

EMFF Operational Programme 2014-2020
Seafood Processing Development Measure



Seafood Scaling & New Market Development Scheme

Individual Seafood Enterprises
Application Form



APPLICANT DETAILS

1. Name of Seafood Enterprise

2. Contact Details	
Name	
Address	
Eircode (mandatory)	
Town	
Telephone	
Mobile	
Email	
Website (if applicable)	
Role in the Organisation	

INDIVIDUAL SEAFOOD ENTERPRISES

Checklist

The following items must be included with your application:

1	Copies of flight schedules detailing destination, times, dates and approximate cost of outbound and inbound flights Note only 'economy fare' flights are eligible.	
2	Copies of information on the trade show/event to be attended.	
3	Quote(s) as required for Market Development Consultancy. See Procurement Requirements (Table 1).	

ELIGIBLE EXPENDITURE

- Travel (Economy Flights Only) and subsistence costs, at the agreed scheme rate, for attendance overseas at conferences, workshops, seafood trade shows and other formal networking events. Maximum of three employees of the company per project application.
- Market Development Consultancy: Maximum Expenditure Cap of €4,999 (Ex VAT) applies.

PROJECT DETAILS

Flights and Travel

Where is the conference, workshop, trade show or networking event taking place?

Please include names of company employees travelling (maximum three employees), the travel arrangements and any other relevant information.

Destination	Planned Departure Date	Planned Return Date	Total Days

MARKET DEVELOPMENT CONSULTANCY

Please outline below the objective of the work to be conducted, the business case for it and the cost.

Note a quote for the work must be included with the application.

Maximum Expenditure Cap of €4,999 (Ex VAT) applies

PROCUREMENT REQUIREMENTS FOR GRANT AID FOR EMFF CO-FUNDED SCHEMES

Table 1

Spend Type	Eligible Expenditure	Category 1	Category 2	Category 3
		Public Projects	Private Project (0% to 50% Grant Aid)	Private Project (>50% Grant Aid)
Supplies & Services	<€5,000	1 Quote	1 Quote	2 Quotes
	€5,000 to €24,999	3 Quotes	3 Quotes	3 Quotes
	€25,000 to €209,000	Government E-tender	3 Quotes	Government E-tender
	≥ €209,000	Government E-tender AND EU OJEU	3 Quotes	Government E-tender AND EU OJEU
Works	<€50,000	Government E-tender	3 Quotes	5 Quotes or Government E-Tender
	€50,000 to €5,225,000	Government E-tender	3 Quotes	Government E-tender
	≥ €5,225,000	Government E-tender AND EU OJEU	3 Quotes	Government E-tender AND EU OJEU

Points to note:

- Amounts in Table 1 are exclusive of VAT.
- Quotes should be in writing or by email.
- Where the applicant is unable, despite his or her best endeavours, to obtain the required number of quotes for reasons outside of his/her control, this must be explained in writing by the applicant, with relevant supporting documentation. Such exceptional situations will be considered on a case by case basis by BIM and where accepted, will be recorded on the BIM project file. Where the explanation is unsatisfactory, the application will not be accepted until the correct number of quotes has been supplied.
- Generally the grant aid shall be based on the lowest quote amount. The applicant is not limited to taking the lowest quote but in such cases as outlined above, a written explanation must be submitted by the applicant and accepted by the BIM Account Manager and recorded on the file.
- These levels shall in general apply to stand alone items on a per project application basis. It is not acceptable to purposefully break a project into smaller parcels of work or machinery in order to circumvent the procurement rules.

Selection Criteria

Industry, Collective and Public Projects will be selected for funding by the Project Approvals Board via competitive/open calls for proposals, which may be restricted to particular classes of Beneficiary or to particular activities or costs.

Public projects will be jointly appraised by BIM and Bord Bia and selected by the Board on a qualitative basis, having regard to the objective of the call and the quality of the proposal.

Projects from Individual Seafood Enterprises will be subject to an initial joint appraisal by BIM in partnership with Bord Bia. Projects will be subject to a final appraisal and evaluation by the Board.

LEGAL BASIS

The legal basis for the scheme is Article 68 of the European Maritime & Fisheries Fund. The EMFF Certifying Body (CB) is the Finance Division, Department of Agriculture, Food and the Marine.

The Managing Authority (MA) is the Marine Programmes Division, Department of Agriculture, Food and the Marine.

The Intermediate Body (IB) is Bord Iascaigh Mhara (BIM).

