

## Application for Funding Support - Innovation Voucher (Open Call)

|                               |   |
|-------------------------------|---|
| <b>Company/Promoter Name:</b> | TPO Project Management  |
| <b>Application Ref:</b>       | INV/63153/001   |
| <b>CRO No.:</b>               | 625238  |
| <b>PPS No.:</b>               |   |
| <b>Contact Name:</b>          | Jack Keady  |
| <b>Contact Email:</b>         | jkeady00@gmail.com  |
| <b>Project Summary:</b>       |   |
| <b>Client Type:</b>           | OTHER   |
| <b>Grant:</b>                 | Innovation Voucher (Open Call)  |
| <b>Purpose of the Grant:</b>  | Innovation vouchers   |
| <b>Agency:</b>                |   |
| <b>Adviser:</b>               | None  |
| <b>Legal Basis:</b>           | Science and Technology Act 1987 Section 18  |
| <b>EU State Aid Policy:</b>   | De Minimis Aid Regulation, Commission Regulation (EU) No 2023/2831 of 13th of December 2023 amending Commission Regulation (EU) No. 1407/2013 |

**Company Profile****Client Type:**

Individual / Company / Partnership : Company

**Company Details:**

|                                    |                        |
|------------------------------------|------------------------|
| Registered Company Name:           | TPO Project Management |
| Company Registration Number:       | 625238                 |
| Trading Name if different (if any) |                        |

**Basic Company Information:**

|                   |  |
|-------------------|--|
| Address:          | Dun an Oir,<br>Park East,<br>Spiddal<br>Galway<br>Galway |
| Telephone Number: | 085 0858060924   |
| Web Address       |  |
| Agency            | None   |
| Adviser           |  |

**Principal Business Activity:** (Include product/service key words to facilitate online search)

TPO Project Management is a senior delivery-led consultancy that plans, leads, and executes complex transformation programmes for large public and private organisations.

In plain terms, TPO steps in when projects are high-risk, high-impact, or politically sensitive and makes sure they actually get delivered.

**Company Group Structure:**

|  |   |
|--|---|
| Is the company part of a group structure:  | N |
| If yes please provide details of the group structure and associated companies (including names of other group companies, total sales and total employment numbers) |   |

**Company Profile and History:**

|                         |      |
|-------------------------|------|
| Year trading commenced: | 2015 |
|-------------------------|------|

**Company History:**

Please provide an overview of the company's trading history  
If pre-revenue / an individual, provide details of personal qualifications, previous work history and other relevant details.

What TPO does, distilled

Programme & Project Delivery

End-to-end ownership of large-scale initiatives across transport, healthcare, banking, justice, energy, and pharma.

Typical work includes infrastructure refreshes, system upgrades, new product launches, and enterprise migrations.

Public Sector Transformation

Delivery of national-level systems for bodies like transport authorities, health services, and justice departments.

Strong focus on governance, procurement, tendering, compliance, and stakeholder management.

Financial Services Change

Manages bank exits, customer migrations, data transitions, communications, and regulatory-driven change.

Heavy involvement in customer journey protection during large-scale disruption.

Digital & Technology Implementation

eHealth platforms, case management systems, card/payment platforms, digital portals, endpoint management.

Bridges IT, operations, vendors, and business users.

Change & Operating Model Improvement

Change management, cus

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## Contact Details

| <b>Contact Details:</b> |                    |
|-------------------------|--------------------|
| Name:                   | Jack Keady         |
| Job Title:              | Founder            |
| Email Address:          | jkeady00@gmail.com |
| Phone Number:           | +353 +35385806092  |
| Twitter (full URL):     |                    |
| LinkedIn (full URL)     |                    |

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## Voucher Selection

**Select Type:**

Please indicate which type (from the list below) you are applying for

**Voucher Type:**

| Type              | Description  |
|-------------------|--|
| Standard Voucher  | Standard 10K Voucher which is not co-funded by the client.   |
| Co-Funded Voucher | If applying for a co-funded voucher, later in the form you will need to confirm that you will pay the matching funds (up to €10k) to the Knowledge Provider. You will also need to confirm that you have selected a Knowledge Provider and that you have agreed the project with them. |

