



Schedule of Terms and Conditions for the funding of Equine Technical Support & Equine Breeding Scheme 2025: GENERAL PROGRAMME

1. The objectives of aid are aimed at supporting improvements in quality equine breeding and also in the infrastructure within which the sport horse sector operate. Aid shall focus on the development of equine studbooks through data collection in the areas of performance testing and genetics to maximise the genetic gain for the breed, DNA sampling and other initiatives relating to studbook operations, breeding, promotion and marketing of the studbook.
2. This Scheme shall be administered through the Department of Agriculture, Food and the Marine (DAFM) and any entities appointed by DAFM for this purpose. All non-DNA projects proposed must be capable of being **completed** and documentation submitted by **Friday 31st October 2025**.
3. The funding for the Scheme is limited and applications will be accepted subject to the maximum overall budget available per full calendar year.
4. A project application can only be evaluated under one of the three programmes of the Equine Technical Support Scheme 2025.
5. The closing date for applications is **Monday 16th December 2024**. Applications must be complete and accompanied by all documentation necessary to provide sufficient detail on both the project and associated spending. **Late applications and/or incomplete applications will not be accepted and will be returned. Completed applications should be forwarded to the following email address: ets@agriculture.gov.ie. A hard copy of the application must be received in Livestock Breeding Production and Trade Division, Cavan within 5 working days of the closing date.**
6. The entities providing and operating the schemes, will be responsible for the quality and content of the schemes. The Minister for Agriculture, Food and the Marine will have no responsibility in this regard.

7. This scheme will only be available to breed societies recognised under the Regulation (EU) 2016/1012¹ and approved to maintain breeding programme(s) for the equine species.
8. All projects must demonstrate their compatibility to the Sport Horse strategy 'Reaching New Heights' to be considered eligible for grant aid. This must be clearly outlined in the application form or applications will be deemed ineligible.
9. Projects providing knowledge transfer and information actions shall be conducted by suitable qualified people/organisations that have sufficient technical capacity to implement the proposed project. Evidence of this may be requested. Courses should not form part of normal curriculum currently provided elsewhere.
10. The operation of this scheme is subject to the provisions of Commission Regulation (EU) No 2022/2472 and in particular Chapter III, Section 1 Article 24 and Article 27 2 (a) and (b) and the enabling legislation of the **Central Fund (Permanent Provision) Act 1965**. Aid will be granted to cover eligible costs and will at all times be subject to National and EU Rules and State Aid and Public Procurement Guidelines.
11. Aid for projects may be granted at intensities up to those permitted under the relevant Article of Commission Regulation (EC) no 2022/2472. See Annex 1.
12. A proactive approach must be taken to ensure that the Terms and Conditions for grants are appropriate to the local conditions in the sector in which they operate, while ensuring effective management and accountability of public money. Organisations receiving grants must show effective use of funds and avoidance of waste and extravagance.
13. DAFM will pay reasonable, vouched additional costs incurred by bodies providing services under these schemes. Travel and subsistence will be payable at rates outlined by the Department of Public, Expenditure and Reform to the amount requested or at the rate

¹ *REGULATION (EU) 2016/1012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 8 June 2016 on zootechnical and genealogical conditions for the breeding, trade in and entry into the Union of purebred breeding animals, hybrid breeding pigs and the germinal products thereof and amending Regulation (EU) No 652/2014, Council Directives 89/608/EEC and 90/425/EEC and repealing certain acts in the area of animal breeding ('Animal Breeding Regulation')*

² COMMISSION REGULATION (EU) 2022/2472
of 14 December 2022

³ *CENTRAL FUND (PERMANENT PROVISIONS ACT) 1965*

claimed whichever is the lesser. Any notional costs associated with services provided, or work completed by Officers of DAFM will not be regarded as eligible. Claims for the project proposer's own time or the time of staff employed by the organisation full-time or on a temporary basis, or the time of company officers including Shadow Directors shall not be considered eligible. Where a project promoter, staff employed by the organisation full-time or on a temporary basis, or company officers are associated with a third party, their time shall not be considered an eligible expenditure.

