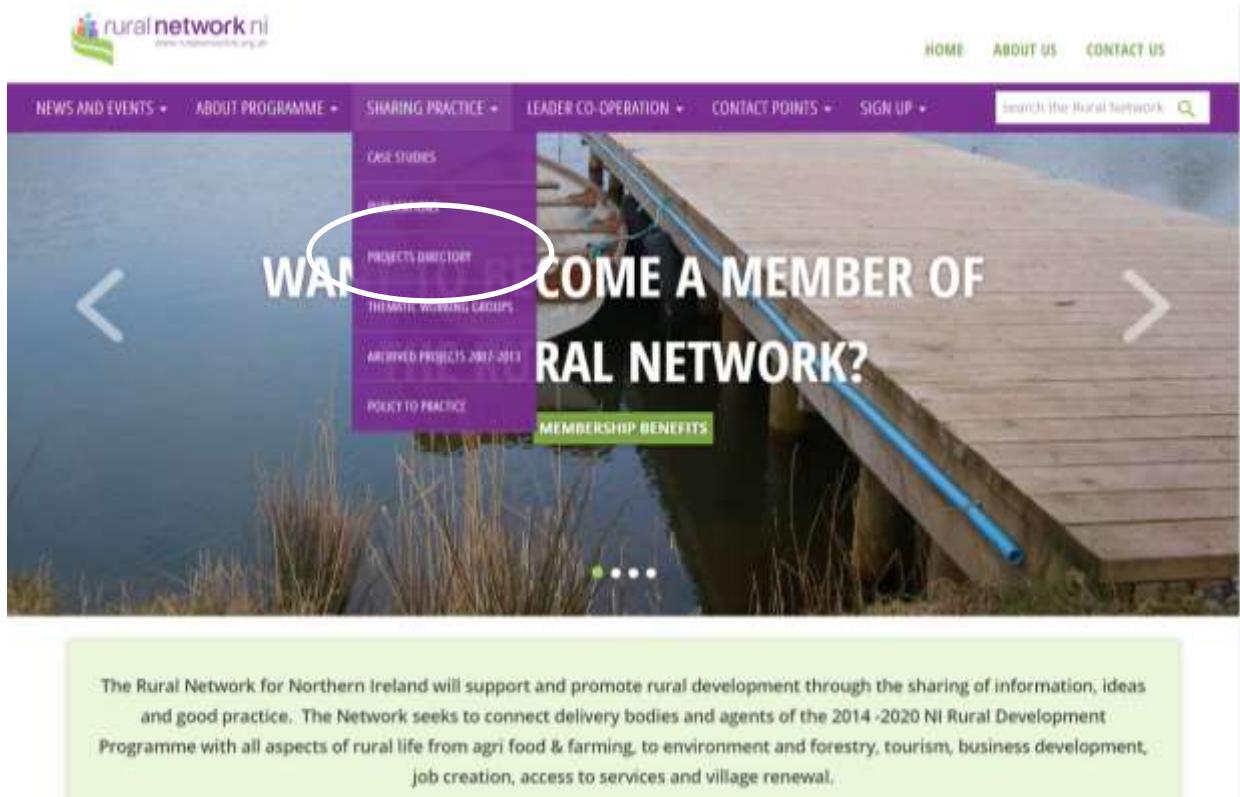


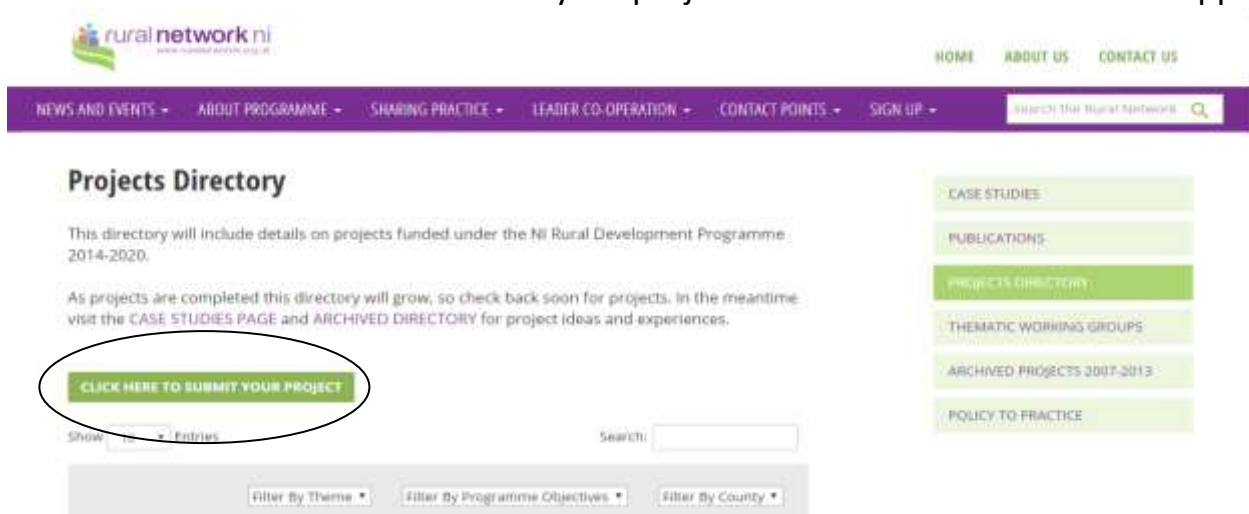
HOW TO UPLOAD ENTRIES TO THE PROJECTS DIRECTORY