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## Additional Details

**Number of full time equivalent employees for company (or group if applicable):**

Please state the number of full time equivalent employees

**Most recent Annual Sales and Balance sheet figures (€) of company (or group if applicable):**

Most recent annual sales figure (if available) €:

0

Most recent annual balance sheet figure (if available) €:

0

Note : To be eligible for funding you must have an annual sales figure <= 50m and/or an annual balance sheet <= 43m

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## Knowledge Questions

**Name of Knowledge Provider or research group**

Has the company identified a Knowledge Provider or research group

If yes please name the Knowledge Provider or research group

**Previously engaged with Knowledge Providers**

Has the company previously engaged with any of the listed Knowledge Providers

If yes please provide the name of the Knowledge Provider

**Notes:****Under the headings below please give an overview of the issue you would like solved.**

- o It is important that the proposed activity requires an innovative solution which will have additional value and on-going benefits for your company.
- o Many solutions may already exist in the marketplace and if this is the case, then Enterprise Ireland is likely to reject the application – examples of applications that have not received support include website development, software purchases, standard training, development of advertising and promotional material. Please check the full list of eligible and ineligible activities on our website prior to completing this section [www.innovationvouchers.ie](http://www.innovationvouchers.ie).

**If this is a Co-Funded Application. – you must have an agreement in place with your selected Knowledge Provider to do the project work described.**

**Your innovative product/process/service**

Introduce the innovative product/process/service and describe what is new or innovative from your company's perspective.

**Primary issues to be addressed**

Briefly describe the issue or problem you need help with.

**Skills and expertise required**

What are the skills and expertise required you feel are required.

**Deliverables you expect from the knowledge provider**

Outline the deliverables you expect from the knowledge provider at the end of your project. For example this may be a report, drawings, technical specification, technology roadmap, rough product/process prototype or the results of specific analysis.

**Deliverables that will benefit your company**

Describe how your company expects to use the results of the project and how this will benefit the company in the future.

**Knowledge Provider (Research Institution) Mandatory for Co-funded, Otherwise Optional**

Research Institution name:

Research Institution Contact Name:

Department:

Phone Number:

Email:

**Deliverable's as agreed with the Knowledge Provider. Mandatory for Co-funded, Otherwise Optional**

Deliverable's as agreed with the Knowledge Provider

**Estimated Total Project Cost as agreed with the Knowledge Provider: Mandatory for Co-funded**

Note: For Co-funded vouchers, this INCLUDES the company cash co-funding to the project.

Estimated Total Project Cost as agreed with the Knowledge Provider:

**Confirmation. Mandatory for Co-funded, Otherwise select No**

Please confirm that you have discussed this project with your knowledge provider and that they are aware of and agree with the above.

**What is the main focus of the knowledge question?**

Select from the list below the option that best describes the main focus of the knowledge question

If 'Other' then enter description for option

**What is the main 'added value' that a solution to the Knowledge Question will bring to your company**

Select from the list below the option that best describes the main 'added value' that a solution to the Knowledge Question will bring to your company

If 'Other' then enter description for option

## Technology Area

**Select Sector:**

Please indicate which sector (from the list below) best describes your company's core business