14. Travel/Subsistence/Accommodation charges associated with third parties/service providers shall not be paid directly by project promoter.
15. International marketing, sponsorship of international events and sales/auctions and respective associated costs will not be regarded as eligible projects under this scheme.
16. See Annex 2 for examples of ineligible expenditure for the scheme. This list is not exhaustive.
17. The aid shall not involve direct payments of moneys to owners/breeders.
18. Aid shall not be paid for projects DAFM considers may create potential displacement. Displacement occurs where an activity funded using public funds impacts negatively on activity elsewhere; this may often lead to market distortion and the provision of an unfair advantage to the proposed project.
19. Organisations receiving grants must show effective use of funds and avoidance of waste and extravagance.
20. Applications are assessed for compliance with these Terms and Conditions and State Aid requirements. They are evaluated using set criteria and in the context of budgetary constraints.
21. An approved project will include a maximum grant payable to the organisation for that specific project in the current year. This project may be changed/amended, subject to prior approval by DAFM, while remaining within the maximum amount approved for that specific project. **Applications for amendments including full supporting documentation will be accepted for consideration before 5.00pm on Monday 8th September 2025. This date will be strictly observed.** Incomplete documentation will not be accepted.
22. Aid will only be paid in respect of specific proposals submitted to DAFM and approved by DAFM. No project will be funded which has commenced prior to the date of approval

except projects concerning DNA, inspector training and studbook inspections which will be considered on a case-by-case basis and where appropriate justification is provided in the application form. In cases where these projects have commenced there is no guarantee funding will be provided and therefore are carried out at the promoter's risk. The closing date for receipt of claims under DNA may be extended providing an adequate case is made for the extension.

23. Full break down of the costs of a project must be provided in the format as provided in the application. **Three** quotations/tenders must be obtained for each item of expenditure for which grant aid is sought where the item exceeds €1000. Where an item of expenditure is less than €1000 one quotation is sufficient. Services or goods from a single supplier must not be subdivided in order to circumvent the quotations procedure. Where the lowest quotation is not selected by the promoter an acceptable justification must be provided. In the absence of such justification, DAFM will deem the lowest quotation as the appropriate amount. Acceptable quotations must be provided on the company's headed paper with the following information at a minimum:

- i. company contact details.
- ii. date of quotation.
- iii. full description and relevant terms of good or service.
- iv. vat number where relevant.
- v. name and capacity of signature and
- vi. received within 6 months of submitting the project application.

DAFM shall have the right to contact the quotation provider to determine the validity of any quotation. **A quotation accompanying an application that does not meet these criteria will deem the costs associated with that quotation ineligible.**

24. Inspections of equines for classifications purpose within a breeding book as part of the breeding programme for the breed may be considered for grant aid. However, a minimum number of animals to be inspected per day will be required in order for a project to be considered. A proposed minimum number should be stated by the applicant in the application form. This number will be taken into consideration by DAFM in relation to the overall cost of the project and to ensure that cost per inspection is not excessive. A minimum number of animals to be inspected per day will be included in any conditions of grant approval.

25. DAFM may cap professional fees to a maximum rate depending on budgetary constraints, for example, veterinary fees, inspectors, consultant fees, etc. Any cap imposed will be notified in the conditions of grant approval.

26. Conferences/seminars/training/education events will be required to have a minimum attendance before funding will be considered. Applicants must refer to their expected

minimum number of attendees in their application which will be considered in the evaluation process. A minimum number will be included in any conditions of grant approval. Attendance lists must be submitted at grant drawdown stage.

27. Refreshments at conferences/seminars/training/education events under this programme will be paid at a maximum rate comparable to the 5-hour allowance as per DPER Circular 19/2023, including any subsequent updates.
28. DNA parentage testing is only for first time registrations that are to be entered into the respective breeding book and within the legislation timeframes and for animals being upgraded to a registered animal (Point 4(b) of Article 21 CIR 2021/963²). Grant aid is not available for older animals that have been DNA tested previously, for re-testing of exclusion cases or that are not entered into a relevant breeding book. Applicants will be required to submit a statement at the claim stage that all claims for aid comply with these requirements. Payment will not be made where this statement is not provided. All DNA testing shall be carried out using Single Nucleotide Polymorphism (SNP) technology. All profiles aided under this scheme must be made available to other DAFM recognised breed societies on request for use of parentage verification which shall not be limited to the current year of testing.
29. Where applicants are undertaking similar projects or availing of single suppliers/contractors, for example, marketing and promotional, IT developments, etc DAFM may require collaboration between applicants to avoid unnecessary duplication of funding and value for money.
30. Any income generated from this project will be notified as part of the application. This will be deducted from the project cost prior to the grant rate being applied.
31. VAT charges incurred will not form part of the eligible expenditure unless they are non-recoupable. The Minister may request evidence in this regard to be supplied by the applicants from the Revenue Commissioners.
32. Applicants must ensure due diligence is undertaken in the engaging of contractors, sub contractors, consultants and suppliers to be used in the course of the project. Evidence may be requested to demonstrate to the satisfaction of DAFM that such procedures

