

EMFF Operational Programme 2014-2020

Knowledge Gateway Scheme



Knowledge Gateway Scheme

APPLICATION FORM FOR AN AQUACULTURE GRANT

Name of Applicant:	
Address of Applicant:	
Location of Project:	

For Official Use Only	
Application Reference No:	
Date of Receipt	

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GUIDELINES FOR APPLICANTS

This Scheme will be implemented on a pilot basis pending evaluation in accordance with the Evaluation Plan set out in the Operational Programme.

1. Objective of Intervention

In accordance with the Strategy for Sustainable Development of Aquaculture specified in section 3.1 of the EMFF OP, the objective of this Scheme is to promote knowledge, innovation and technology. The OP Strategy identifies the following areas of focus:

- Applied research
- New species development and commercialisation
- Research into managing diseases and parasites
- The provision of environmental and business planning advice
- Knowledge transfer

The National Strategic Plan for Aquaculture proposes the following actions which are relevant to this Scheme and may be progressed with support from this Scheme.

Action No.	Description
5	Foster knowledge, innovation and technology transfer
6	Enhance the skills base to foster a knowledge economy
7	Provision of expert advice to improve environmental and business performance and enhanced strategic planning by aquaculture enterprises
8	Support best husbandry and disease management practice
9	Applied research and collaborations between industry, scientific and development bodies
10	Development of commercial scale growing systems for novel species
13	Development of an industry Code of Practice for Invasive Alien Species.
14	Continuation of Invasive Species Ireland Project in relation to aquaculture
15	Quantify the environmental contribution of aquaculture
19	Study on integrated multi-trophic aquaculture and possible synergies with offshore wind farms or other marine renewable energy
20	Study on how aquaculture contributes to communities in rural areas

2. Definitions

For the purposes of this document:

‘Board’: refers to the ‘Project Approvals Board’ (PAB) comprised of representatives of the Managing Authority (chair), BIM, Údarás na Gaeltachta, and Marine Institute.

‘BIM Service Project’ means a project undertaken directly by BIM on behalf of the sector as a whole, and which is part of an Annual Work Programme approved by the Managing Authority.

‘Collective’: is defined as two or more unrelated and independent businesses working together under the framework of a formal written signed agreement.

‘Industry’ projects: are those where the objective is one that is primarily of benefit to the applicant(s).

‘Public’ projects: are those undertaken by public sector bodies for the benefit of the wider sector. This may include State agencies or public sector research organisations (e.g. Universities, Institutes of Technology).

“Intermediate body” means an Bord Iascaigh Mhara (BIM).

3. Description of Intervention

The Knowledge Gateway Scheme, to be administered by Bord Iascaigh Mhara (BIM), aims to achieve the above objective by providing supports for the following knowledge based activities:

Project Type 1	Innovation
Project Type 2	Animal welfare and disease management
Project Type 3	Advisory Services

BIM will launch competitive calls for projects, as appropriate. These will be open to both the public sector and to industry, and will support relevant projects that align with the EMFF OP objectives outlined in section 1.

BIM will directly implement certain projects (BIM Service Projects) as part of an annual work programme approved by the Managing Authority.

The Scheme may support:

- Industry projects from individual enterprises.
- Industry projects from collectives.
- Public projects.
- BIM Service Projects.

Project Type 1: Innovation

Knowledge, Innovation and Technology. Working with technical and research institutions to develop innovative products and investment in innovative technology and trialling such technology under commercial conditions to improve performance and competitiveness whilst also assisting measures to improve long term environmental sustainability. These projects may concern for example; the development of new types of structures for farming; research into new types of aquaculture such as aquaponics, recirculation systems, multi-trophic aquaculture.

Projects Type 2: Animal Welfare & Disease Management

Developing new and innovative methods for ensuring animal welfare and disease management in the sector whilst ensuring that these techniques or treatments conform with principles of organic management where necessary.

Projects Type 3: Advisory Services

Business, Planning and Environmental Advisory Services. The provision of management and advisory services for aquaculture farms in order to improve performance and competitiveness and to reduce the environmental impact of operations.