**Sectors:**

| No. | Sector  | Example Areas  |
|-----|---|--|
| 1.  | Clean Technologies and Paper, Print & Packaging | Energy Products, Energy Services, Environmental Services, Environmental Tech / Equipment, Labels, Packaging, Paper Products, Printing, Waste Management, Water Treatment   |
| 2.  | Electronics and HRD                             | Building Management Systems, EDP, Electronic Components, Industrial Control, Photonics, Sub-supply   |
| 3.  | Lifesciences                                    | Clinical Trials, Diagnostics, Healthcare Services, Medical Devices, Medical Sub Supply, Nutrition, Other Medical, Pharma Bio, Vetchem  |
| 4.  | Construction and Timber                         | Boardmills, Building Systems, Construction Products/Systems, Heating & Ventilation, Int. Traded Construction Services, Other Construction Products, Other Timber Products, Sawmills, Specialist Building Sub-contractors, Structural Components, Window & Door Systems |
| 5.  | Consumer Retail Markets                         | Consumer Products, Fashion & Footwear, Furniture, Giftware & Jewellery, Publishing, Soft Furnishings, Textiles   |
| 6.  | Engineering                                     | Aerospace, Agricultural Machinery, Automotive, Engineering Project Management, General Engineering, Materials Handling, Mechanical Engineering, Precision Engineering, Tanks & Vessels, Toolmaking & Plastics,   |
| 7.  | Beverages, Bakery & Food Technology             | Animal Feed, Bakery, Beverages   |
| 8.  | Consumer Food                                   | Horticulture & Organics, Poultry, Prepared Consumer Foods, Seafood   |
| 9.  | Dairy & Functional Food & HRD                   | Dairy, Functional Foods, Nutritionals, Other Food  |
| 10. | Primary Meats                                   | Beef, Bloodstock, By-products, Lamb, Pigmeat   |
| 11. | Business and Consumer Services                  | Business Process Services, Design Services, Education Services, e-Learning Services, Entertainment Services, Media Services, Other Services, Prof Consultancy Services, TIME Services, Travel Services   |
| 12. | Financial Services                              | Banks, Financial Business Process Services, Funds & Specialised Investment, Insurance & Pensions, Payments   |
| 13. | Finance & Enterprise Software                   | Bespoke Software, Corporate Software, e-Commerce, Financial Software, Public Sector Software, Systems Integration, Travel Software   |
| 14. | TIME Software                                   | e-Learning, Health Software, Telecoms Software, TIME Software  |
| 15. | Growth Capital                                  | Venture Capital  |

**Note: Small Companies in the transport and agricultural sectors are excluded in line with State Aid Guidelines**

## Gender Balance

**Gender Balance**

As set out in Enterprise Ireland's Women in Business Strategy, enhancing gender balance in Senior Leadership Teams and decision-making roles can help Irish companies to build strong leadership, attract talent and improve performance. <sup>1</sup>

Including the CEO, how many people are on your senior leadership team <sup>2</sup> ?

How many of the above identify as women?

How many directors are on your board?

(Please only include directors that are actively involved i.e. those who participate in board meetings, have knowledge / oversight of the day-to-day activities of the business etc. Sole traders please insert N/A.)

How many of the above identify as women?

Does your company have a documented Diversity & Inclusion Strategy?

**Notes:**

. <sup>1</sup> The EI Strategy for Women in Business can be accessed [here](#)

. <sup>2</sup> The senior leadership team is defined as the group of individuals at the highest level of management, who set the company's goals and run it day-to-day; it's generally referred to as the "C-Suite". It includes the CEO and the CEO's direct reports."

## EU Recovery &amp; Resilience

**EU Recovery and Resilience Facility – Information note:**

As part of Ireland's National Recovery and Resilience Plan 2021 , funding has been allocated, through the EU's Recovery and Resilience Facility, to support a number of key enterprise objectives  
 i) to Accelerate Decarbonisation of the Enterprise Sector and  
 ii) to drive the Digital Transformation of Enterprise in Ireland.

Projects applied for during the time period 2021-2026 that are in line with these objectives, may be eligible for support under this fund, and entail some additional reporting requirements. These requirements are outlined in the sections below and must be completed for projects to be eligible for support under this fund.

**Instructions:**

Please complete section 1 for all projects. Section 2 and 3 must be completed only where the project has been identified as having a project objective of decarbonisation or digital transformation.

**Section 1: Identification of eligible projects**

From the description of the project provided in the application form, select one of the options below to identify the project objective (and eligibility for NRRP funding). While recognising that projects may have more than one objective, select one option only (i.e., main objective of project)

**Objective:****Decarbonisation**

This project will support strategic consultancy or research development and innovation that will facilitate emissions reductions

Examples of eligible activities include development of:

- Carbon Reduction Roadmap
- Low carbon, resource efficient products, services and business models
- Business models that incorporate sustainability throughout all business operations based on life cycle thinking

**Digital transformation**

This project will support the digital transformation of the company driving increased adoption and diffusion of digital technology

Examples of eligible activities include development of:

- Introduction of new or significantly enhanced digital technology platforms for company operations – including supply chain analysis, information management systems, digital customer support or marketing and/or,
- Introduction of new or significantly enhanced digital experience for customers (digital products or services), and/or,
- Introduction of new capabilities to the company in digitalisation or digital transformation

**Other**

Project objectives do not include decarbonisation or digital transformation.