² COMMISSION IMPLEMENTING REGULATION (EU) 2021/963 of 10 June 2021 laying down rules for the application of Regulations (EU) 2016/429, (EU) 2016/1012 and (EU) 2019/6 of the European Parliament and of the Council with regard to the identification and registration of equine animals and establishing model identification documents for those animals

including 'Conflict of Interest' procedures were undertaken by the applicant in this regard. Aid will not be paid to projects where it is found that these procedures were not implemented.

33. Any applicant group/organisation that is registered for tax purposes must be tax compliant. If the grantee is contracting an organisation to provide services/goods exceeding €10,000 then a valid tax clearance is also required for that organisation.

34. Project claim forms for grant aid (other than DNA) together with all supporting documentation **should be submitted no later than 6 weeks after the completion date specified on your application form. The closing date for receipt of claims is Friday 31st October 2025.** Claims received after this date shall not be accepted for payment.

35. Claims for draw down of funds must be accompanied by:

i. Expenditure Reports setting out the names of Suppliers, Date(s) of service or supply, Invoices, and Total Amount, signed and dated by the Project Manager, verifying that the accounts are in order, that the work in respect of the draw down of funds has been completed satisfactorily, that the costs in every case are valid and that the application complies with the Terms and Conditions for the funding of the projects.

ii. A project report setting out

- a summary of the project,
- the outcome/achievements of the project and evidence of same relating to those set out in the project application and in the context of the overall project objectives,
- evidence of activity at promotional and marketing events should be provided, for example, photographs, number of visitors/queries, feedback, etc.

iii. Evidence of recognition of DAFM aid for the project.

iv. Any other supporting documentation required by DAFM.

v. Breakdown of Expenditure Form to be completed and cross referenced with the Expenditure Report

36. Grantees must ensure that projects funded, part or whole, under these Schemes gives recognition to DAFM for the support received. Acknowledgement should be given in any information or publicity of the project. Evidence of compliance (e.g. photographs, screenshots, copies of publications, etc.) must be included as part of the payment claim. The Department's logo in addition to text (e.g. Funded under the Equine Technical

Support Scheme) which explains the role of the DAFM in the project should be included in all printed documentation, project webpages, audio-visual material, advertisements, project press releases, catalogues, pop-up banners, posters, purchased assets, capital equipment etc.

37. Payment of funds will be subject to inspection checks or audit, from time to time, by officials of DAFM, Office and the Comptroller and Auditor General, the EU Commission and the EU Court of Auditors and in this connection the entities operating the schemes will be required to:

- i. Provide facilities to allow on site access to and examination of all relevant records.
- ii. Provide copies of annual accounts and any necessary supplementary information
- iii. Maintain and make available to such officers on request, originals of records relating to claims and any further supporting documentation/files required to verify validity and accuracy of those records, including where requested tenders, paid invoices, receipts, bank statements, returned paid cheques, Auditors Certificates, any or all of which may be verified independently by DAFM.
- iv. Ensure that expenditure incurred which formed the basis of claims and the payment of funds is easily identifiable in the accounting system. Ensure that there is a clear audit trail from claims to source documents, to item/service supplied and that the purpose of all procurements can be clearly established.

38. Failure to comply with inspection checks or audit will result in ineligibility for future Schemes.

39. The entities providing and operating the schemes agree and covenant with the Minister to be fully responsible for any loss, damage or injury howsoever caused to persons or property arising out of work undertaken on these projects and hereby agrees and covenants to fully indemnify the Minister and his officers in respect of any such loss, damage or injury howsoever arising during the projects.

40. No funding should be sought from any other Department or State Agency for these projects. If funding is provided for proposed projects by any other State Body, either before or after funding is sought from the Department under this scheme, approval will be withdrawn, and any funding provided will be fully repayable.

