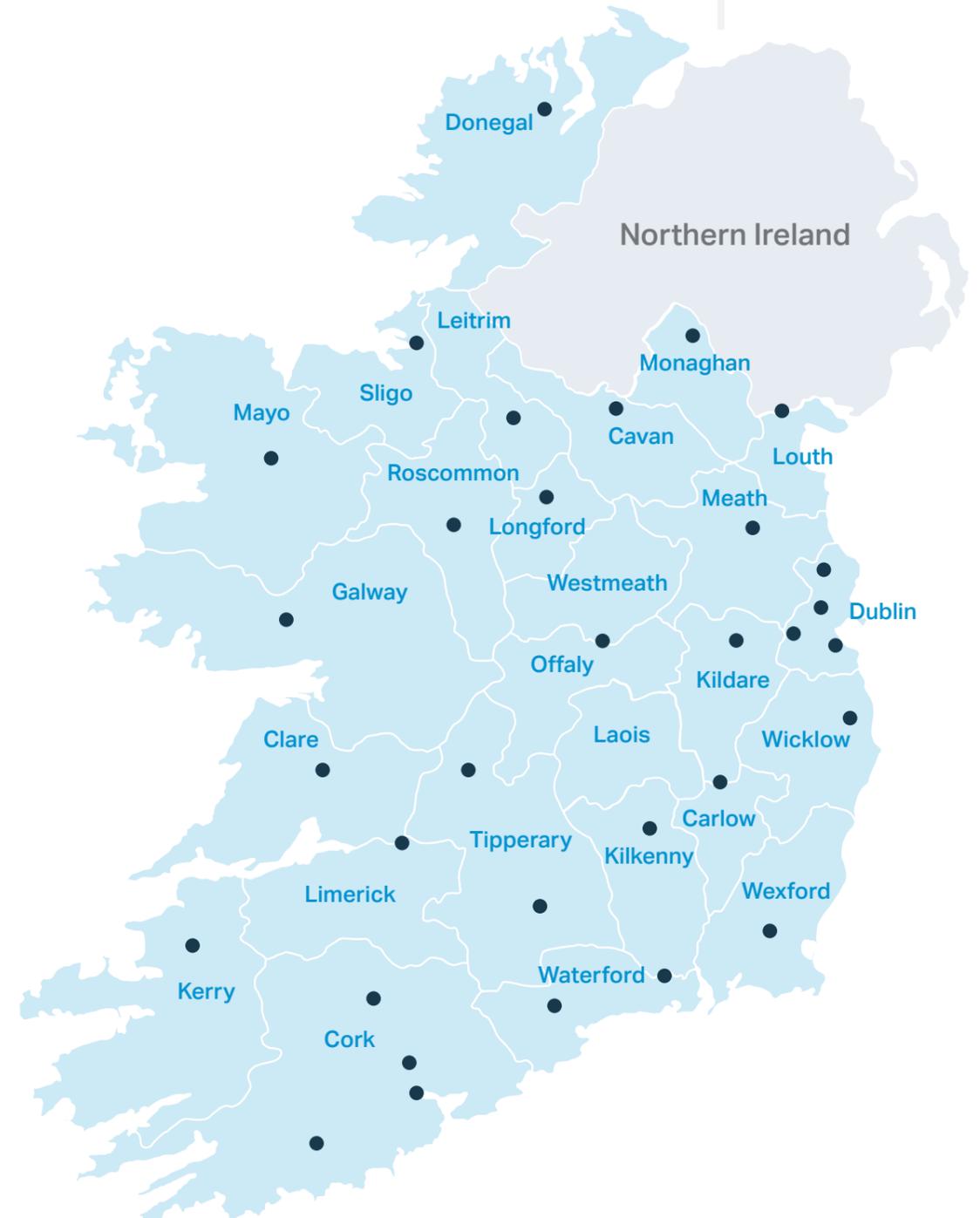
Enterprise Ireland's range of services is extensive, ranging from funding, to making introductions to key markets:

- Funding supports
- Export assistance
- Supports to develop competitiveness
- Incentives to stimulate in-company R&D
- Assistance with R&D collaboration
- Connections and introductions to customers overseas

For more information see enterprise-ireland.com



FIND YOUR LOCAL ENTERPRISE OFFICE



LOCAL ENTERPRISE OFFICE LOCATIONS

CARLOW

Local Enterprise Office Carlow,
Enterprise House,
O'Brien Road,
Co. Carlow.
T: 059 912 9783/5
W: LocalEnterprise.ie/carlow
Twitter: @carlowLEO
Facebook: Search LEOCarlow