Terms and Conditions

1. To qualify for grant aid the following terms and conditions must be met in all cases. Applications that fail to meet these criteria will be deemed ineligible and will not be considered further.
2. The date for eligibility for funding under the scheme is 1st January 2016, or the date of the letter of acknowledgement of receipt of application, whichever is the later, or with the exception of applications made by public bodies, in which case the eligibility is from 1st January 2016.

If any of the work or expenditure incurred to which the investment relates, commenced prior to the dates as outlined above, then that portion of the investment shall be rendered ineligible for grant aid.

3. Funding for all projects under this scheme is subject to monies being available to BIM on a yearly basis and the Board is not obliged to approve or pay grants beyond the budget that has been allocated to a project in a given year.
4. The timing of payments of grants is subject to the availability and demand for funds in the Programme and this may vary from time to time. Consequently, the Beneficiary should expect to raise adequate bridging finance for the grant pending its receipt.
5. The investment shall be carried out as specified in the application, the published documentation of the scheme, the letter of offer and these terms and conditions or if it should become necessary to modify any element of the project, affecting:
 - the legal status of the Beneficiary;
 - or the objectives of the project or its technical characteristics or the profitability;
 - or location of the project;
 - or the timescale for its implementation;
 - the omission or substitution of any of the approved work;then prior written approval must be obtained before any modifications can qualify for grant assistance.
6. Approval is issued on the understanding that no grant aid has been paid, or will be paid by any other State agency towards the cost of the completed work included in a project.
7. Only applications submitted on the official application form will be considered for grant approval.
8. Acknowledgement of an application does not constitute any form of entitlement to grant aid nor should the applicant constitute any assistance given by officers of BIM as an indication that grant aid will become available.
9. The commencement date of a project is the date shown in the letter of acknowledgement, issued by BIM, following receipt of an official application form.
10. Offers of grant aid automatically expire on the date shown in the letter of approval or otherwise advertised by the Intermediate Body.
11. The Managing Authority reserves the right to alter or amend the conditions of a scheme or to suspend a scheme or to substitute a scheme for a different scheme.
12. The Beneficiary of grant aid should be aware that the grant awards may be made public by the Agency or Government Department.

13. The Beneficiary shall indemnify and keep indemnified BIM against all costs, loss, damage and expenses sustained by them and against any claims that may be brought by any partner, employee, agent, subcontractor or any kind or other party arising out of a project whether by reason or on account of breach, default, neglect, non-performance or non-observance by the Beneficiary or the partners of any of them of the terms and conditions of the scheme and/or BIM Agreement or otherwise.
14. The Beneficiary shall obtain and comply with the conditions of all necessary statutory authorisations, consents, permissions and licences required under existing EU and national legislation and shall submit evidence of having received same.
15. The grant approval is made and grant paid in accordance with relevant regulations and operating procedures.
16. Compliance with Government Regulations on tax clearance procedures is mandatory. These regulations require the tax compliance of the Beneficiary of the grant, as well as contractors and subcontractors engaged on the project.
 - A current tax clearance compliance from the Revenue Commissioners in your name, valid at the time of payment of the grant, will be required for grants on excess of €10,000 or a combination of grants exceeding €10,000 within any 12-month period;
 - In the case of grant aid less than €10,000 within any 12-month period, the grantee will be required to complete a tax compliance declaration.
17. Applicants must comply with the provisions of the Data Collection Regulation at the time of grant payment.
18. The applicant will, if required, demonstrate to the satisfaction of the implementing authority its legal identity.
19. The applicant will, if required, demonstrate financial viability (at an organisation or individual level as appropriate).
20. The applicant will, if required, provide evidence that they are able to manage and carry out the project in a satisfactory manner.
21. How BIM will use your information:
 - Information including PPSNs and other tax numbers used in the processing of this grant application will also be used in the processing of BIM's end of year returns and disclosed to Revenue as set out in the Code of Practice for the Governance of State Bodies (Department of Finance 2009).

Information provided in the application form and attached documentation will be retained on file for the duration of the scheme. We will also add you to our client database. If you do not wish to be added, please contact us at info@bim.ie.

22. Freedom of Information:
 - BIM will not release any information received as part of this application except as required by law, including the Freedom of Information Act, 1997. In the event of an FOI request, the client will be given reasonable advance notice in order to contest such disclosure.

Ineligible Costs

23. The following measures are not eligible for support under this scheme:
 - Regional, national or transnational communications and promotional campaigns
 - Public Relations
 - Expenditure for the purchase or lease of land or buildings
 - Value added tax except, where it is non-recoverable by the beneficiary under law.
 - Interest on debt, except in the form of an interest rate subsidy or guarantee fee subsidy.
 - Operational costs
 - Capital costs (buildings, equipment etc)
 - Costs related to the transfer of ownership of a business
 - Costs related to formal training.

