

Seafood Capacity Building Scheme Application Form

APPLICANT/BENEFICIARY



SECTION 1: ABOUT YOU AND YOUR ORGANISATION

1. What is your name or the name of your organisation?

2. What are your contact details?	
Name	
Address	
Eircode (mandatory)	
Town	
Telephone	
Fax	
Mobile	
Email	
Website (if applicable)	
Role in the Organisation	

3. What type of organisation do you represent?	
Beneficiary type	Choose relevant category
Representative Organisation	
Public Body	
What are the main activities of your organisation? (please answer in no more than 100 words)	

4. Are you registered for VAT?			
Yes	<input type="radio"/>	No	<input type="radio"/>
Please quote number			

5. Are you exempt from VAT?			
Yes	<input type="radio"/>	No	<input type="radio"/>

If Yes, please provide letter from Revenue, Irish Tax and Customs, confirming exemption from VAT.
 VAT is not eligible for grant aid unless the grantee can show that he/she is unable to recover it.
 If No, please provide a letter from Revenue confirming that the VAT is non-recoverable.

6. Have you complied with requirements regarding tax clearance in respect of:				
(a) The Applicant?	Yes	<input type="radio"/>	No	<input type="radio"/>
(b) Contractors?	Yes	<input type="radio"/>	No	<input type="radio"/>

Note: The grant application cannot be progressed until the requirements regarding tax clearance/declaration have been met. Please attach tax clearance verification no or Declaration as appropriate.
For Representative organisations please fill in Section 2
For Public Bodies please fill in Section 3

SECTION 2: REPRESENTATIVE ORGANISATIONS

Which core theme does your project address?

Core themes	Choose relevant category
Health and Safety at sea and on land	
Skills	
Sustainability	
Innovation	
Competitiveness	

PROJECT DETAILS

Give details of the proposed project including planning and timing, project management, objectives of the project and how the project addresses the core themes above.

Why is there a need for this project?

(For attendance at expert meetings, please detail who is hosting the meeting and what role the representative group will play.)

Who will benefit from it?

ELIGIBLE COSTS

Staging Conferences or Workshops

- Venue hire and associated costs for staging conferences or workshops.
- Hire of equipment required in staging conferences or workshops.
- Preparation and provision of materials for participants in conferences or workshops.
- Expert speaker fees, and travel and subsistence, where charged by third party speakers.

Attendance at Expert Meetings

- Travel and subsistence for attendance at expert meetings staged by third parties (including conferences and workshops).

Other Knowledge Transfer initiatives

- Preparation and provision of information materials.
- Website development.

INELIGIBLE COSTS

- Standard operational costs of beneficiaries, including employee salaries.
- Computers, laptops, tablets, mobile phones or similar equipment.
- Travel and subsistence², except as provided above.

AMOUNTS GRANTED

Project type	Maximum Support Rate %	Maximum support per year
Staging conferences and workshops	60%	€50,000
Attendance at expert meetings	60%	€50,000
Other knowledge transfer initiatives	60%	€20,000

For staging conferences, workshops or other knowledge transfer initiatives please fill in the table below:

Work Heading	Cost of Work (Excluding VAT) €	Name of supplier and quotation reference No.
Staging Conferences or Workshops		
Other Knowledge Transfer initiatives		
Total cost of works		

For claims for attendance at expert meetings please fill in the table below:

Destination	Departure date and time	Return date and time	Total time

SECTION 3: PUBLIC BODIES

Which core theme does your project address?

Core themes	Choose relevant category
Health and Safety at sea and on land	
Skills	
Sustainability	
Innovation	
Competitiveness	

PROJECT DETAILS

Give details of the proposed project including planning and timing, project management, objectives of the project and how the project addresses the core themes above.

Why is there a need for this project?

Who will benefit from it?

ELIGIBLE COSTS

Staging Conferences or Workshops

- Venue hire and associated costs for staging conferences or workshops.
- Hire of equipment required in staging conferences or workshops.
- Preparation and provision of materials for participants in conferences or workshops.
- Expert speaker fees, and travel and subsistence, where charged by third party.

INELIGIBLE COSTS

- Standard operational costs of beneficiaries, including employee salaries.
- Computers, laptops, tablets, mobile phones or similar equipment.
- Travel and subsistence², except as provided above.

