



## **CEIM APPLICATION FORM GUIDELINE NOTES**

Please ensure you answer all questions completely and give full details where required. Incomplete applications will NOT be accepted. Please ensure you include a day time contact number on your application form.

Please attach an outline of your proposed product / service (maximum 4 typed pages) and a current C.V. to the application form and return by post / e-mail by 12 noon Friday 6<sup>th</sup> June 2008, to:

Ultan Faherty, CEIM Programme Manager, WESTBIC, Business Development Centre, Letterkenny Institute of Technology, Port Road, Letterkenny, Co Donegal  
Tel: +353 74 91 86770, Fax: +353 74 91 86771, E-mail: [ufaherty@westbic.ie](mailto:ufaherty@westbic.ie)

If successful at the application stage you will be called to attend a CEIM participant selection interview in the Mill Park Hotel in Donegal Town the week commencing 1<sup>st</sup> July 2008:

- Please note you will be requested to do a 10 minute presentation on your proposed business / project at this interview
- The interviews will last approximately 45 minutes.

If you are successful at the CEIM participant selection interview stage you may be requested to complete a further short grant application form and called to a further interview by one of the grant providers, i.e.: Enterprise Ireland or Údarás na Gaeltachta in the Mill Park Hotel in Donegal Town the week commencing 14<sup>th</sup> July 2008:

- Please note you will also be requested to do a 10 minute presentation on your proposed business / project at this interview
- The interviews will last approximately 45 minutes
- You will be requested to bring your most recent P45 or P60 to this interview to prove your last years certified salary.

Any queries please contact Ultan Faherty, CEIM Programme Manager, WESTBIC, Business Development Centre, Letterkenny Institute of Technology, Port Road, Letterkenny, Co Donegal.  
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