24. Procurement policy and practice (for goods or services supplied as part of this project) must in line with the public sector procurement Directive 2014/24/EU (22 February 2014) and conform to certain core principles and National Guidelines. In every case procurement must be:

- Accountable;
- Competitive;
- Non-discriminatory and provide for equality of treatment;
- Fair and transparent;
- Conducted with probity and integrity.

Publicity and Reporting Requirements:

25. The contribution of the Government of Ireland and EMFF 2014-2020, will be acknowledged in all brochures, promotional material, press releases, publicity activity, advertisements, signage, reports, letters, etc. by use of appropriate logo and text reference.
26. Beneficiaries are advised that acceptance of funding constitutes an acceptance to comply with section 2.2 of Annex XII of Commission Regulation 1303/2013 and with Articles 4 and 5 of Commission Implementing Regulation 821/2014.
27. Beneficiaries are advised that acceptance of funding constitutes an acceptance of inclusion in a list of operations which will be published in accordance with Article 119(2) of 508/2014.
28. Officers of BIM, the Department of Agriculture, Food and the Marine, or the European Commission or their agents, must be allowed access to all reports, manuals and official documentation including financial and other records arising out of such an activity for audit and verification purposes.
29. Progress on implementation of the investment will be monitored on an on-going basis and for this purpose progress reports and any other information relating to the project must be furnished promptly to BIM, whenever requested.
30. Access shall be allowed to the Beneficiary's premises at all reasonable times for the purposes of assessing the progress of the investment and examining the financial and other records relating to it.

Making a Claim

Payments of grants under this scheme will only be made when all the following general and any special conditions attributed to the project (letter of offer) have been fulfilled.

31. Work on the project must be completed and a fully documented claim must be submitted by the date specified in the conditions of the letter of offer, failing which the approved grant may be de-committed.
32. The Beneficiary must maintain a separate accounting system or an adequate accounting code for all transactions relating to the investment to be aided and must make this and all supporting documents available as and when required for examination by officers of Bord Iascaigh Mhara, the Department of Agriculture, Food and the Marine or the EU Commission.

Applicants should note that in the event of approval they will be required to submit proof of payment such as copy paid cheques (retrieved from the bank) or bank statements, or copy bank drafts, or credit card statements, or inter-bank documentation.

33. Applicants should note that any outstanding charges due to BIM (Ice, Training Fees, etc.) must be discharged in full at the time of grant payment.

Procedures and conditions to be met in claiming payment of grant aid.

34. Detailed original invoices, made out to the Beneficiary, must be submitted to BIM in respect of all claims. These should show the name and address of the supplier, date, description of goods and services rendered, VAT registration number and rate of VAT. Invoices should be prepared by an independent third party.
35. The applicant must also submit any documentation deemed necessary by BIM to process the claim.

36. Approved expenditure, excluding standard per diem rate, must be vouched and certified by the Beneficiary's registered auditors as having been incurred and payments made. Audit fees are not eligible for grant assistance.
37. In accordance with Article 140 of the Common Provisions Regulation (EC) 1303/2013, BIM and final beneficiaries will ensure that all supporting documents regarding expenditure, verification checks, certification and audits on operations for which total eligible expenditure is less than €1,000,000.00 are kept available for the EU Commission and Court of Auditors for a period of three years from 31 December following the submission of the accounts in which the expenditure of the operation is included.

In the case of operations over €1,000,000.00 all supporting documentation shall be kept for a two year period from 31 December following the submission of accounts in which the final expenditure of the completed operation is included.

38. If required, upon completion of work, a report must be issued and supplied to BIM containing details of the project and the outcome.

Revoking of a Grant

39. Grant aid may be revoked or repayment of the aid may be required or the amount reduced if any of the following should occur:
- The project/work is not completed by the date specified in the letter of offer.
 - The grantee abandons the project or modifies the work without prior authorisation.
 - The grant aid is not used for the purpose for which it was intended.
 - The project financed by the aid is not properly carried out or irregularities in relation to the aid occur.
 - An order is made, or an effective resolution is passed, for the winding up of the grantee's business.
 - A Receiver is appointed over any of the property of the Beneficiary or a distress or execution is levied or served upon any of the property of the Beneficiary and is not paid of.

APPLICATION AND SUPPORTING DOCUMENTATION CHECKLIST

1. Completed application form.
2. Copies of three quotations (or one quote in the case of items costing less than €5,000) relating to each item as listed, excluding standard 24 hour per diem rate.
3. Evidence of cost of estimated flights (print/screen-shot of airline booking showing time and costs of flights).