Please fill in the table below detailing all costs forming part of this project:

Work Heading	Cost of Work (Excluding VAT) €	Name of supplier and quotation reference No.
Staging Conferences or Workshops		

Applicant 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.

Name:	
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Date:	
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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 BIMs 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.

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.

PROCUREMENT REQUIREMENTS FOR GRANT AID FOR EMFF CO-FUNDED SCHEMES

Table 1

		Complexity ----->		
		Category 1	Category 2	Category 3
Spend Type	Eligible Expenditure	Public Projects	Private Project (0% to 50% Grant Aid)	Private Project (> 50% Grant Aid)
Supplies & Services	<€5,000	1 Quote	1 Quotes	2 Quote
	€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	3Quotes	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.
- Equipment and Machinery is included in 'Supplies and Services' therefore the €209,000 threshold applies in such cases. 'Works' Refers to buildings only.
- 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 the BIM officer assessing the application 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 no. 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 Key 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

For competitive calls for proposals, the selection process will entail selection of projects based on the following criteria:

1. Demonstrated value of the proposal (40 marks).
2. Demonstrated capacity/competence of the applicant to deliver the proposed initiative (30 marks).
3. Demonstrated importance of the support sought to the delivery of the proposal (10 marks).
4. Cost of proposal (20 marks).

For non-competitive calls for applications, BIM will select applications for funding based on their eligibility under the scheme and the compliance of the proposed networking event with the Core Themes specified in section 1.

LEGAL BASIS

The legal basis for the scheme is articles 29, 50, 68 of the European Maritime & Fisheries Fund, The EMFF Certifying Body (CB) is the Finance Division, Dept of Agriculture, Food & the Marine.

The Managing Authority (MA) is the Marine Agencies & Programmes Division, Dept of Agriculture, Food and 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. 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 or equipment,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 equipment or completed work included in a project.
7. Only applications submitted on the official application form will be considered for grant approval.
 - Commission Delegated Regulation (EU) 2015/288 applies to this Scheme

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 implementing 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. Both the lead applicant and any project partner 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 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.

Ineligible costs

23. VAT is not eligible for grant aid unless the grantee can show that he/she is unable to recover it.
24. Cash payments are not eligible for grant aid.
25. The Beneficiary's own labour costs are not eligible for grant assistance.
26. Costs associated with the purchase of second-hand equipment.
27. Costs associated with direct employment.
28. Cost of Housing.
29. Second hand buildings, plant, machinery, equipment, boats, etc. and any associated installation costs.
30. Work carried out directly or indirectly by the applicant or by a company, in which the applicant has an interest, will not be eligible for grant aid.
31. Provisional work not directly linked to the implementation of a project except where it makes possible a reduction in overall project cost.
32. Goods purchased under leasing agreements.
33. Goods purchased under Hire Purchase agreements.
34. 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.
35. The investment must be carried out as specified in the published documentation of the scheme, the letter of offer and these Terms & Conditions. If it should become necessary to modify any element of the project, which would affect any of the following:
 - the legal status of the Grantee;
 - the objectives of the project or its technical characteristics;
 - the location of the project;
 - the timescale for its implementation;
 - the omission or substitution of any of the approved work or equipment,

then, prior written approval must be obtained from BIM before any such modifications can qualify for grant assistance.

Publicity and Reporting Requirements:

36. The contribution of the Irish Exchequer 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.
37. 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.
38. 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.

39. Officers of BIM, the Department of Agriculture, Food and 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 the purpose of assessing the progress of the investment.
40. 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.
41. 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.

42. 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.
43. 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, Fisheries and Food 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.

44. Applicants should note that any outstanding charges, in respect of the lead applicant and any project partners 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.

45. 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.
46. The applicant must also submit any documentation deemed necessary by BIM to process the claim.
47. Expenditure approved for grant aid 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.
48. In accordance with Article 140 of the Common Provisions Regulation (EC) 1303/2013, 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.

49. Relevant BIM personnel will carry out a site inspection when a claim is submitted to ensure that the level of work carried out is in line with expenditure incurred.
50. If required, upon completion of work, a report must be issued and supplied to BIM containing details of the project and the outcome. Information contained in the report may be used and made available to the industry at large as BIM sees fit. If the Beneficiary does not wish to have this information made available to the industry for a specified period of time, then BIM should be immediately consulted with a view to arriving at a suitable arrangement.

Revoking of a Grant

51. 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.



