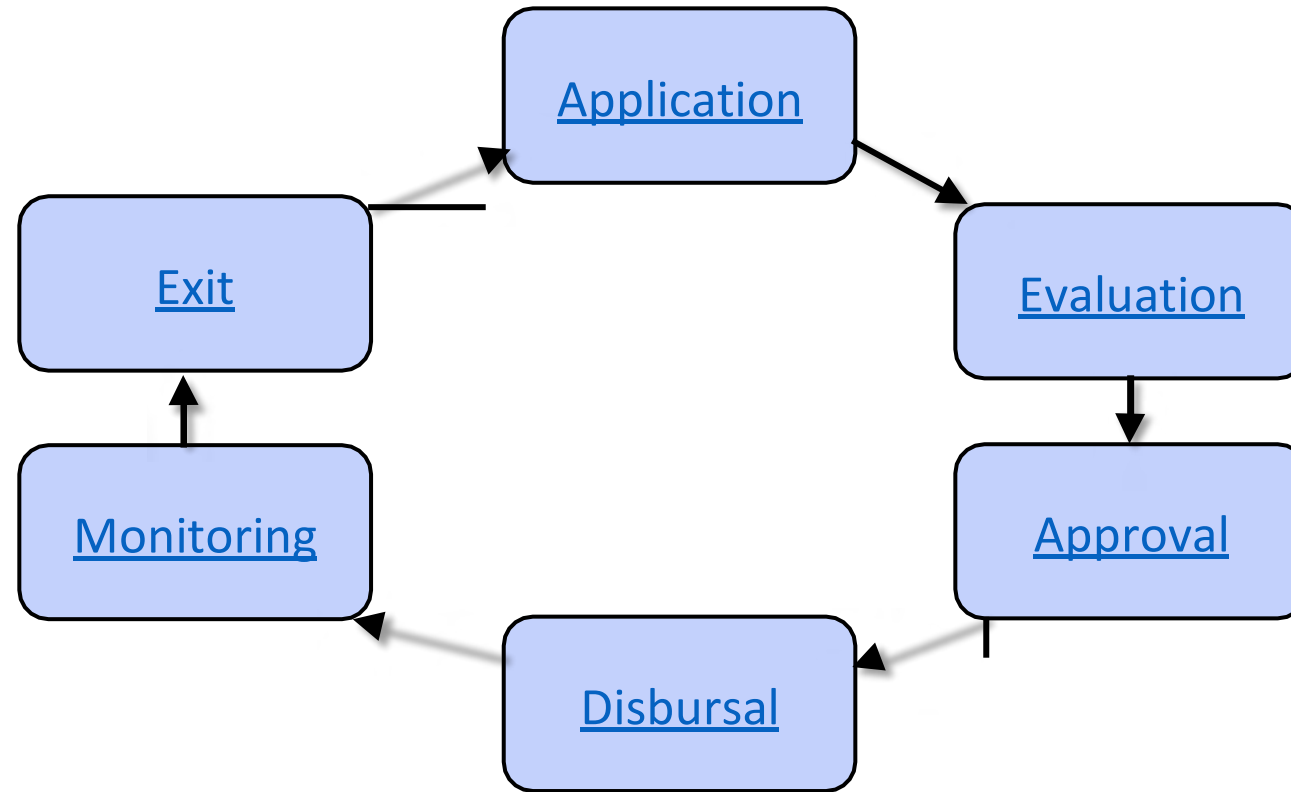


# Applicants User Guide for Smart Simple



# Legend

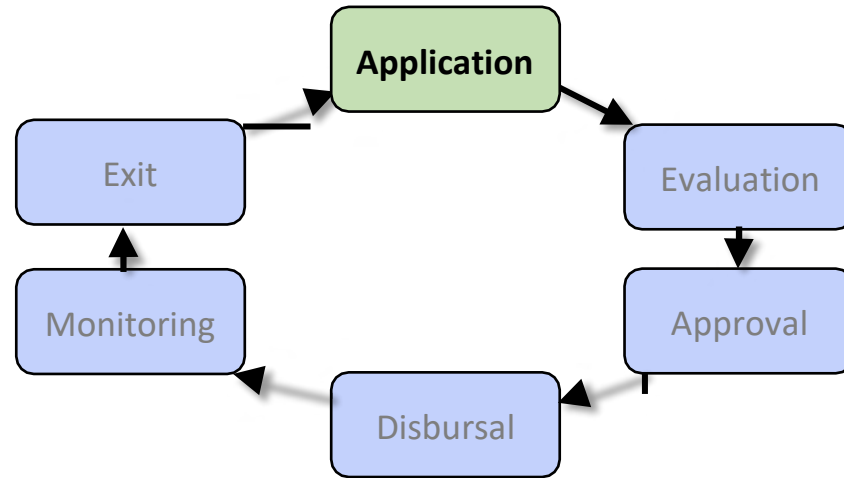


Important information.



Current stage of application process.

# Chapter 1 - Application



## Tasks

- [Review WDC website and speak to a member of our team.](#)
- [Register an account on our Smart Simple platform.](#)
- [Create an Enquiry.](#)
- [Submit an Application.](#)