41. If any of the Terms and Conditions are not fully met, repayment of all or any part of the grant may be required, as deemed reasonable and appropriate by the Department. The

repayment of the grant will be recoverable by the Minister for Agriculture, Food and the Marine as a contract debt.

42. Late interest charges may be applied where debts are not recovered within an agreed timeframe.

43. A notification letter will issue to each applicant following evaluation of each project indicating whether the application was successful/unsuccessful. Where an applicant wishes to request a review of the decision relating to an unsuccessful application, an appeal stating why they feel the decision was not justified together with relevant additional information can be lodged with the HEO in Livestock Breeding, Production & Trade Division within 2 weeks of the date of the notification letter. The application will then be further reviewed by the Adjudication Panel. The applicant, if unsuccessful in this review, will be given the option to have the case appealed further to an appeal panel within the Department. Appeals must be lodged within 2 weeks of the relevant decision and appeal decisions will be communicated to the applicant within 2 months of receipt of all relevant information and documentation. If the applicant is still not satisfied and appeal can be made to the Office of the Ombudsman, 6 Earlsfort Terrace, Dublin 2, D02 W773. Phone: +353 1 639 5600.

44. The Minister may provide assistance where he considers appropriate under 'Force majeure' in the following circumstances:

- Death of the applicant;
- A severe natural disaster gravely affecting the completion of the project;
- The accidental destruction of whole or part of the project;

The Department may consider any other exceptional circumstance, not covered in the above, as constituting Force Majeure.

45. Data Protection Information See Annex 3.

46. Grants paid are subject to the terms of the Department of Public Expenditure and Reform Circular "Management and Accountability for Grants from Exchequer Funds" (Circular 13/2014). In that regard, there is an obligation on the Department to set out with clarity the objective/purpose of the grant in the conditions/grant arrangements. The purpose of the funding will be clearly notified to the grantee - salaries, training, research, public relations/advertising, front-line services etc. and these terms and conditions will reflect, that it is a condition of funding that grantees comply with the Statement of Principles for Grantees as set out in Appendix 2 of this Circular.

47. To comply with the principles of the Circular 13/2014, a Service Level Agreement (SLA) may be required to be entered into between the Department and the grantee setting out details of the resources which are being provided by the Department and the outputs to be achieved by the Grantee.
48. In accordance with the Circular 13/2014, the Department is required to ensure that Grantees put arrangements in place for an appropriate type and frequency of financial and performance reporting, with access to relevant records kept by the grantee including expenditure profiles, cash profiles, regular management accounts, and annual audited financial statements, as appropriate. These reports should be accompanied by a certificate of assurance signed at management level, (in general by two responsible persons for example at management or board level), certifying that the public money granted was used in accordance with the terms and conditions of the grant. In small organisations, with a single manager, a single management signature is acceptable. The grantee will be required to sign off on the funding with the Department, having provided acceptable proof that the funds have been spent as appropriate.
49. In accordance with the Circular 13/2014, the Department advises successful applicants that they will have an obligation to make books and accounts available to the Comptroller and Auditor General, where 50 per cent or more of their total income is sourced from Exchequer Funds, and that the Department has the right to inspect the grantee's records.
50. In accordance with Department of Public Expenditure Guidelines, grantees making claims for grant funding on the basis of vouched expenditure may be required to state to the Department that the invoices used to support their claims relate to activities and services appropriate to the grant scheme objectives, the amounts invoiced have been paid, and the invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements).
51. The obtaining of aid or the attempt to obtain aid under the Schemes by fraudulent means by the applicant or others acting alone or together may, in addition to any scheme penalty, render such persons liable to prosecution.
52. Projects or elements of a project taking place outside the State are not eligible for funding.
53. The Minister reserves the right to alter from time to time the conditions attaching to and the procedures to be followed in the operation of this scheme.