**Section 2: Beneficial ownership details**

If you have selected Decarbonisation or Digital Transformation above, under REGULATION (EU) 2021/241 establishing the Recovery and Resilience fund, information on beneficial ownership is required of recipients of this funding.

The first name(s), last name(s) and date of birth of beneficial owner(s) is required and should be provided in the table below. If no person has a greater than 25% stake in the company, the names & dates of birth of senior managing officials should be given. Information provided in this section on beneficial owners should match the data that has been filed with the central register of beneficial ownership (rbo.gov.ie).

| First Name | Second Name | Date of birth |
|------------|-------------|---------------|
|            |             |               |
|            |             |               |

Add more rows as required. This data will be processed in compliance with the General Data Protection Regulation and retained for a period of 7 years.

**Undertakings not required to file with the RBO**

Where an undertaking is not required to register with the RBO, there is no requirement to fill in the table above. A short explanation outlining the reason for not being required to register (e.g. listed on regulated market, partnership) should be provided below. (See <https://rbo.gov.ie/faqs/> for further information):

**Section 3: Environmental and Do No Significant Harm Compliance**

Projects must comply with relevant EU and national environmental legislation and in particular with the '**Do no significant harm**' Technical Guidance (2021/C58/01). Specifically the following projects are not eligible:

- activities related to fossil fuels, including downstream use <sup>1</sup>;
- activities under the EU Emission Trading System (ETS) achieving projected greenhouse gas emissions that are not lower than the relevant benchmarks <sup>2</sup>;
- activities related to waste landfills, incinerators <sup>3</sup> and mechanical biological treatment plants <sup>4</sup> ; and
- activities where the long-term disposal of waste may cause harm to the environment.

**Footnotes:**

. <sup>1</sup> Except projects under this measure in power and/or heat generation, as well as related transmission and distribution infrastructure, using natural gas, that are compliant with the conditions set out in Annex III of the 'Do no significant harm' Technical Guidance (2021/C58/01).

. <sup>2</sup> Where the activity supported achieves projected greenhouse gas emissions that are not substantially lower than the relevant benchmarks an explanation of the reasons why this is not possible should be provided.

Benchmarks established for free allocation for activities falling within the scope of the Emissions Trading System, as set out in the Commission Implementing Regulation (EU) 2021/447.

. <sup>3</sup> This exclusion does not apply to actions under this measure in plants exclusively dedicated to treating non-recyclable hazardous waste, and to existing plants, where the actions under this measure are for the purpose of increasing energy efficiency, capturing exhaust gases for storage or use or recovering materials from incineration ashes, provided such actions under this measure do not result in an increase of the plants' waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level.

. <sup>4</sup> This exclusion does not apply to actions under this measure in existing mechanical biological treatment plants, where the actions under this measure are for the purpose of increasing energy efficiency or retrofitting to recycling operations of separated waste to compost bio-waste and anaerobic digestion of bio-waste, provided such actions under this measure do not result in an increase of the plants' waste processing capacity or in an extension of the lifetime of the plants; for which evidence is provided at plant level.

**Declaration:**

I declare this project will comply with relevant EU and national environmental legislation and the ineligible projects listed above.

**Justification**

Please provide a **< b > short justification</b>** to support the declaration above in respect of the  
\*\*encodestart\*\***< b > activities carried out during this project</b>**\*\*encodeend\*\*

## De Minimis Declaration

**De Minimis Self Declaration**

De Minimis Aid is the form of State support which can be approved by any State Body, Agency, or Government Department to a company (Undertaking).

It cannot exceed €300,000 over a rolling three-year period to any company (Undertaking) irrespective of size or location in Ireland.

Note: If a company (Undertaking) is part of a group structure, then the €300,000 threshold applies to all companies within the group collectively.

Further details are available on our [Corporate Website](#).

**Please select an answer for each of the statements below**

Has this company or any other company within the group, received De Minimis aid from Enterprise Ireland during the past 3 years?