# Section 1

Getting started

**Purpose:** create an account on Smart Simple

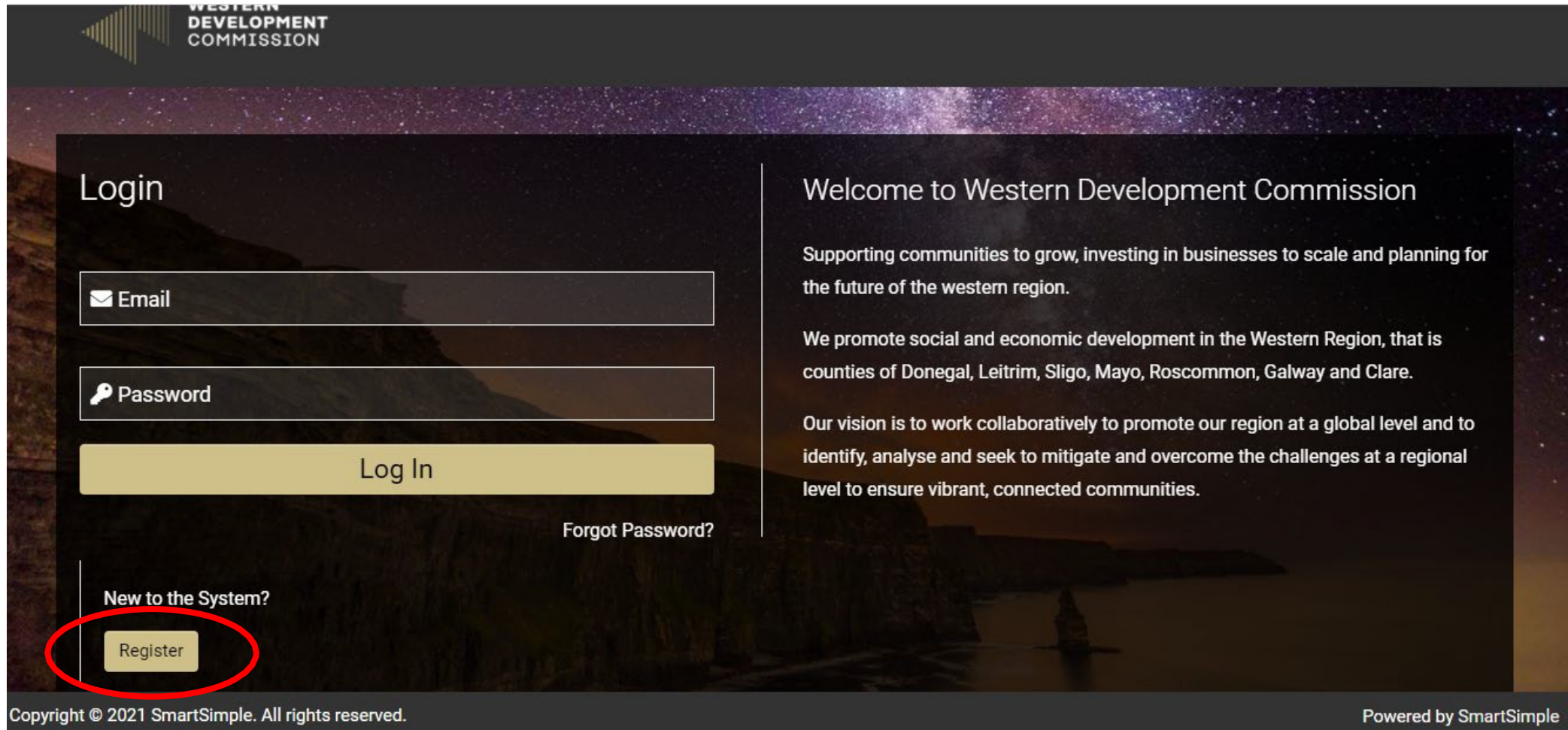
**Tip:** Do you need to speak to a member of our team?

Review WDC website and speak to a member of our team.

<https://westerndevelopment.ie/investment-funds/>

## How to Register an account on Smart Simple

- Click register on the Western Development Commission Smart Simple System.  
<https://western.smartsimple.ie>



The screenshot shows the login and registration interface of the Western Development Commission Smart Simple System. The background features a night sky with the Milky Way and a coastal scene with cliffs and a boat. The Western Development Commission logo is in the top left corner.

**Login**

Email

Password

**Log In**

[Forgot Password?](#)

**New to the System?**

**Register**

**Welcome to Western Development Commission**

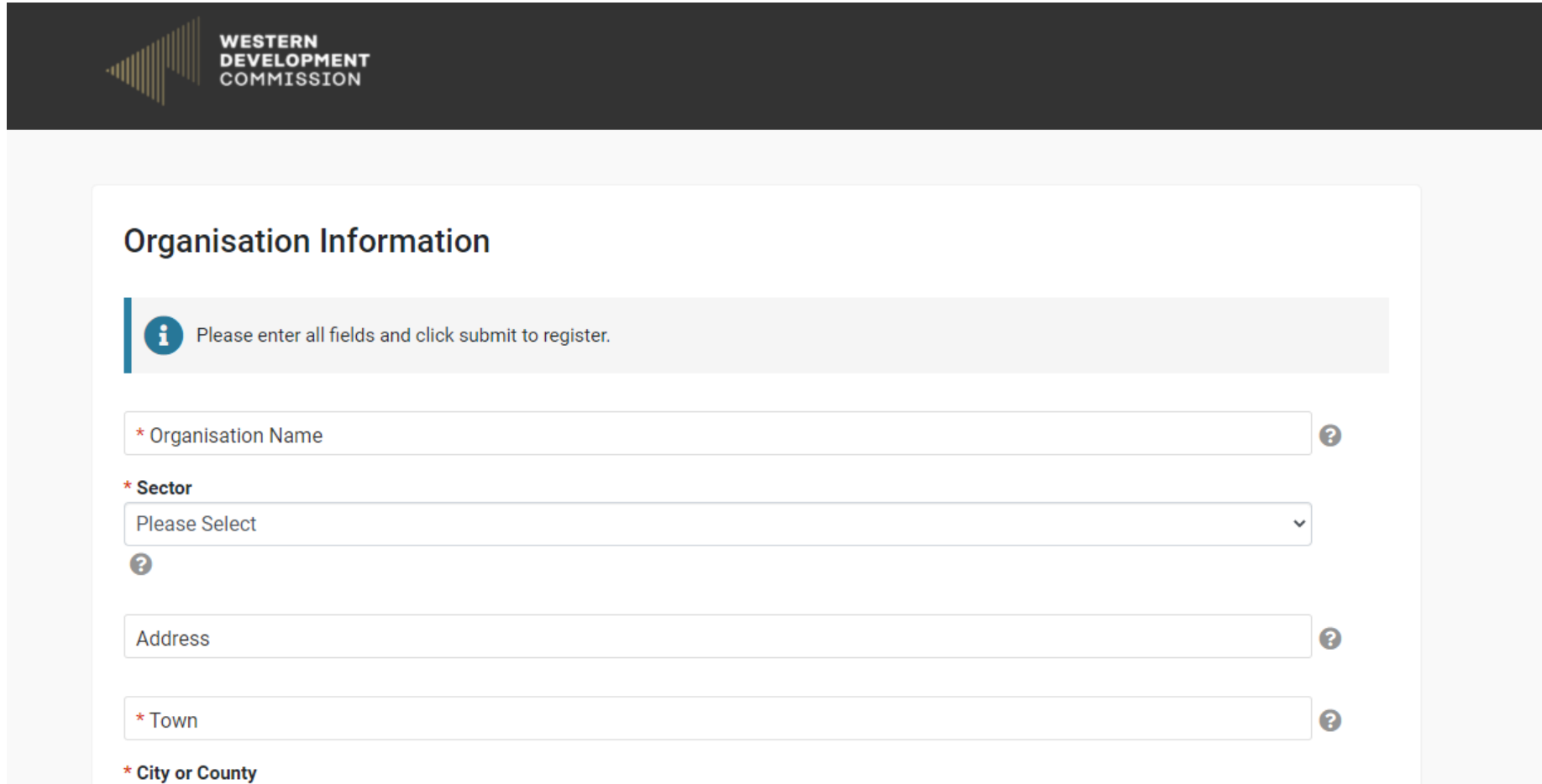
Supporting communities to grow, investing in businesses to scale and planning for the future of the western region.

We promote social and economic development in the Western Region, that is counties of Donegal, Leitrim, Sligo, Mayo, Roscommon, Galway and Clare.

Our vision is to work collaboratively to promote our region at a global level and to identify, analyse and seek to mitigate and overcome the challenges at a regional level to ensure vibrant, connected communities.

Copyright © 2021 SmartSimple. All rights reserved. Powered by SmartSimple

- You are required to enter information about your organisation and the details of a contact person.