CAVAN

Local Enterprise Office Cavan,
Cavan Innovation & Technology Centre,
Dublin Road,
Co. Cavan.
T: 049 437 7200
W: LocalEnterprise.ie/cavan
Twitter: @LEOCavan
Facebook: Search LocalEnterpriseCavan

CLARE

Local Enterprise Office Clare,
Aras an Chontae,
New Road,
Ennis,
Co. Clare.
T: 065 682 1616
W: LocalEnterprise.ie/clare
Twitter: @LEOCountyClare
Facebook: Search LEOCountyClare

CORK CITY

Local Enterprise Office Cork City,
Room 101,
City Hall Building,
Anglesea Street,
Cork.
T: 021 496 1828
W: LocalEnterprise.ie/corkcity
Twitter: @LEOCorkCity
Facebook: Search LEOCorkCity

SOUTH CORK

Local Enterprise Office South Cork,
Business Growth Hub,
Cork County Council,
County Hall,
Cork.
T: 021 428 5200
W: LocalEnterprise.ie/southcork
Twitter: @LEOSouthCork
Facebook: Search LEOSouthCork

CORK NORTH & WEST

Local Enterprise Office Cork North and West Cork West,
8 Kent Street,
Clonakilty, Co. Cork.
T: 023 883 4700 (Clonakilty office)

Cork North: Ground Floor,
Blackwater House,
Mallow Business Park, Mallow, Co. Cork.
T: 022 432 35 (Mallow office).
W: LocalEnterprise.ie/corknorthandwest
Twitter: @LEOCorkNW
Facebook: Search localenterprisecorknorthandwest

DONEGAL

Local Enterprise Office Donegal,
The Enterprise Fund Business Centre,
Ballyraine, Letterkenny,
Co. Donegal.
T: 074 916 0735
W: LocalEnterprise.ie/donegal
Twitter: @DonegalLEO
Facebook: Search DonegalEnterprise

DUBLIN CITY

Local Enterprise Office Dublin City,
Civic Offices, Block 4, Floor 1,
Wood Quay, Dublin 8.
T: 01 222 5611/2
W: LocalEnterprise.ie/dublincity
Twitter: @LEODublinCity
Facebook: Search LocalEnterpriseOfficeDublinCity

SOUTH DUBLIN

Local Enterprise Office South Dublin,
County Hall, Tallaght, Dublin 24.
T: 01 414 9000
W: LocalEnterprise.ie/southdublin
Twitter: @LEOSouthDublin
Facebook: Search LEO South Dublin

DUBLIN DLR

Local Enterprise Office Dún Laoghaire-Rathdown,
County Hall, Marine Road
Dún Laoghaire,
Co. Dublin.
T: 01 204 7083
W: LocalEnterprise.ie/dlr
Twitter: @LEO_dlr
Facebook: Search LEODunLaoghaireRathdown

FINGAL

Local Enterprise Office Fingal,
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Swords,
Co. Dublin.
T: 01 890 0800
W: LocalEnterprise.ie/fingal
Twitter: @LEOFingal
Facebook: Search LEOFingal

GALWAY

Local Enterprise Office Galway,
First Floor,
County Buildings,
Prospect Hill, Galway City.
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W: LocalEnterprise.ie/galway
Twitter: @GalEnterprise
Facebook: Search LEOGalway

KERRY

Local Enterprise Office Kerry,
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Tralee, Co. Kerry.
T: 066 718 3522
W: LocalEnterprise.ie/kerry
Twitter: @LEOCountyKerry
Facebook: Search LEOCountyKerry

KILDARE

Local Enterprise Office Kildare,
Aras Cill Dara, Devoy Park,
Naas, Co. Kildare.
T: 045 980 838
W: LocalEnterprise.ie/kildare
Twitter: @LEO_kildare
Facebook: Search LEOKildare

KILKENNY

Kilkenny County Council,
County Hall, John Street,
Kilkenny, Co. Kilkenny.
T: 056 775 2662
W: LocalEnterprise.ie/kilkenny
Twitter: @LEOKilkenny
Facebook: Search LocalEnterpriseOfficeKilkenny

LAOIS

Local Enterprise Office Laois,
Business Support Unit, County Hall,
Portlaoise, Co. Laois.
T: 057 866 1800
W: LocalEnterprise.ie/laois
Twitter: @LEOLaois
Facebook: Search LEOLaois

LOCAL ENTERPRISE OFFICE LOCATIONS

LEITRIM

Local Enterprise Office Leitrim,
Aras an Chontae, Carrick on Shannon,
Co. Leitrim.
T: 071 965 0420
W: LocalEnterprise.ie/leitrim
Twitter: @LEOLEitrim
Facebook: Search LEOLeitrim