4. Eligible Beneficiaries

- Individual aquaculture enterprises
- Collectives of aquaculture enterprises
- Public bodies
- BIM service projects

All supports to the aquaculture sector under the EMFF OP will be confined strictly to aquaculture enterprises that are fully compliant with the terms and conditions of their aquaculture and foreshore licences.

5. Eligible Activities

The Scheme supports the following activities and related costs:

Project Type 1: Innovation

- Developing technical, scientific or organisational knowledge in aquaculture farms, which, in particular, reduces the impact on the environment, reduces dependence on fish meal and oil, fosters a sustainable use of resources in aquaculture, improves animal welfare or facilitates new sustainable production methods.
- Developing or introducing in the market new aquaculture species with good market potential, new or substantially improved products, new or improved processes, new or improved management and organisation systems.
- Exploring the technical or economic feasibility of innovative products or processes.

Projects shall be carried out by or in collaboration with BIM or such other public or private scientific or technical body as may be approved by BIM for the purposes of this Scheme.

Projects Type 2: Animal Welfare & Disease Management

- Investigation into alternatives to veterinary medicines.
- Studies into best practice and development of standards for biosecurity, animal health and animal welfare.

Projects Type 3: Advisory Services

- Marketing and business strategy advisory services.
- Environmental advisory services.

6. Eligible Expenditure

For Project Types 1 and 2, the following costs shall be eligible for support:

- The relevant portion of salary costs of non-core personnel directly employed on the project will be eligible for support – total salary cost for productive hours 1,720 hours per annum (with timesheets maintained). Salary costs of permanent/core staff will not be eligible.
- Subcontractor costs (not allowed between consortium partners).
- Consumables.
- Publication costs.
- Travel and subsistence costs.
- Equipment (depreciation only for project period for equipment subject to depreciation).

- Vessel charter.
- Other direct costs (e.g. software licences, sampling/analysis) essential to the implementation of the project.
- For projects undertaken by research institutions, overheads will be eligible at a flat rate of 25% of eligible direct costs (excluding equipment, sub-contracting costs and vessel charter).

7. Ineligible Costs

- Indirect taxes/charges.
- Value added tax except, where it is non-recoverable by the beneficiary under law.
- Exchange losses, cost related to return on capital.
- Debt and debt service charges.
- Costs funded by another National or EU grant.
- Resources received free of charge.
- Cost of recruitment.
- Salary costs, except as provided for in section 6.
- Overheads, except as provided for in section 6.
- Rental of machinery from other than from an establishment whose core business is the supply/rental of such equipment.
- Purchase of land or buildings.
- The cost of existing product, stock or raw material used as part of the project.
- Purchase of veterinary medicines.

8. Support Rates

The Project Approvals Board (PAB) may award support rates as follows:

Project Category	Maximum support rate of eligible project costs	Maximum support amount
1. Industry Projects	Up to 50%	€200,000
2. Collective Projects	up to 60-75%	€500,000
3. Public Projects	Up to 100%	€500,000

The actual amount of the grant and grant rate is at the discretion of the board, which may award a lesser grant amount rates to all or any individual project.

9. Selection Process

With the exception of BIM Service Projects, all projects will be selected for funding via competitive/open calls for proposals.

Industry, collective and Public Projects will be selected for funding as follows.

Step	Description	Carried Out By
1. Competitive call for proposals	BIM will invite applications under the 3 Project types.	BIM
2. Eligibility Check and evaluation	To ensure compliance and to assess validity.	BIM
3. Assessment/Appraisal	To assess project potential.	BIM or external evaluators as appropriate
4. Final Project Selection	To select projects for funding and decide grant amounts and grant rates.	Project Approvals Board
5. Grant Offer	BIM will issue letters of offer awarding EMFF funding.	BIM

The **Projects Approvals Board** will approve industry, collective and public projects for assistance based on the following criteria:

■ Project Type 1: Innovation/Project Type 2: Animal Welfare & Disease Management

1. Consistency of proposal with objectives of BIM call for projects (40 marks).
2. Scientific, Technical and Organisational capacity of promoters to implement the project (40 marks).
3. Cost of proposal (20 marks).