The screenshot shows the Western Development Commission logo at the top left. Below it, the form is titled "Organisation Information". A grey banner with an information icon and the text "Please enter all fields and click submit to register." is present. The form contains several input fields, each with a red asterisk indicating it is required, and a question mark icon for help. The fields are: "Organisation Name", "Sector" (a dropdown menu with "Please Select" and a downward arrow), "Address", "Town", and "City or County".

**WESTERN DEVELOPMENT COMMISSION**

### Organisation Information

**i** Please enter all fields and click submit to register.

\* Organisation Name ?

\* Sector  
Please Select ?

Address ?

\* Town ?

\* City or County

- Once you submit your information, you will receive an email to set your password and login to your Smart Simple account.

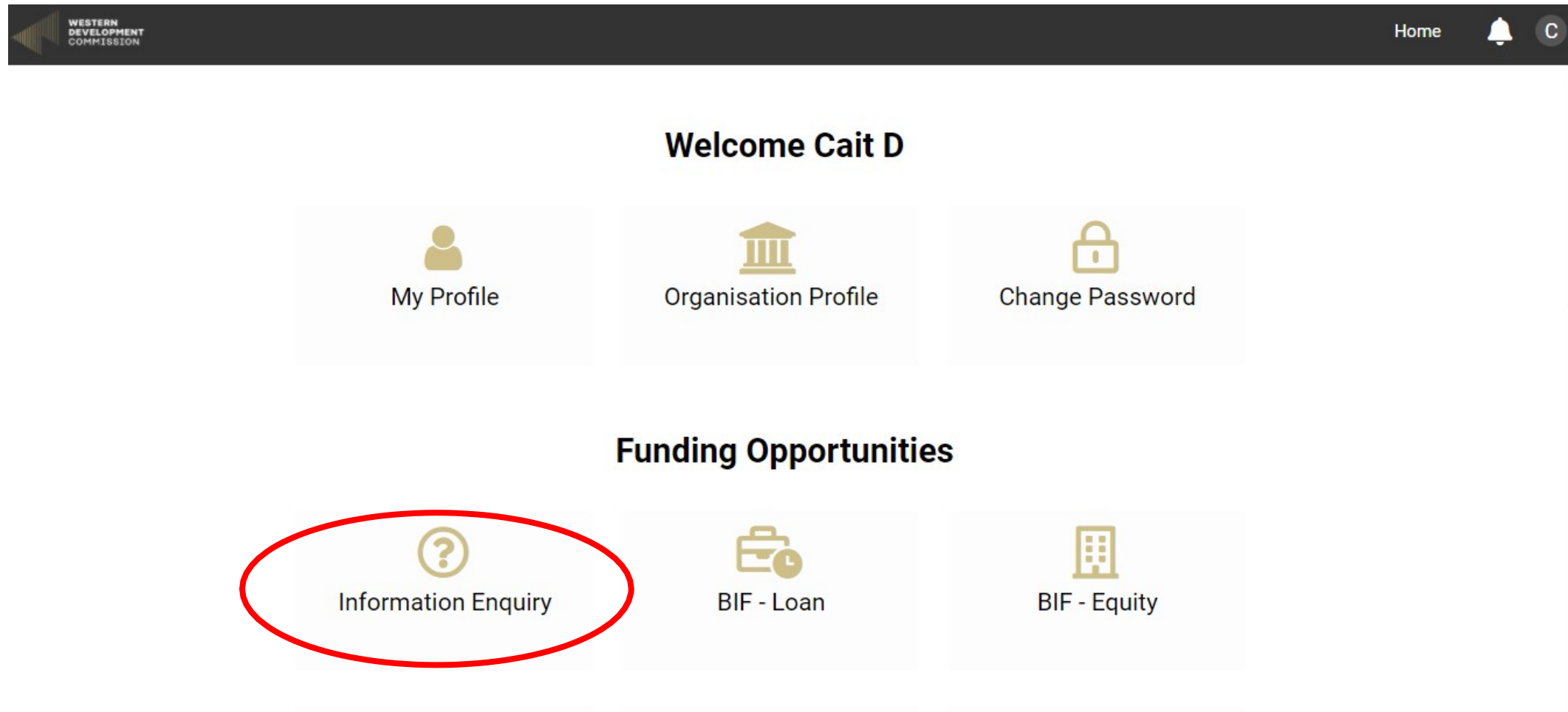
## Section 2

- Create an Enquiry
- **Purpose:** To investigate whether your project is a good fit with the WIF and to understand what you need before creating an application.
- **Tip:**
  - You must Save Draft to populate your information and begin the Enquiry.
  - You can also Save Draft at any stage and log back in to complete the Application at a later time.



## How to create an Enquiry

- Login into your account on Smart Simple and click Information Enquiry on the Home screen.





You must Save Draft to populate your information and begin the Enquiry.



Home



## New Investment



Please click on the Save Draft button before beginning the application.

### CONTACT/ORGANISATION INFORMATION

### ENQUIRY DETAILS

#### Organisation Information

Company Legal Name:



#### JUMP TO

Additional Organisation Information

Promoter Contact Details

#### Additional Organisation Information

#### Promoter Contact Details


\* First Promoter Contact Name



NEXT >


Save Draft


✓ Submit




- Enter all the information required on the Contact/Organisation Information Tab.

WESTERN  
DEVELOPMENT  
COMMISSION

Home


 Main

 Notes

2021-1233

If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.

- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

 Application Summary


**CONTACT/ORGANISATION INFORMATION** ENQUIRY DETAILS

**Organisation Information**

Company Legal Name: Test Company CD  
896 Lower Rd  
Leitrim Village  
Leitrim  
N41 HY44


**Primary Contact**

Cait D  
896 Lower Rd  
Leitrim Village  
Phone Number: 123-456-7891  
Email: CaitD@mail.com

 JUMP TO

Additional Organisation Information

Promoter Contact Details

NEXT 

Save Draft

✓ Submit

- Select the Enquiry Details tab and enter all the information required. Once completed Submit.

The screenshot shows the Western Development Commission application interface. At the top, the logo and navigation links (Home, bell icon, user icon) are visible. The left sidebar contains 'Main' and 'Notes' tabs. The main content area is titled '2021-1233' and includes a warning message: 'If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.' Below this, there is an 'Application Summary' button and two tabs: 'CONTACT/ORGANISATION INFORMATION' and 'ENQUIRY DETAILS'. The 'ENQUIRY DETAILS' tab is selected and circled in red. It contains two sections: '\* Project Name' with a text input field and a '10 words left' indicator, and '\* Description of Project' with a larger text input field. At the bottom, there are three buttons: '< BACK', 'Save Draft', and '✓ Submit'. The 'Submit' button is circled in red.

- You can Save Draft at any stage and log back in to complete the Information Enquiry at a later time.

