



Getting started with the BIM Online Grants System (GEMS)

The BIM Grants Electronic management System (GEMS) is where you will make applications for available grants.

To use GEMS, you must take these steps –

1. Register as an applicant
2. Login and associate your username with an organisation.
You, as an individual, will be making an application on behalf of an organisation. You must, therefore, be associated with an organisation to make a successful application.
3. Go to the “My applications” page to manage your applications

Register as an applicant

To register as an applicant, open the [GEMS portal](https://bim.flexigrant.com) in your browser (portal address: <https://bim.flexigrant.com>). The GEMS portal looks like this:

Application Portal

[Login](#) [Register](#)

BIM Ireland's Seafood Development Agency

Welcome to the Bord Iascaigh Mhara Grants Portal

Ireland's EU Structural and Investment Funds Programmes 2014 - 2020
Co-funded by the Irish Government and the European Union

An Roinn Talmhaíochta, Bia agus Mara
Department of Agriculture, Food and the Marine

EUROPEAN UNION
This measure is part-financed by the European Maritime and Fisheries Fund

Get involved **Register to apply**

To apply for a Funding Programme, first you must register your details. Click the register button below.

If you have already registered, please click the login button below.

For step by step instructions: [Click here](#).

[Register](#) [Login](#)

Do you have a question?

[General Enquiries](#)
[Technical Support](#)

+353 1 2144 100

To download a copy of the getting started guide [click here](#).

For instructions on completing and submitting an application [click here](#).

For information on BIM grant schemes contact your [Regional Officer](#).

Media:

Registered?

Login below

If you have already registered an account you can login to view information on your account and any schemes which are currently open for application.

Forgot your password?
If you have forgotten your password: [Click here](#).

For full instructions on how to reset your password: [Click here](#).

[Login](#)

Click either of the “Register” buttons, outlined in red above, to go to the registration page. You will be presented with a data protection notice. You must confirm that you have read this and select the “Continue” button:

Application Portal Login Register

BIM Ireland's Seafood Development Agency

Portal homepage
Login

Register

Why do I need to give my details?
Providing your details will help us to give you a more personalised experience on our portal. We'll also be able to get in touch with you regarding news, events, notifications and new funding opportunities.

First name *

Last name *

Contact phone number

Email *

Password

Confirm password

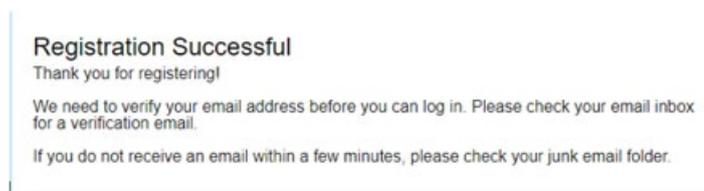
Register

All fields with a red asterisk are mandatory fields. While the phone number is not mandatory, we strongly recommend you provide this, to facilitate our contacting you.

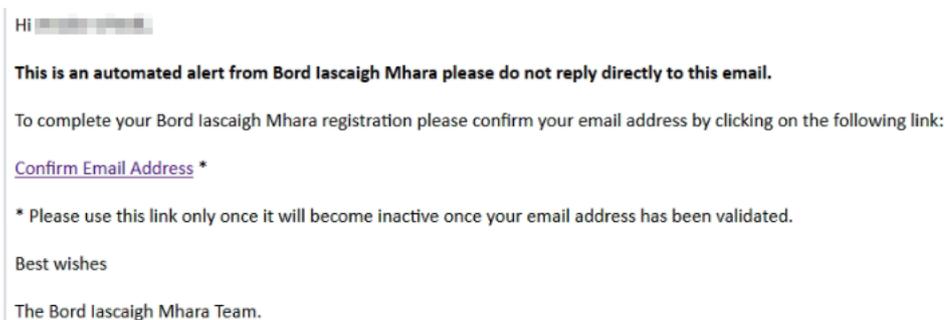
Once you have provided the above details, click the “Register” button. If you receive the following error:

Email is not available as another user has already registered with this email address
...it implies that this address has already been registered. You should go to the login page, for your next actions.