LIMERICK

Local Enterprise Office,
The Engine, Upper Cecil St,
Limerick.
T: 061 557 499
W: LocalEnterprise.ie/limerick
Twitter: @LEO_limerick
Facebook: Search LimerickLEO

LONGFORD

Local Enterprise Office Longford,
Áras an Chontae,
Great Water Street, Co. Longford.
T: 043 334 3346
W: LocalEnterprise.ie/longford
Twitter: @LEOLongford
Facebook: Search Local-Enterprise-Office-Longford

LOUTH

Local Enterprise Office Louth,
Town Hall, Crowe Street,
Dundalk, Co. Louth.
T: 1890 202 303
W: LocalEnterprise.ie/louth
Twitter: @LEOLouth
Facebook: Search LEO Louth

MAYO

Local Enterprise Office Mayo,
Cedar House - 2nd Floor,
Moneen, Castlebar, Co. Mayo.
T: 094 906 4299
W: LocalEnterprise.ie/mayo
Twitter: @LEOmhaigheo
Facebook: Search LocalEnterpriseOfficeMayo

MEATH

Local Enterprise Office Meath,
Buvinda House,
Dublin Road, Navan,
Co. Meath.
T: 046 909 7000
W: LocalEnterprise.ie/meath
Twitter: @MeathLEO
Facebook: Search LocalEnterpriseOfficeMeath

MONAGHAN

Local Enterprise Office Monaghan,
Unit 9, MTEK Building,
Knockaconny,
Co. Monaghan.
T: 047 718 18
W: LocalEnterprise.ie/monaghan
Twitter: @MonaghanLEO
Facebook: Search LocalEnterpriseMonaghan

OFFALY

Local Enterprise Office Offaly,
Offaly County Council,
Aras an Chontae,
Charleville Road,
Tullamore, Co. Offaly.
T: 057 935 7480
W: LocalEnterprise.ie/offaly
Twitter: @LEOOffaly
Facebook: Search LEOOffaly

ROSCOMMON

Local Enterprise Office Roscommon,
Roscommon County Council
Aras an Chontae
Co. Roscommon.
T: 090 662 6263
W: LocalEnterprise.ie/Roscommon
Twitter: @LEORoscommon
Facebook: Search LocalEnterpriseOffice

SLIGO

Local Enterprise Office Sligo,
City Hall, Quay Street
Co. Sligo.
T: 071 911 4417/4408
W: LocalEnterprise.ie/sligo
Twitter: @LEOSligo
Facebook: Search LocalEnterpriseOfficeSligo

TIPPERARY

Local Enterprise Office Tipperary,
Nenagh: Civic Offices, Limerick Road,
Nenagh, Co. Tipperary.
T: 0818 06 5000

Clonmel: Ballingarrane House,
Cahir Road, Clonmel, Co. Tipperary.
T: 052 616 6200
W: LocalEnterprise.ie/tipperary
Twitter: @LEOTipperary
Facebook: Search LocalEnterpriseOfficeTipperary

WATERFORD

Local Enterprise Office Waterford,
Waterford City:
32 The Mall,
Waterford,
Co. Waterford.
T: 0761 102 905

Dungarvan:
Civic Offices,
Dungarvan,
Co. Waterford.
T: 0761 102 905
W: LocalEnterprise.ie/waterford
Twitter: @LEOWaterford
Facebook: Search LocalEnterpriseOfficeWaterford

WESTMEATH

Local Enterprise Office Westmeath,
Westmeath County Council,
Áras an Chontae,
Mount Street,
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Co. Westmeath.
T: 044 933 8945
W: LocalEnterprise.ie/Westmeath
Twitter: @WestmeathLEO
Facebook: Search LocalEnterpriseOfficeWestmeath

WEXFORD

Local Enterprise Office Wexford,
Wexford County Council,
Carricklawn,
Wexford.
T: 053 919 6020
W: LocalEnterprise.ie/wexford
Twitter: @LEOWexford
Facebook: Search LocalEnterpriseOfficeWexford

WICKLOW

Local Enterprise Office Wicklow,
Wicklow Local Campus,
Clermont House,
Rathnew,
Co. Wicklow.
T: 040 430 800
W: LocalEnterprise.ie/wicklow
Twitter: @LEOWicklow
Facebook: Search LocalEnterpriseOfficeWicklow

Local Enterprise Office

There are 31 Local Enterprise Offices in local authorities all over the country, with dedicated teams on hand to help. Find yours at:

-  **@Loc_Enterprise**
-  **@LocalEnterpriseOffices**
-  **@LocalEnterpriseOffices**

To contact your Local Enterprise Office, please visit [LocalEnterprise.ie](https://www.localenterprise.ie)

#MakingItHappen