## What happens next?

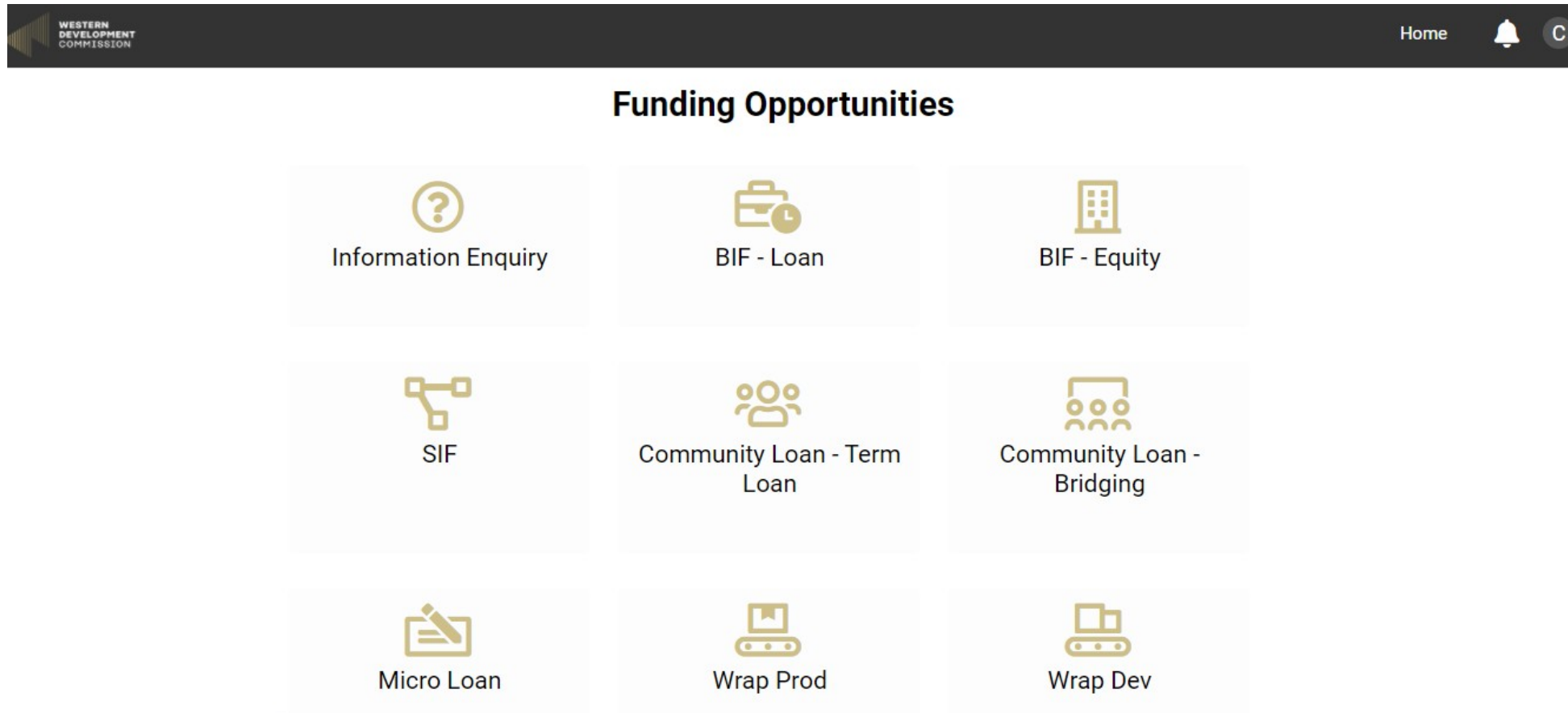
- Once you have submitted an enquiry, a member of the team will be in contact with you to discuss it.

## Section 3

- Create an Application.
- **Purpose:** To apply for funding from the WIF.
- **Tips:**
  - Identify the appropriate investment fund.
  - You must Save Draft;
    - To populate your organisation information and begin the Application.
    - When entering project financials to calculate the total funding requirement.
    - If you want to complete your Application at a later time.
  - There are 3 tabs to be completed in the application.
  - You will need information about your organisation.
  - You will to upload a business plan (guidelines available).
  - Ensure you can see your file is uploaded before closing the Upload window.




## How to Submit an Application

- Speak to a member of our team.
- Login to your account on Smart Simple.
- Click on the Funding Application you require under Funding Opportunities on the Home screen.






You must Save Draft to populate your information and begin the Application.

Home

## New Investment

 Please click on the Save Draft button before beginning the application.


CONTACT/ORGANISATION INFORMATION

PROJECT INFORMATION

ATTACHMENTS

Organisation Information

Company Legal Name:

 JUMP TO


Additional Organisation Information

Promoter Contact Details


Additional Organisation Information

\* Legal Entity Status


Please select the option that best describes your organisation.

Please Select

Save Draft


 Submit

Withdraw


NEXT





- Follow the instructions on the top of the screen. Select Contact/Organisation Information tab and complete. There are 3 tabs to complete in the application.

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COMMISSION


Home








 Main


2021-1227








 Notes



- Please complete all three tabs and answer all of the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

 Application Summary

**CONTACT/ORGANISATION INFORMATION**

PROJECT INFORMATION


ATTACHMENTS

**Organisation Information**

Company Legal Name: Test Company CD  
896 Lower Rd  
Leitrim Village  
Leitrim  
N41 HY44


**Primary Contact**

Colt D.

 JUMP TO

Additional Organisation Information

Promoter Contact Details


NEXT 

Save Draft


✓ Submit


Withdraw

- Select Project Information tab and complete.


WESTERN  
DEVELOPMENT  
COMMISSION


Home







2021-1235

 Main

 Notes



- Please complete all three tabs and answer all of the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

 Application Summary

CONTACT/ORGANISATION INFORMATION


**PROJECT INFORMATION**

ATTACHMENTS


\* Project Name

Please give the name of the project you are seeking funding for.


10 words left

 JUMP TO

Project Financials

 BACK

in of Project

NEXT 

Save Draft

✓ Submit

Withdraw



Click Save Draft to calculate the total funding requirement.

WESTERN  
DEVELOPMENT  
COMMISSION

Home

🔔

C

🏠 Main

📄 Notes

2021-1227

>

📄

📄

CONTACT/ORGANISATION INFORMATIONPROJECT INFORMATIONATTACHMENTS

\* WDC Investment Fund

Please enter the amount sought from the WDC. Please note that the WDC follows the MEIP and follows all state aid rules.

€110,000.00

\* Other Public Sector Funding

Please enter the total funding provided by other Public Sector agencies.

€0.00

Total Funding Requirement

Please save to update the total funding from all sources required to complete this project.

€0.00

\* Type of Funding

🔍 Looking for debt or equity investment?

Save Draft

✓ Submit


Withdraw

JUMP TO

Project Financials

NEXT >

- Download the Privacy policy and Terms and Conditions to review and agree.

WESTERN  
DEVELOPMENT  
COMMISSION

Home

C

Main

2021-1234

>

i

Notes

CONTACT/ORGANISATION INFORMATION

PROJECT INFORMATION

ATTACHMENTS

200 words left

\* Privacy Policy

Download our [privacy policy](#).

☒ I agree to the privacy policy

\* Terms and Conditions

Download our [terms and conditions](#).