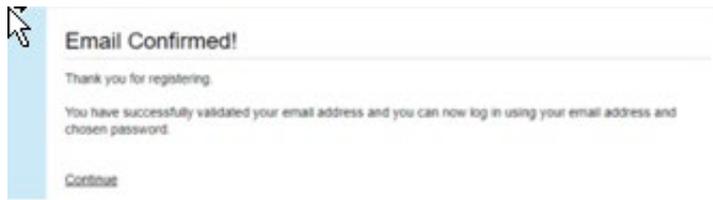
If your registration is successful, you will see the following:



Please check your email for the registration email. It should look like this:



Click the “Confirm email address” link to validate your email address:

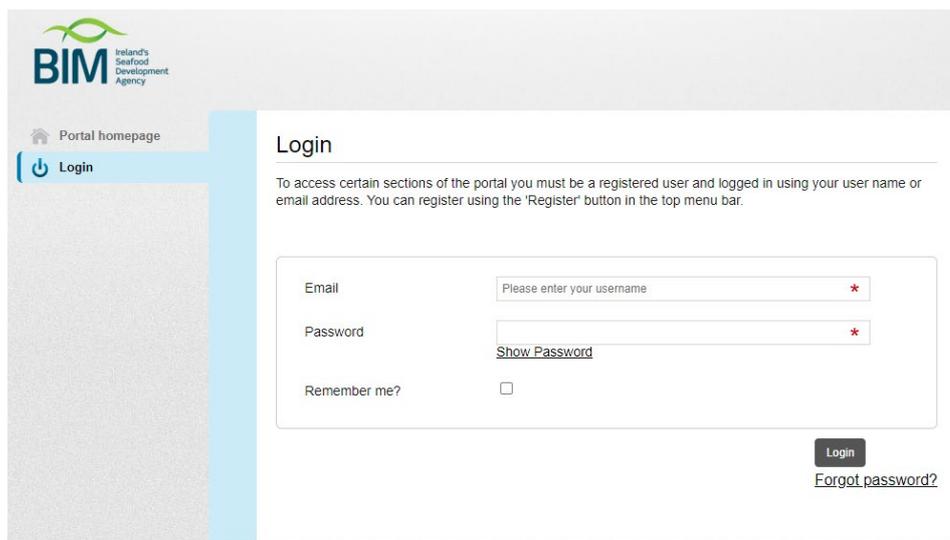


Click the “Continue” link to proceed. This will take you to the “My account” page.

Login and associate your username with an organisation

If you have just registered and confirmed your email address, and then clicked the “Continue” link from the confirmation page, you will already be logged in and at the “My account” page. You will, however, be logged out of the site after a period of inactivity and you will be required to login again to resume any activities on the site.

To login, select any of the “Login” buttons, outlined in green in the portal screenshot above. This will take you to the login page:



Enter your username and password and click the “Login” button. This will take you back to the portal page.

If you have forgotten your password, click the “Forgot password” link, where you will be asked to enter your email address and send a reset request to us. There is also a “Forgot password” link on the portal homepage, prior to login. You will then need to check your email for the “Password Reset” mail:

Hi [redacted] [redacted]

This is an automated alert from Bord Iascaigh Mhara, please do not reply directly to this email.

You are receiving this e-mail for one of the following reasons:

- 1) You have requested a password reset from Bord Iascaigh Mhara or
- 2) An account has been set up in the Bord Iascaigh Mhara Grants portal for you. This account may have been set up for you when another applicant added you as an associate on their application.

To complete this process please click on the following link and enter a new password.

[https://bim.flexigrant.com/resetpassword.aspx?g=\[redacted\]](https://bim.flexigrant.com/resetpassword.aspx?g=[redacted])

Please contact the Bord Iascaigh Mhara system administrator via the Contact us e-mail on the BIM [Grants portal home page](#) if you did not request a password reset or have any questions.

We look forward to working with you.

Best wishes

The Bord Iascaigh Mhara Team.

Click the link provided, which will take you to a page where you can reset your password.

The portal page will now have different content in the left- and right-hand columns:

The screenshot shows the BIM Grants Portal homepage. At the top left is the BIM logo (Ireland's Seafood Development Agency). Below it is a welcome message: "Welcome to the Bord Iascaigh Mhara Grants Portal". There are three logos in a row: Ireland's EU Structural and Investment Funds Programmes 2014-2020, An Roinn Talmhaíochta, Bia agus Mara (Department of Agriculture, Food and the Marine), and the European Union logo with the text "EUROPEAN UNION" and "This measure is part-financed by the European Maritime and Fisheries Fund". Below these is a blue bar with the text "Select a scheme to start an application" and a search box labeled "Select a Grant". The main content area is divided into three columns. The left column is titled "Update my information" and contains a "My account" button and a "My applications" button. The middle column is titled "Do you have a question?" and provides contact information for General Enquiries and Technical Support, including a phone number (+353 1 2144 100) and links to download a getting started guide and for instructions on completing an application. The right column is titled "Bord Iascaigh Mhara" and lists services provided: Technical Expertise, Business Support, Funding, Training, and Promoting Responsible Environmental Practice.

To associate yourself with an organisation, select the “My account” button. The browser will now open the “My account” page, with a navigation bar on the left-hand side:

The screenshot shows the "My account" page. On the left is a navigation bar with the following items: "My account" (highlighted with a blue bar), "My contact details" (highlighted with a red box), "Available grants", "Offer acceptance", "My applications", and "My downloads". The main content area is titled "My account" and contains a form for updating contact information. The form includes fields for Username, Type of user (Applicant), Organisation, Telephone (Work), Email, and Primary address. Below the form is a section titled "Update my user account details" with a link to "Change password".