For **BIM Service Projects**, the selection process will entail submission of an Annual Work Programme by BIM to the Managing Authority, which will be approved by the Managing having regard to the objectives of the Scheme. The Annual Work Programme will specify the actions to be undertaken by BIM for the year concerned on behalf of the industry as a whole and the budget required for the year.

10. Procedure for dealing with appeals

BIM may specify a template for appeal of award decisions. Award decisions may be appealed to BIM, who will provide a written explanation for award decisions, in consultation with the chair of the Projects Approvals Board. Following receipt of that explanation, appellants may request that an appeal be considered by the Projects Approvals Board. The Chair of the Board will, through BIM, provide to the appellant a written decision of the Board.

11. Document Retention

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 2 year period from 31 December following the submission of accounts in which the final expenditure of the completed operation is included.

The Managing Authority will inform BIM of the start date of the period referred to above.

12. Monitoring and Reporting arrangements

BIM will provide periodic updates to the Monitoring Committee on the progress of this Scheme. These updates will form part of the agenda for meetings of the Monitoring Committee.

BIM will provide information on the implementation of this Scheme to the Managing Authority to contribute to:

- The compilation of the Annual Implementation Report under article 114 of the EMFF Regulation to be transmitted to the Commission by 31 May each year.
- A Common Monitoring and Evaluation System under article 107 of the EMFF Regulation.
- Data on operations selected for funding required to be submitted to the Commission under Article 97(1) (a) of the EMFF Regulation by 31 March each year.

The Managing Authority will annually present information on the implementation of this Scheme to the Monitoring Committee through the Annual Implementation Report, which will be presented for the Committee's approval.

The Managing Authority and/or BIM will maintain a website providing details of this Scheme and its progress.

13. Information and Publicity

The contribution of the Irish exchequer and EMFF 2014-2020, will be acknowledged in all brochures, promotional material, press releases, publicity activity, advertisements, signage, applications forms, annual reports, letters of offer, etc., by use of appropriate logo and text references.

BIM will ensure that the beneficiaries will 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.

14. Intellectual Property

The EMFF Knowledge Gateway Scheme funds not-for-profit research intended to generate knowledge for public good purposes and as such expects that outputs/findings should be widely disseminated and made publicly available.

Where there is a reasonable potential for commercial exploitation of research outputs, BIM applies the principles of the document "Inspiring Partnership – the national IP Protocol 2016" to ensure that knowledge arising from its funded research is translated for public benefit.

KNOWLEDGE GATEWAY SCHEME APPLICATION FORM

1.1 Applicant/Beneficiary

Name	
Address	
Phone/Mobile No	
Email Address	

1.2 For collective projects provide for each project partner:

Name	
Address	
Phone/Mobile No	
Email Address	

1.3 The lead partner will be the contact for all correspondence relating to the grant application and will be responsible for the management and claim process.

Project Title

1.4

Project Category	Choose relevant category	% Grant aid
Industry Project		50%
Collective Project		60-75%
Public Project		100%

1.5

Project Type	Description	Choose relevant category
1	Innovation	<input type="checkbox"/>
2	Animal welfare & disease management	<input type="checkbox"/>
3	Advisory Services	<input type="checkbox"/>

2.1 Project Management and Team

Project Management:

- Organisation and management
- Roles and responsibilities of personnel involved

Project Team:

- Qualifications of key researchers
- Suitability of expertise
- Local knowledge and participation.
- Role and relevant experience of each participant

2.2 Project Background

Depending on project type and size, this section could include, but is not limited to:

- Description of the issues affecting the Irish aquaculture sector that the project proposes to address
- Relevance of the project to the stated project type in section 1
- Relevance of the project to the goals of the National Strategic Plan for the Sustainable Development of Aquaculture and other national and international policies on aquaculture development. Please provide details of how this project will help fulfil some or all of these aims and how it fits within the stated project type in the application
- Review of current state of knowledge (including previous feasibility studies, if relevant)

2.3 Project Objectives

Short description of the project outlining the main objectives and outcomes.