Any costs incurred in making an application to the WDC Investment Fund and complying with the WDC's due diligence process will be at the applicant's own expense, and the WDC will not be liable for any such costs incurred.

The WDC reserves the right to discuss this application with its professional advisors and other parties without prejudice.

By accepting these terms and conditions, you are confirming that you consent to the use of e-signatures in the drafting and approval of agreements where permissible by law.

☒ I agree to the terms and conditions

< BACK


NEXT >

Save Draft


✓ Submit

Withdraw


- Select Attachments tab and upload your Business Plan. You can view the Guidelines for information and discuss the contents of your business plan with a member of our team.


WESTERN  
DEVELOPMENT  
COMMISSION


Home

C


2021-1234

 Main

 Notes



- Please complete all three tabs and answer all of the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.

 Application Summary


CONTACT/ORGANISATION INFORMATION


PROJECT INFORMATION

ATTACHMENTS

\* Upload Business Plan

Please see our [Guidelines for Equities.](#)




 BACK



Save Draft


✓ Submit




Withdraw


- Click on Upload to add your Business Plan.


WESTERN  
DEVELOPMENT  
COMMISSION

Home


 Main

2021-1234

 Notes




- Please complete all three tabs and answer all of the mandatory questions below.
- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form.  
If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.


 Application Summary

CONTACT/ORGANISATION INFORMATION   PROJECT INFORMATION   **ATTACHMENTS**

**\* Upload Business Plan**

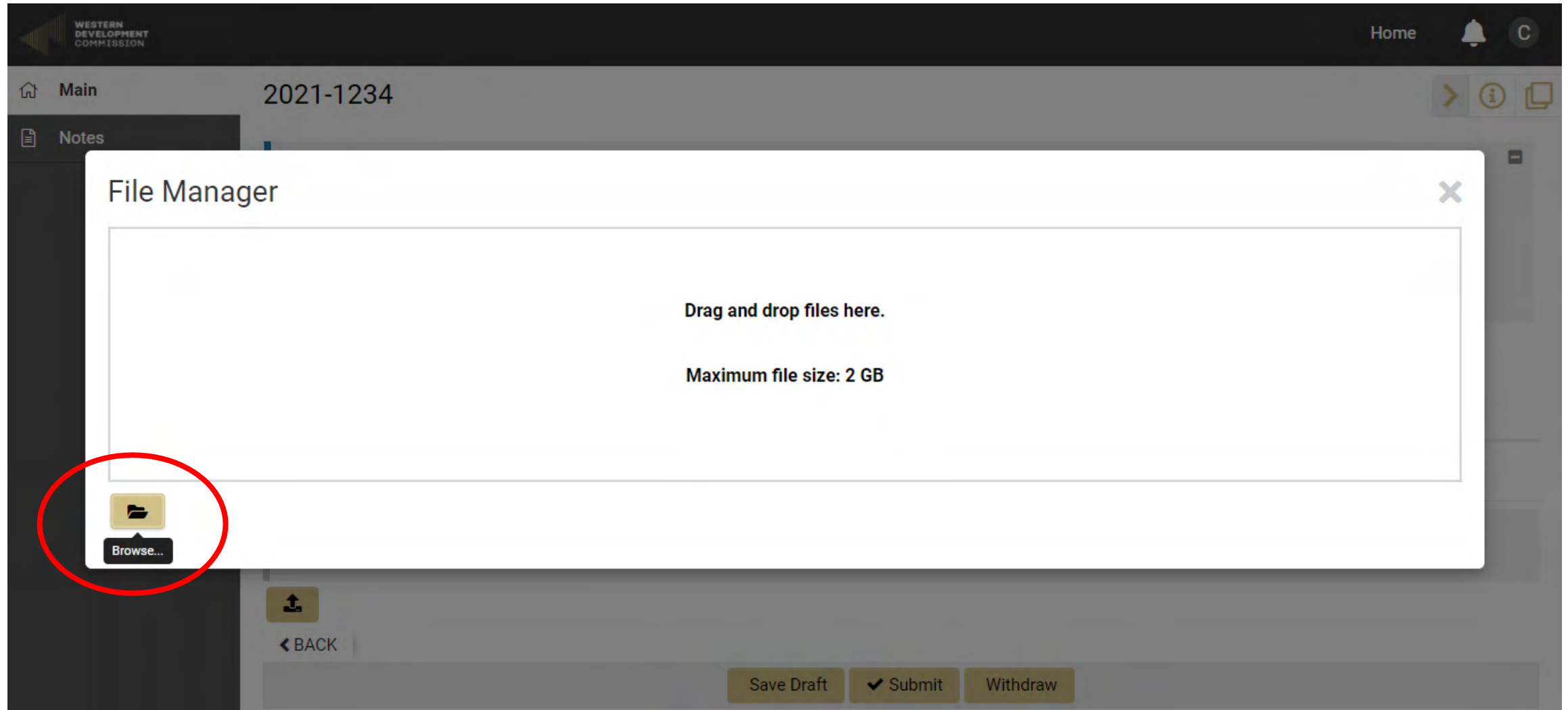
Please see our [Guidelines for Equities](#).

  
**Upload** CK

Save Draft    Submit   Withdraw



- Click on Browse to find your Business Plan and Upload.





Ensure you can see your Business plan is uploaded before you close this window using the X on the File Upload window.



WESTERN DEVELOPMENT COMMISSION

Home



### File Upload

Drag and drop files here.

Maximum file size: 2 GB

☐ File Name ▲

	Size	Date	
 Business_Plan_Test_Doc.docx	11.6 KB	09/02/2021 5:02PM	

Total Files: 1

☐ File Name ▲

Size Date



- Submit application when all information is entered and Business Plan is uploaded.

WESTERN  
DEVELOPMENT  
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Home

C

Home

Main

Notes

2021-1234

Application Summary

CONTACT/ORGANISATION INFORMATIONPROJECT INFORMATIONATTACHMENTS

\* Upload Business Plan

Please see our  
[Guidelines for Equities.](#)

☐

File Name ▲

Size

Date

Business\_Plan\_Test\_Doc.docx

11.6 KB

09/02/2021 5:02PM

Total Files: 1

BACK

Save Draft

✓ Submit

Withdraw

- If there is any information missing or incorrect, the system will show you an error at the top of the screen. Click on the error and it will take you directly to where the error is.

The screenshot shows the Western Development Commission application form interface. A red oval highlights a submission failure error message at the top of the form. The error message states: "Submission failed due to the following:" followed by two bullet points: "Position cannot be empty." and "Please attach at least 1 file to Upload Business Plan". Below the error message, there is an information section with a blue header and three bullet points: "Please complete all three tabs and answer all of the mandatory questions below.", "Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.", and "If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu." The form has a left sidebar with "Main" and "Notes" tabs. The top navigation bar includes the Western Development Commission logo, a "Home" link, a bell icon, and a user profile icon labeled "C". The form title is "2021-1227". The form has three tabs: "CONTACT/ORGANISATION INFORMATION", "PROJECT INFORMATION" (which is the active tab), and "ATTACHMENTS". At the bottom, there are buttons for "Save Draft", "Submit", and "Withdraw". A "JUMP TO" button is also present.