Note you can change your password from the “My account” page.

To associate yourself with an organisation, click the “My contact details” link in the navigation bar, outlined in red above. The “My contact details” page will normally open with the “Contact details” section expanded, where you can update your personal details. Expand the “Organisation details” section at the bottom of the page and start to type in the name of your organisation in the box outlined in red:

The screenshot shows the BIM Ireland's Seafood Development Agency website. The navigation bar on the left includes links for 'My account', 'My contact details' (highlighted in blue), 'Available grants', 'Offer acceptance', 'My applications', and 'My downloads'. The main content area is titled 'Update your personal details' and contains two expandable sections: 'Contact details' and 'Organisation details'. The 'Organisation details' section is expanded and contains the following text: 'Please identify the organisation you work for. Please do this by entering the name of your organisation in the field below. N.B If your organisation does not appear automatically, in the dropdown list that appears when you start to type, please contact the [help desk](#), providing full details of the organisation you are trying to register.' Below this text is a dropdown menu labeled 'Organisation' with a red border around it. At the bottom right of the form are 'Cancel' and 'Save' buttons.

As you type, the system will start to filter the organisations in the system to match what you are typing. When you find a match, be sure to click the “Save” button to record your choice and, also, save any other details you may have updated. If you are a vessel owner or crew member, the organisation name will be the owner of the vessel, as listed in the Irish Fleet Register. If you are an applicant looking to enter the seafood sector, and are not yet employed by a seafood organisation, please select “New entrant in the seafood sector” as your organisation.

If there is no match, this means that your organisation has not yet been registered in the system and you will need to email the help desk for assistance. You can use the “help desk” link in the “Organisation details” section above or you can email grantshelpdesk@bim.ie, using a subject line of “Organisation details”. In the email, please provide details of your organisation name, address and Eircode. Please also advise which registered user will be the primary contact for the organisation.

The primary contact will be designated as the owner of the organisation record and will be able to update the organisation details in the “My organisation” page. A link for this page will appear in the navigation bar, once you have associated yourself with an organisation. If you are the only registered user for an organisation, you will be deemed to be the primary contact.

If no registered user in your organisation, including you, can see the “Save” button on the “My organisation” page, it means that ownership of the organisation record has not been set correctly. Please email us at grantshelpdesk@bim.ie to correct this.

Go to the “My applications” page to manage your applications

Now that you have registered and associated yourself with an organisation, you can proceed to the “My applications” page. There are links to the “My applications” page in the left-hand column of the portal homepage and on the navigation bar when you enter either “My account” or “My applications” from the homepage.

If you have any active applications, these will be the first thing you see on the “My applications” page:

The screenshot shows the BIM Ireland's Seafood Development Agency portal. The left-hand navigation menu includes: My account, My contact details, My organisation, Available grants, Offer acceptance, **My applications** (selected), and My downloads. The main content area is titled "Application overview for **Bord lascaigh Mhara**". Below the BIM logo, it says "View or resume your current/historic grant applications below".

Your award(s)

Application ID	Status	Actions
TCS21100003	Awarded: 04/08/2020	View, Claims & Reporting, Copy
Project cost: [redacted] Amount awarded: [redacted]		

Applications in progress

Application ID	Status	Actions
TCS21100004	0 of 4 pages complete	Resume, Copy, Delete

For applications that have been submitted, the current status will be shown in a green bar. For unsubmitted applications, the status will be shown in a blue bar. The black buttons to the right show the current actions that are available.

Below your active applications, you will be able to start and application for any of the schemes that have been published for your beneficiary type:

The screenshot shows the "Start a new application" section. It lists three schemes, each with a "Start" button:

- SME Seafood Processing Innovation Scheme** (Start button)
- Seafood Capital Investment Scheme** (Start button)
- Non-SME Seafood Processing Innovation Scheme** (Start button)

If you are trying to apply for a scheme which is not visible on your “My applications” page, then it is likely that you have been assigned an incorrect beneficiary type and you will need to contact us via email, at grantshelpdesk@bim.ie, to rectify this.

When you start an application, the system will prompt you asking if you wish to take a guided tour of the system. If this is your first application, we recommend that you take the tour. The front page of an application will provide you details of the scheme and the terms and conditions that are applicable. There will be a tick box at the end of the page, where you will confirm that you have read the terms and conditions, before being allowed to proceed with the application.

NOTE: On the portal homepage, there is an option to start an application from a drop-down list of published schemes. This will always try to start a new application and will not attempt to resume an existing application. We recommend that you always use the “My applications” page when starting and resuming applications.