2.4 Research Description and Work Plan

- Objectives and targets (recommend that these are measurable e.g. SMART)
- Outputs and Impacts
- Risk and contingencies
- Detailed work packages
- Gantt Charts

3.1 Site Location and Licensing (If relevant to the project)

MARINE or LANDBASED SITE OR SITES WHERE STRUCTURES ARE TO BE LOCATED WHICH ARE THE SUBJECT OF THIS APPLICATION.

Licensed Site(s)

Reference Number of Aquaculture Licence	Names(s) of Licensee
Reference Number of Foreshore Licence	Names(s) of Licensee

3.2 Timescale for Project Implementation

Scheduled date of commencement of project	DD/MM/YY
Scheduled date of completion of project	DD/MM/YY

4.1 Budget Costs

The following costs are eligible for funding under the Knowledge Gateway Scheme

- The relevant portion of salary costs of non-core personnel directly employed on the project will be eligible for support - total salary cost for productive hours 1,720 hours per annum (with timesheets maintained). Salary costs of permanent/core staff will not be eligible.
- Subcontractor costs (not allowed between consortium partners).
- Consumables.
- Publication costs.
- Travel and subsistence costs.
- Equipment (depreciation only for project period for equipment subject to depreciation).
- Vessel charter.
- Other direct costs (e.g. software licences, sampling/analysis) essential to the implementation of the project.
- For projects undertaken by research institutions, overheads will be eligible at a flat rate of 25% of eligible direct costs (excluding equipment, sub-contracting costs and vessel charter).

Budget Heading	Detail of costs	€
	Grand Total	€

4.2 Budget Justifications

Applicants must provide justification to support the proposed costs included in the budget. This includes the breakdown and justification costs detailed in the application.

If the project is being carried out over multiple calendar years, please provide an annualised breakdown along with the total breakdown of costs for the project.

4.3 Cost of Work

	€	%
Year 1		
Year 2		
Year 3		
Grand Total Cost of Project		100

4.4 Financed as Follows

	€	%
Contribution of the Beneficiary		
– own funds/Issued Share Capital		
– loans		
Grants		
Other Financial Contributions		
Total Financing = Grand Total Cost of Project		100

4.5 Other Funding Sources

Has an application been made for grant funding from any other Government source on expenditure listed in 4.1 e.g. Údarás na Gaeltachta, Enterprise Ireland, Leader, County Enterprise Board, Western Development Commission, International Fund for Ireland etc.?

5.1 Tax Information Requirements

Have you complied with requirements regarding tax clearance in respect of:

(a) The Applicant Yes ☐ No ☐

(b) Contractors Yes ☐ No ☐

Note: The grant application cannot be progressed until the requirements regarding tax clearance/declaration have been met.

Please attach Tax Clearance certificates or Declaration as appropriate.

5.2 Communications Plan

The aim of this section is to ensure that knowledge generated by the project is communicated effectively to appropriate audiences over the lifetime of the project. For this purpose a Communications Plan for the project must be provided.

5.3 Documents

	Yes	No	Not Applicable
1. Legal status of applicant			
2. Gantt chart for project			
3. - Aquaculture Licence			
- Foreshore Licence			
- Other Permissions - Specify			
4. Quotations or evidence of tendering for Items of Expenditure			
5. Confirmation of Sources of Funding			
6. Tax Clearance Certificate or			
7. Signed Declaration regarding tax affairs			

Please note that applications will not be acknowledged until all required information has been received.

5.4 Declaration

I hereby declare that the information supplied in this application is true and accurate, and that I am / company is, at the time of application and throughout the lifetime of any grant aid awarded, fully compliant with all regulations governing grant aid and the operation of any enterprise in receipt of said grant aid.

I agree to the terms and conditions outlined in this application form.

Certified on behalf of the applicant by	
Date	

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.

Freedom of Information:

BIM will not release any information received as part of this application except as maybe 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.

Forward completed form to:

Project Development Section,
BIM,
P.O. Box 12,
Crofton Road,
Dun Laoghaire,
Co. Dublin,
Ireland.

Tel: +353 1 214 4100

Fax: +353 1 230 0564

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