WESTERN DEVELOPMENT COMMISSION

Home

2021-1227

Submission failed due to the following:

- Position cannot be empty.
- Please attach at least 1 file to Upload Business Plan

Please complete all three tabs and answer all of the mandatory questions below.

- Some of information is copied directly from your organization and user profiles and will appear in a read-only state within this form. If the information displayed is not current, please update your organization and user profiles prior to completing and submitting this form.
- If you wish to communicate with staff regarding your application, use the **Notes** tab located within the left side menu.


Application Summary



CONTACT/ORGANISATION INFORMATION PROJECT INFORMATION ATTACHMENTS


Save Draft Submit Withdraw


JUMP TO NEXT


- Once your application is submitted, it will move into the Applications section of your Home screen in Submitted.

WESTERN  
DEVELOPMENT  
COMMISSION

Home  

Micro Loan

Wrap Prod

Wrap Dev

## Applications

You will find all of your applications below.

0  
In Progress

**1**  
Submitted

0  
Agreement Requires  
Action

1  
Approved/Declined

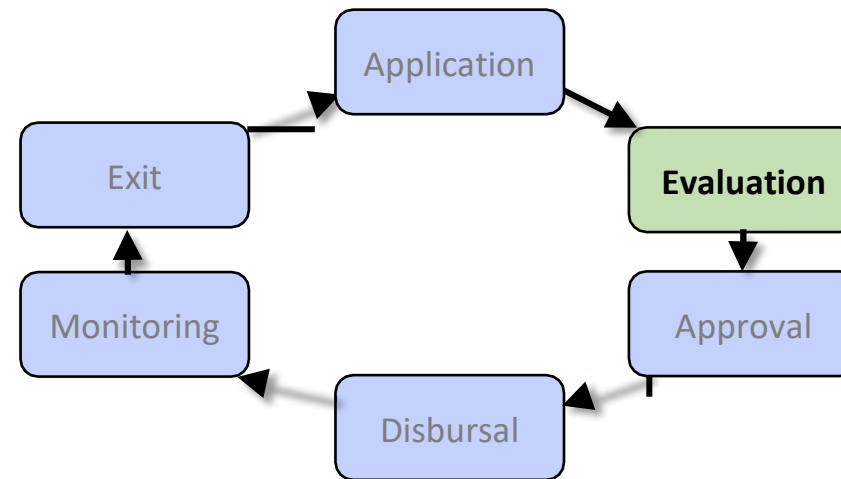
## Requires Attention

You will find agreements/required documentation and progress reports below.

# What happens next?

- Once you have submitted your application, you will receive a pdf copy of your full Application by Email.
- Your application will then be assigned to a member of our team who will evaluate your application.
- Following an initial assessment you may be asked to provide additional information.
- We will then conduct a detailed evaluation of your application.
- You may be asked for further information and documents at this stage.

# Chapter 2 - Evaluation




## Tasks



- [Respond to queries and submit revisions requested.](#)

# Section 1

- Provide additional information and documentation.
- **Purpose:** To help the WIF assess your application.
- **Tips:**
  - Read your emails.
  - Locate the application.
  - Read the information at the top of the screen specifying what information is being requested on your application.

- You will receive an email if revisions are requested on your application. When you log in to your Smart Simple account the Application with revisions requested will be located under the Applications section of your Home screen In Progress.

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Home  

## Applications


You will find all of your applications below.



<div>7</div> <div>In Progress</div>	<div>11</div> <div>Submitted</div>	<div>1</div> <div>Agreement Requires Action</div>	<div>5</div> <div>Approved/Declined</div>
-------------------------------------	------------------------------------	---	---

## Requires Attention





You will find agreements/required documentation and progress reports below.

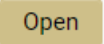
- Open the application with Revisions Requested.

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DEVELOPMENT  
COMMISSION

Home

### In Progress


1-1 of 1


#	Application ID	Application Type	Project Name	Amount Requested	Status	
1	2021-1234	BIF - Equity	Testing Application	€40,000.00	Revisions Requested	
				€40,000.00		





Read the information at the top of the screen specifying what information is being requested on your application. Update the application and Submit Revisions.

WESTERN  
DEVELOPMENT  
COMMISSION

HomeC

1 of 1&lt;&gt;

Main2021-1234>Notes Staff has requested the following revisions to your application:  
"This is a test for the manual to show how to request revisions on an application."  
Please revise and re-submit. If you wish to communicate with staff regarding your application, use the Notes tab located within the left side menu. Application Summary

CONTACT/ORGANISATION INFORMATIONPROJECT INFORMATIONATTACHMENTS

Organisation Information

Company Legal Name: Test Company CD  
896 Lower Rd  
Leitrim Village  
Leitrim  
N41 HY44

Primary Contact

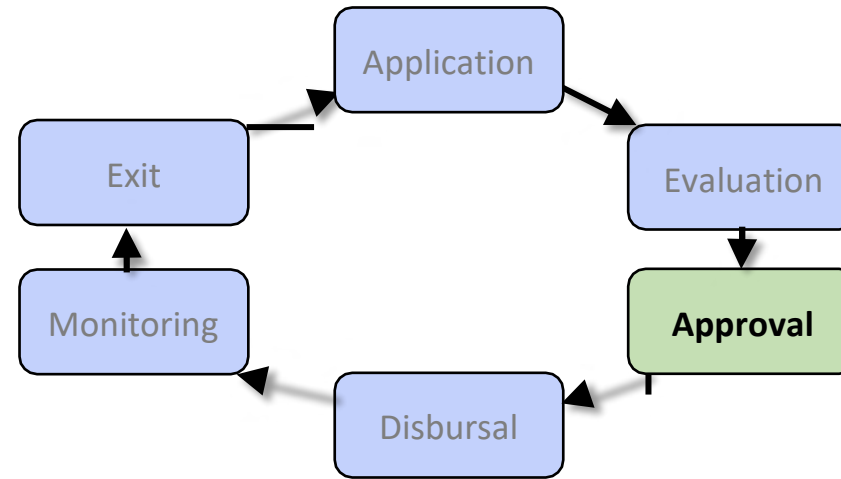
 JUMP TO  
Additional Organisation Information  
Promoter Contact Details  
NEXT >

Save DraftSubmit RevisionsWithdraw

# What happens next?

- Once you have provided all additional information and documentation requested, a member of our team will complete the detailed evaluation.
- The application will then be reviewed by our Investment Manager.
- *If your proposal is suitable we will bring it to our fund advisory panel.*
- *They will either recommend the application to our board for investment or reject it.*
- *The board will consider the application.*
- *If the board approves your application we will prepare Agreement documentation (subject to Due Diligence)*
- You will be required to submit additional supporting documentation.