The purpose of this directory is to promote projects funded through the NI Rural Development Programme 2014-2020 only. Follow the instructions below to upload projects:

1. Log onto www.ruralnetworkni.org.uk
2. Follow the link to the 'Sharing Practice' section and then click into the 'Projects Directory Section'



3. Click on the button to submit your project. An online submission form appears.



4. The directory contains the following fields of information. Those fields in CAPS, bolded and marked with an asterisk (*) are mandatory. However, please try to populate as many fields as possible to ensure a thorough database of information is recorded.

FIELD	GUIDANCE ON COMPLETION
YOUR EMAIL ADDRESS *	Insert your email address.
PROJECT THEME *	Choose the appropriate project theme from a drop down menu. This usually broadly reflects the objective under which the particular project was funded.
PROMOTER NAME *	Enter the promoter name, whether it is an individual, group or organisation.
Contact Name	Enter the name of the contact person in relation to the project.
PROJECT LOCATION *	Enter project location, including townland or village (if appropriate) and nearest town. Or if the project covers more than one area, insert all areas.
COUNTY *	Choose from the dropdown menu of options.
Postcode	Where possible, insert the postcode of the project location
FINAL TOTAL COST *	Insert the final total cost of the project. Round down to the nearest £.
FINAL GRANT AWARDED *	Insert the final grant award paid. Round down to the nearest £.
PROGRAMME OBJECTIVE *	Choose from a dropdown menu of the 3 programme objectives to highlight that objective under which the project was supported.
Project Background	Enter text on the background of the project and how the need was identified. This field has a limit of 600 characters.
PROJECT SUMMARY *	Enter a short project summary which details the nature of the project and what was funded. This field has a limit of 400 characters.
Activities	Enter specific details on what was funded or what service was delivered. This field has a limit of 600 characters.
Benefits	Enter benefits of the project funded either to the business, the local area, or the industry. Include jobs created if applicable. This field has a limit of 600 characters.
Lessons Learnt	Enter any lessons learnt, both positive and negative as a result of engaging in the Rural Development Programme and implementing the project. This field has a limit of 400 characters.
Telephone	<ul style="list-style-type: none"> • Enter telephone number/email address to which the applicant can be contacted for further information • Enter the website address if applicable for promotion of the enterprise or programme.
Organisation Email	
www	

5. Once you have completed your entry click 'Submit Your Details'
6. Once submitted, you will see a message indicating the project has been submitted for review before activation on the website. Click on the relevant button if you wish to upload additional entries.
7. The Network Support Unit will receive a notification message of your submission and will then activate it for inclusion in the directory.
8. After you have submitted your project, changes can only be made by NSU staff. Please email changes to jmcmullan@rdc.org.uk.

WANT TO UPLOAD AN IMAGE OR DOCUMENT

Email the image/document to jmcmullan@rdc.org.uk for upload to the relevant project. Please ensure that the image/document is clearly labelled with the promoter name and total project cost.

IMPORTANT NOTES WHEN UPLOADING

- Please do not include any information of a sensitive nature and not applicable for inclusion in a publicly accessible database.
- Where applicable, only those projects which are completed and 'audit cleared' should be uploaded.
- Information will be uploaded in plain text format. Hence bullets, bold text etc cannot be included. Information can also be pasted from MS Word but again will appear only as plain text. So please be careful when transferring information.
- Avoid use of special characters such as '&, /, !' within the 'Promoter Name' field as this will not transfer over to the directory.
- The Network Support Unit reserves the right to make any changes to project submissions to ensure a consistent approach across all directory entries.