Annex 1
Aid Intensities (maximum rates)

Genetic Indexing up to 70%
DNA testing to verify pedigree up to 70%
Studbook Establishment and Development up to 100%
Marketing and Promotion up to 100%
Performance Testing up to 70%
Education and Training up to 100%

Annex 2

Examples of ineligible expenditure

It is not possible to give a definitive list of items that are, or may be, eligible for funding. Some items that cannot be supported under the programme are listed below:

Item Detail
Promotional material e.g. pens, key rings, pins, etc.
Postage
Costs associated with running competitions e.g. rosettes, sashes, rugs
Consumables e.g. stationary, ink cartridges
Costs not relevant to project proposal unless evidence is provided e.g. clothing /workwear
Breeder Prizes
Travel & attendance for Team Selections
Coaching/training of riders and horses
Unspecified costs will not be funded e.g. miscellaneous expenses, other
Event Insurance
Proposer/Promoter/Company officers own time
Travel/Subsistence/Accommodation for individuals not involved in the project
Legal Costs
Costs associated with international marketing and sponsorship
Working Capital
Maintenance and Licences Costs of IT projects
Costs associated with in house functions or entertainment
Any item which is funded from another source

Annex 3

DATA PROTECTION NOTICE

Part A: Information applicable to all Department of Agriculture, Food and the Marine customers:

1. The Department of Agriculture, Food and the Marine is fully committed to keeping all personal data submitted by its customers, fully safe and secure during administrative processes. All necessary technical measures have been put in place to ensure the safety and security of the systems which hold this data. Department staff are also considered as customers of the Department from a Data Protection perspective and may exercise their data protection rights in the same way.
2. Transparency and openness in the use of personal data held is important to the Department and therefore we aim to fully inform all our customers about the purpose(s) for which their data will be used and why, where it may be shared elsewhere and why and how long their data may be held by the Department. Information on the rights of the customers will also be provided.
3. From **25 May 2018** the key legislative frameworks in Ireland are:
 - The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679);
 - Data Protection Act 2018;
 - The “Law Enforcement Directive” (Directive (EU) 2016/680) which has been transposed into Irish law by way of the Data Protection Act 2018;
 - The Data Protection Acts 1988 and 2003;
4. The Data Controller for the collection and processing of all personal data in the Department of Agriculture, Food and the Marine is the Department itself, as a legal entity.

5. The Data Protection Officer can be contacted as follows:

Data Protection Officer Data Protection Unit,
Corporate Affairs,
Department of Agriculture, Food and the Marine Grattan Business Park,
Dublin Road,
Portlaoise,
Co Laois.

Email: dataprotectionofficer@agriculture.gov.ie

6. Personal data processed by the Department will only be used for the specific purpose(s) as outlined when the data is collected, or in later communications, and will only be used in accordance with the Data Protection legislation in force.

7. Rights of the individual in relation to personal data held by the Department:
When you, as a customer, provide personal data to the Department you have certain rights available to you in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, as detailed above, indicating which right(s) you wish to exercise: AFM customers have the following rights:

- access to their data;
- rectification of their data;
- erasure of their data;
- right to lodge a complaint with the Supervisory Authority.
- restriction of processing;
- data portability;
- objection to processing;
- withdraw consent if they previously gave it in relation to processing of their personal data;
- relating to automated decision making, including profiling.

Part B – Information specific to the personal data being collected under The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679):

The following data is specific information in relation to the personal data processed with regard to applications under the Equine Technical Support and Equine Breeding Schemes.

1. Specified purpose:

The primary purpose for collecting this information is to process applications for grant aid under the Equine Technical Support and Equine Breeding Schemes.

2. Legal basis:

This processing is necessary for compliance with a legal obligation to which the Department is subject, for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Department and or for the performance of a contract to which the data subject is party.

Reference the legislation you operate under -

Commission Regulation (EU) 2022/2472
Central Fund (Permanent Provision) Act 1965

3. Recipients:

The data provided in this application will be shared within the Department of Agriculture, Food and the Marine in order to ensure administrative efficiencies and process payments & where the purpose is compatible with the reason the data was provided.

4. Transferred outside the EU:

This information will not be transferred outside the EU.

5. Retention Period:

The data collected for this purpose will be held by the Department for 7 years, after this time, it will be marked for destruction and will be destroyed in line with internal guidelines or guidelines for destruction received from the National Archives Office or associated permissions received from them.

6. Data provision being a contractual obligation:

The data provided for this purpose is being requested under the requirements of the Equine Technical Support Scheme and if the customer chooses not to provide this information their application for this support cannot proceed

7. Technical information on data collected:

Technical information on the cookies used on our Department's website is available at the following link: <https://www.agriculture.gov.ie/legalnotices/privacy/>

8. Contact details for ETS – ets@agriculture.gov.ie

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