# Chapter 3 - Approval



## Tasks

- [Sign Agreement Documents](#)
- [Extra Documentation Required](#)

## Section 1

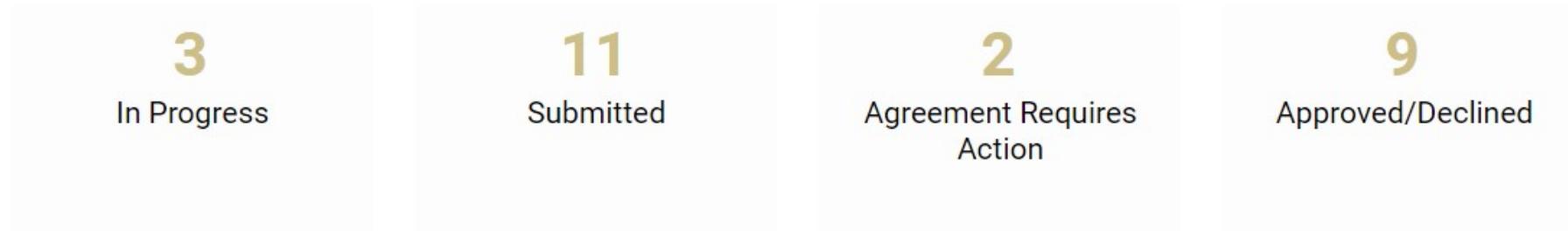
- Sign Agreement documents.
- **Purpose:** To sign loan letter of offer or indicative term sheet.
- **Tips:**
  - Check your emails.
  - Download and print all the documents that you are required to sign.
  - Upload all the documents.
  - Ensure you can see your file is uploaded before closing the Upload window.

## Agreement Documentation - Applicant

- [Locate the Agreement Documentation.](#)
- [Open the application.](#)
- [Download the Agreement and sign.](#)
- [Upload Signed Agreement.](#)
- [Download, Complete and Upload required documents.](#)
- [Confirm documentation and Submit.](#)

- Locate the Agreement Documentation on the Home page.

You will find all of your applications below.







## Requires Attention


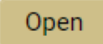
You will find agreements/required documentation and progress reports below.








- Open the application.

## Pending Agreement Documentation

  1-1 of 1  


<input type="checkbox"/>	#	Application ID	Activity Type	Due Date	Status	
<input type="checkbox"/>	 1	2021-1234	Agreement/Required Documentation		Sent to Applicant	

- Follow the instruction at the top of the screen.

Task TrackerHome

1 of 1<>

## 2021-1230 - Agreement/Required Documentation






- Download the "Executable Agreement".
- Sign and re-upload to the "Upload Signed Agreement" field.
- As well as uploading a scan of the signed copy of this agreement, please send the original signed copy by post to the WDC.
- Upload any other required documentation to the appropriate fields (these will be listed below the the "Upload Signed Agreement" field if required).
- Finally, checkoff the confirmation and click "Submit".

### AGREEMENT

\* Executable Agreement

The executable agreement signed by WDC.






<input type="checkbox"/> File Name ▲	Size	Date
--------------------------------------	------	------





Save Draft✓ Submit






Please print the document and send the original signed document by post to the WDC.



Task TrackerHome

1 of 1<>

## 2021-1230 - Agreement/Required Documentation






- Download the "Executable Agreement".
- Sign and re-upload to the "Upload Signed Agreement" field.
- As well as uploading a scan of the signed copy of this agreement, please send the original signed copy by post to the WDC.
- Upload any other required documentation to the appropriate fields (these will be listed below the the "Upload Signed Agreement" field if required).
- Finally, checkoff the confirmation and click "Submit".

### AGREEMENT




**\* Executable Agreement**



The executable agreement signed by WDC.





<input type="checkbox"/> File Name ▲	Size	Date
<div>Save Draft✓ Submit</div>		

- Upload Signed Agreement.


WESTERN  
DEVELOPMENT  
COMMISSIONHome

1 of 1  


2021-1228 - Agreement/Required Documentation  

AGREEMENT

Total Files: 1




\* Upload Signed Agreement



\* Upload Grant Payment Letter

Please download, complete and upload the [Grant Payment Letter](#).



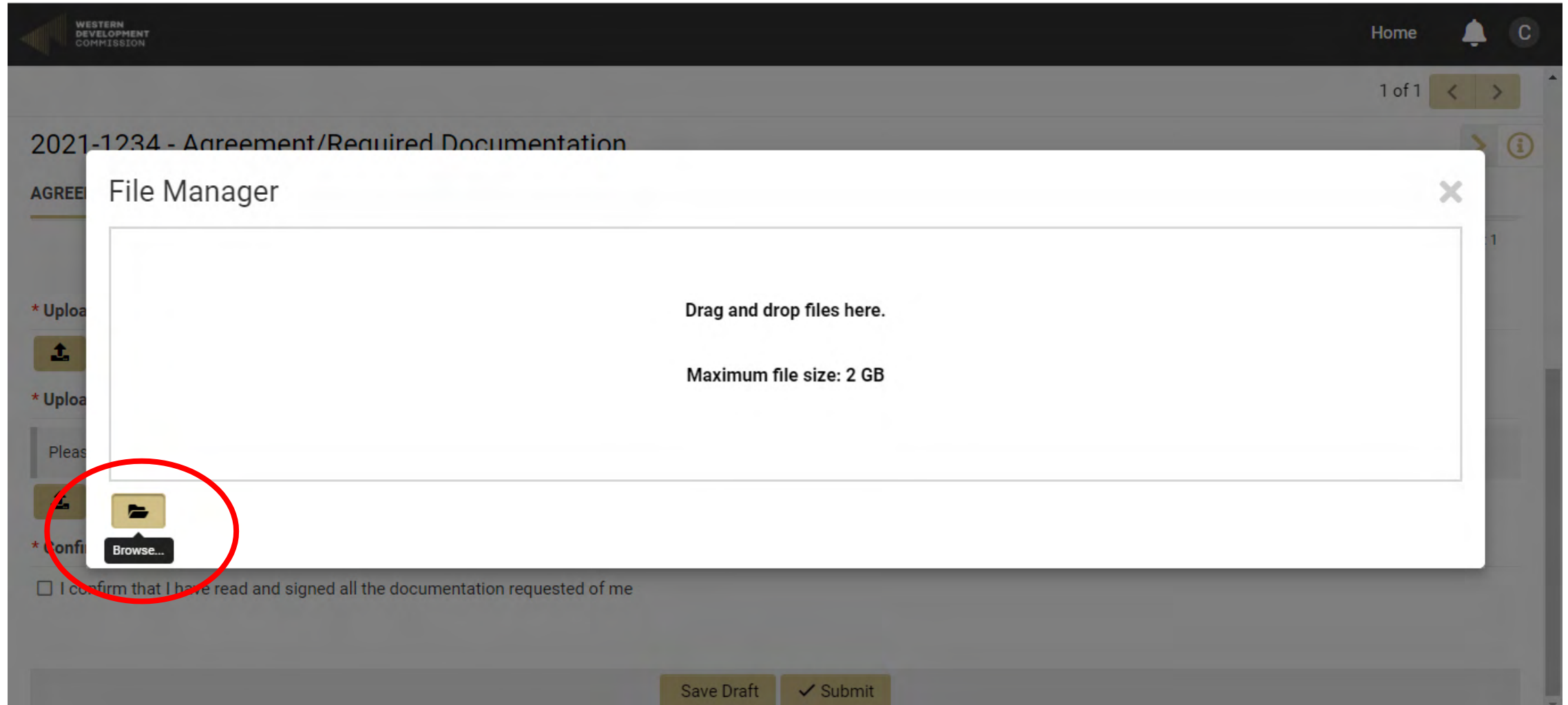
\* Confirm Documentation

☐ I confirm that I have read and signed all the documentation requested of me

Save Draft

✓ Submit

- Browse to find the correct file.