Has this company or any other company within the group, received De Minimis aid from another state body/agency

during the past 3 years? If yes, please complete the below, adding further lines if required.

**Non Enterprise Ireland De Minimis aid received as an undertaking (inc. group connections)**

| Company Name (Recipient) | Description of aid and awarding authority | Date Approved | Amount |
|--------------------------|---|---------------|--------|
|                          |   |               |        |
|                          |   | Total:        | 0      |

**Self Declaration**

I/we declare that this De Minimis support (being applied for) will not result in the company and/or group (if part of a group structure), exceeding the State Aid De Minimis Aid threshold of €300,000 over three years.

**Note**

A false declaration resulting in the threshold of €300,000 at individual undertaking and/or at group undertaking level (if applicable) being exceeded, will result in the approved aid being recovered by the granting aid authority.

Supports funded under De Minimis must have all records maintained for a period of 10 years from date of approval.

## Innov Voucher Declaration

**An authorised Officer of the Company should complete this Declaration****Company Is a Small or Medium-sized Business (SME)****The Company is a small or medium-sized Limited Company**

Note : A small and medium-sized enterprise is defined as a company **<b>( or if part of a group)</b>** a group of companies with

- less than 250 employees
- annual turnover not exceeding €50m and/or an annual balance sheet not exceeding €43m.

**Innovation Voucher will be used for eligible activities only****Please confirm that the Company will use the Innovation Voucher for eligible activities only as part of the research project**

Note: Ineligible activities include the costs of training courses, the purchase of software, any aid which would promote/subsidise the cost of exports, costs of internships for students of knowledge institutions, costs of the design and production of advertising material and other sales activities.

**The Company is solvent****The Company is solvent (i.e. no distress or execution has been levied against it)****Co-fund the knowledge provider project costs - Mandatory for Co-funded, Otherwise Select No**

The company agrees to co-fund the knowledge provider project costs with a cash contribution of up to €10,000. For example, a project costing €20k will be funded by the voucher (€10k) and a company cash contribution of (€10k)

**VAT Charges**

The company agrees to pay any VAT charges which may be applicable and any amount in excess of the co-funded element.

**Only source for funding for this project****Please confirm that the voucher is the only source of public funding that the company has received to carry out the research project proposed in this application.****Restrictive Measures in Force**

The Company represents and warrants that it is not directly or indirectly, by way of trading (exports and/or imports), funding, self-financing arrangements, ownership, control, shareholdings, investments, financing of, and financial interactions with, others, participation in projects, operations, provision of access to ports, or otherwise, in breach of the restrictions, measures or sanctions provided for under European Council Decisions and European Council Regulations, including, but not limited to, those adopted in 2014 and in 2022, each of which are concerning restrictive measures or sanctions in respect of or arising from actions undermining or threatening the territorial integrity, sovereignty and independence of Ukraine, including those which were adopted consequent upon Russia's actions destabilising the situation in Ukraine and the Russian invasion of Ukraine in February, 2022, and thereafter, or in response to the military conflict in Ukrainian territories in 2014 and subsequently, or in response to the illegal annexation of Crimea and Sevastopol by Russia, or in view of the situation in Belarus and the involvement of Belarus in the Russian aggression against Ukraine, or in response to the recognition by Russia of the non-government controlled areas of the Donetsk and Luhansk oblasts of Ukraine and the ordering of Russian armed forces into those areas.

**GDPR Compliance****Enterprise Ireland is committed to its transparency obligations under the General Data Protection Regulation**

**Our data protection notice for personal data that is supplied to us by our clients is available [here](#). This notice contains important information about how we process personal data that is supplied to us by clients.**

**We request that you read the notice carefully and that you ensure that it is made available to**

**any data subjects (e.g. your employees) whose personal data you provide to us.**

By clicking I agree, you confirm that:

- (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and
- (b) you will ensure that a copy of our data protection notice (available [here](#)) is sent to data subjects (e.g. your employees) whose personal data you provide to us.

**I agree**

**Signature**

The company's authorising officer confirms that all information provided in this application form is true and accurate

**Name of Promoter or Company's Authorised Officer:**

**Date:**

**Note: You do not fill out the date field. This will automatically happen when you submit your form.**

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