HOW TO APPLY

- Save the Seafood Scaling & New Market Development Scheme Application Form (pdf) to a location on your computer
- Launch the form from your computer location and complete the form saving the changes
- Send the completed application by email to scalingscheme@bim.ie

Companies wishing to submit an application should contact their Key Account Manager to guide applicants through the application process.

Applicant Declaration

I hereby declare that I respect the criteria listed in paragraph 1 of Article 10 of the EMFF Regulation (Regulation 508/2014) and that I have not committed a fraud, as referred to in paragraph 3 of Article 10 of the EMFF Regulation, under Ireland's Seafood Development Programme 2007-13 (European Fisheries Fund) or under Ireland's European Maritime and Fisheries Fund Operational Programme 2014-20 (see Extract of Article 10 EMFF in the appendix).

Signature:	
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Date:	
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NOTE: If you consider that you may not fully meet the criteria detailed in article 10, please explain why in the box below.

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Appendix

Article 10 - Admissibility of applications

1. An application submitted by an operator for support from the EMFF shall be inadmissible for an identified period of time laid down pursuant to paragraph 4 of this Article, if it has been determined by the competent authority that the operator concerned:
 - (a) has committed a serious infringement under Article 42 of Council Regulation (EC) No 1005/2008 (21) or Article 90(1) of Regulation (EC) No 1224/2009;
 - (b) has been involved in the operation, management or ownership of fishing vessels included in the Union IUU vessel list as set out in Article 40(3) of Regulation (EC) No 1005/2008, or of vessels flagged to countries identified as non-cooperating third countries as set out in Article 33 of that Regulation;
 - (c) has committed a serious infringement of the CFP rules identified as such in other legislation adopted by the European Parliament and by the Council; or
 - (d) has committed any of the offences set out in Articles 3 and 4 of Directive 2008/99/EC of the European Parliament and of the Council (22), where the application is made for support under Chapter II of Title V of this Regulation.
2. The beneficiary, after submitting the application, shall continue to comply with the conditions referred to in points (a) to (d) of paragraph 1 throughout the period of implementation of the operation and for a period of five years after the final payment to that beneficiary.
3. An application submitted by an operator shall be inadmissible for an identified period of time laid down pursuant to paragraph 4 of this Article, if it has been determined by the competent authority that that operator has committed a fraud, as defined in Article 1 of the Convention on the protection of the European Communities' financial interests (23), in the context of the European Fisheries Fund (EFF) or the EMFF.
4. The Commission shall be empowered to adopt delegated acts in accordance with Article 126 concerning:
 - (a) the identification of the period of time referred to in paragraphs 1 and 3 of this Article which shall be proportionate to the nature, gravity, duration and repetition of the serious infringement, offence or fraud, and shall be of at least one year's duration;
 - (b) the relevant starting or ending dates of the period of time referred to in paragraphs 1 and 3 of this Article.
5. Member States shall require that operators submitting an application under the EMFF provide to the managing authority a signed statement confirming that they respect the criteria listed in paragraph 1 of this Article and declaring that they have not committed a fraud under the EFF or the EMFF as referred to in paragraph 3 of this Article. Member States shall verify the veracity of that statement before approving the operation, based on the information available in the national register of infringements referred to in Article 93 of Regulation (EC) No 1224/2009, or any other available data.

For the purposes of the first subparagraph, a Member State shall provide, on request from another Member State, the information contained in its national register of infringements referred to in Article 93 of Regulation (EC) No 1224/2009.

How BIM will use your information:

Any personal data you provide to Bord Iascaigh Mhara ("BIM") will be retained and processed by us for solely the purpose described in this form and as described in further detail in the BIM Data Protection Policy. Our Policy describes in detail how BIM, as a State Agency, is required to collect, process and transfer personal data for the purposes set out in various Irish and EU fisheries and marine legislation. These purposes include the administration of grants, conducting surveys and performing services for those working in the marine sector, for example, training, education and ice services. Your personal data may be disclosed to third parties where it is necessary and relevant to those purposes, for example, national or EU agencies with responsibility for the marine, grant administration or training awards or accreditation. While BIM does not engage in unsolicited direct marketing, BIM or its agents may contact you in relation to relevant events or initiatives and you can unsubscribe from such communications at any time. You have a right to access and rectify your personal data which can be exercised by writing to the Data Protection Officer, BIM, Crofton Road, Dún Laoghaire, Co. Dublin. The BIM Data Protection Policy is available on the BIM.ie website www.bim.ie.