Ensure you can see your file is uploaded before you close this window using the X on the File Upload window.

WESTERN DEVELOPMENT COMMISSION

Home

## File Upload

Drag and drop files here.



Maximum file size: 2 GB

<input type="checkbox"/>	File Name ▲	Size	Date
<input type="checkbox"/>	Signed_Agreement.docx	11.6 KB	12/02/2021 2:30PM

Total Files: 1

Save Draft   ✓ Submit


- Download, Complete and Upload any required documents.

HomeC

1 of 1

2021-1228 - Agreement/Required Documentation


AGREEMENT

<input type="checkbox"/>	File Name	Size	Date
	Signed_Agreement.docx	11.6 KB	22/01/2021 11:56AM

Total Files: 1

**\* Upload Grant Payment Letter**

Please download, complete and upload the [Grant Payment Letter](#).





**\* Confirm Documentation**

☐ I confirm that I have read and signed all the documentation requested of me

Save Draft

✓ Submit

- Confirm documentation and Submit.






HomeC


1 of 1



2021-1228 - Agreement/Required Documentation

AGREEMENT

Please download, complete and upload the [Grant Payment Letter](#).



☐ File Name SizeDate

	Grant_Payment_Letter.docx	11.6 KB	22/01/2021 2:07PM	
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Total Files: 1

**\* Confirm Documentation**

☐ I confirm that I have read and signed all the documentation requested of me

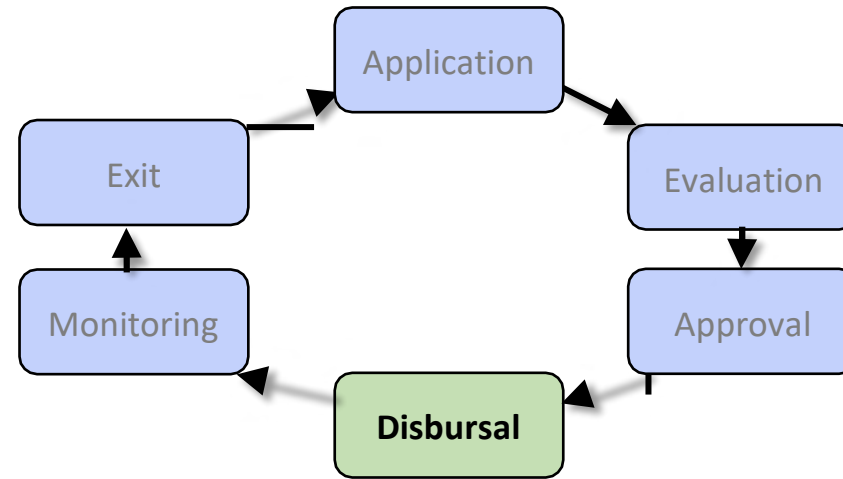
Save Draft

✓ Submit

## What happens next?

- Once you have signed and uploaded all the agreement documentation, we will review it and continue with the application process.
- We will complete our checks and may require further documentation from you.

# Chapter 4 - Disbursal



## Tasks

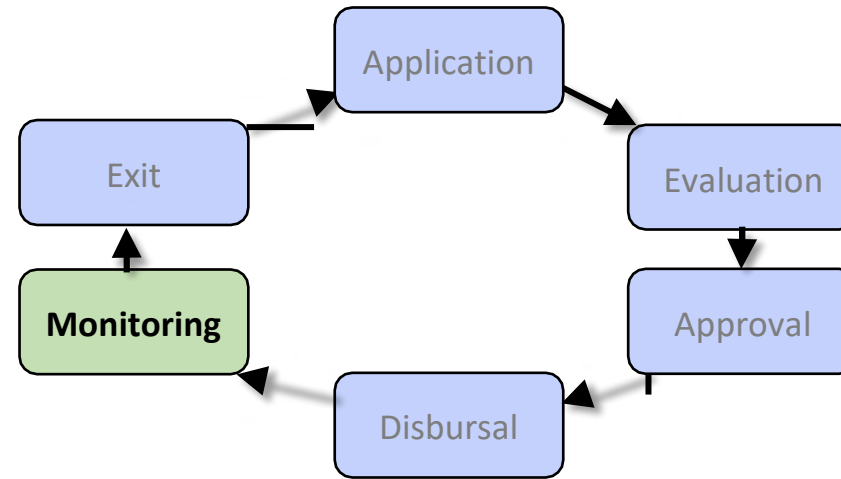
- [Draw down funding.](#)



## Section 1

- Once all checks have been completed, the agreements have been signed and all the appropriate documentation had been provided to the WIF, the funds will be transferred to the appropriate bank account.

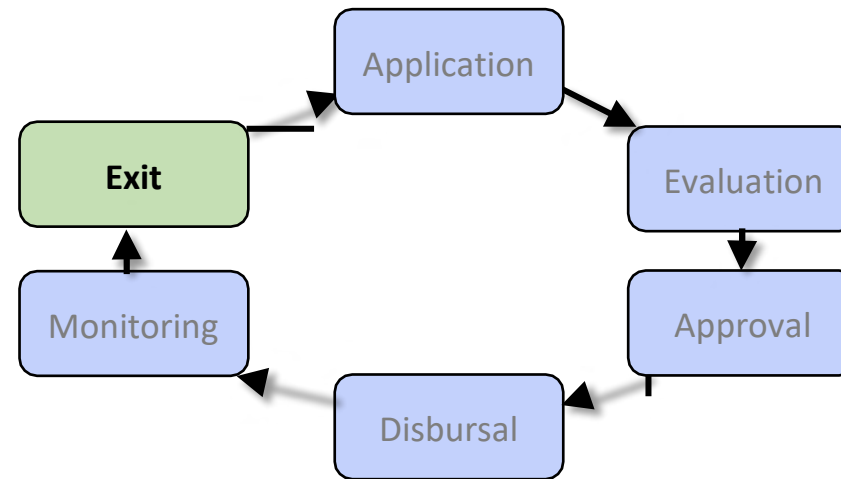
# Chapter 5 - Monitoring



## Tasks

You will be obliged to provide information to the WIF on the progress of your investment on an ongoing basis. This information may be requested by email or through Smart Simple

# Chapter 6 - Exit



## Tasks

- Exit
- Once the investment has been repaid the executive will close the investment on the system. However, the WIF may continue to monitor the performance of your organisation and may request data from time to time.