

Inshore Fisheries Conservation -V-Notching Scheme

GUIDELINES FOR APPLICANTS

Please note that this Guide helps you to prepare your application. This Guide does not supersede the rules laid down in the Scheme Document



EUROPEAN UNION

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An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
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Version Control

Version	Date	Change description
1.0	29/05/2023	Initial version
1a	27/06/2023	Section 1.1: Change of closing date of grant applications from 30/06/2023 to 10/08/2023.

INTRODUCTION

These Guidelines for Applicants for the **Inshore Fisheries Conservation- V-Notching Scheme** provide guidance on the investment types, eligibility, assessment criteria and the application process for this scheme.

Applicants should also read the **Conditions of Offer** for grantees which set out the conditions for the awarding of grant-aid and the obligations for successful applicants in accepting the award. These are available to download from the Seafood Training Scheme page of www.bim.ie.

At all stages, where a document is required to be completed and uploaded and where diagrams and images may be included where appropriate, video files are not permitted.

These guidelines are divided into six sections:

- Application Preparation
- Scheme Description and Legal Basis
- Completing the Electronic Grant Application Form
- Evaluation and Award Process
- Claim Process
- Further Information

1. APPLICATION PREPARATION

1.1 Submission Deadline

The deadline for submission of the grant application form is Friday 30th June 2023. All applications will be made online through <https://bim.flexigrant.com/>. The Grant Electronic Management System (GEMS) is the grant platform which enables you to edit / update the application at any time during the application stage. After the submission of your application, changes or additions are no longer possible unless the administrator requires you to make edits to the application form. The closing date for receipt of applications is Thursday 10th August 2023. No late applications will be accepted. All V-Notching must be completed by 9th October 2023.

1.2 Acknowledgement of Receipt

The date and time of submission of the application is automatically recorded and an acknowledgement of receipt will be sent to the applicant by email. If you do not receive an email with the acknowledgement of receipt, it is because the application has not been successfully submitted. Please check your spam folder in case the acknowledgement of receipt has been directed to your spam folder. Please note that an Acknowledgement of receipt email is not a confirmation of grant aid. At this point the application is being processed only.

1.3 Rejection of Applications

Please ensure to upload the correct documents (in PDF format) under the corresponding category otherwise your application could be classified as inadmissible. Once the proposal is submitted, the application will be evaluated. During this stage, BIM may contact the applicant to clarify matters such as eligibility or to request additional information.

1.4 Grant claims

There is no grant claim associated with this scheme. All v-notching data will be collected via the BIM V-Notching app.

1.5 Languages

Applications may be submitted in English or Irish.

1.6 Data Protection

All personal data that will be included in the applications submitted to GEMS will be processed by BIM under the Data Protection Regulations and according to the procedure announced with the relevant notifications submitted to BIM's Data Protection Officer. A privacy statement informs all data subjects whose data are to be processed in the context of the application evaluation and ensuing grant agreement preparation, implementation and follow up. Applicants are invited to check BIM's webpage or log on to GEMS for any updates that may occur by the deadline for submission of their proposals.

1.7 Eligibility

Owners/Operator of Irish registered fishing vessels less than 12 metres in length.

- The lobster v-notching component of the scheme provides for grant aid to approved groups (and in exceptional cases individuals) to implement local lobster v-notching programmes.

1.8 General guidance before drafting your application

Applicants are advised to consider the following before submitting an application:

Completeness: Please make sure your application is fully complete and includes all the relevant information.

2. SCHEME DESCRIPTION AND LEGAL BASIS

2.1 Legal Basis and State Aid

The Inshore Fisheries Conservation-V-Notching Scheme is established under Union Priority 1 (Sustainable Fisheries) of Ireland's Operational Programme under the European Maritime and Fisheries Fund 2014 – 2020, co-funded by the Government of Ireland and the European Commission.

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).

2.2 Scheme Objectives

The overall objectives of the V-Notching Support will be to:

- 1) Increase the reproductive potential of the Irish Lobster stock through the protection of mature female lobsters.
- 2) Collect data to inform stock assessments.

2.3 Scheme Description

BIM manages this scheme by providing supports for fishermen the following areas:

Two levels of grant aid will be offered to individual or group applications for:

Solely vessels less than 12m (LOA) and not using towed gear

- Individual applications – 70%
- Member of an Association/Co-Operative/Group applications – 75%

2.4 Application Assessment

Applications are approved subject to eligibility checks and available budget

3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM

This grant application form consists of three pages, all of which are to be completed.

- Page 1: Applicant Details
- Page 2: Project Type and Further Information
- Page 3: Applicant Declarations

The numbering in this section follows the page numbers and questions numbers on the electronic grant application form.

Page 1: Applicant Details

1.1 Authorised Contacts

Select the option which is most appropriate.

Option 1: I would like to nominate a second person BIM can discuss this application with on my behalf. Enter in the contact name, contact email address and contact telephone number into the text boxes.

Option 2: I am an Agent completing this form on behalf of my client. Enter in the contact name, contact email address and contact telephone number into the text boxes. Download, complete and upload the Grant Application Process Third Party Authorisation document.

Option 3: None of the above. Proceed to question 1.2.

1.2 Application Type

Select the appropriate application type.

- **Individual:**
 - A maximum grant rate of 70% applies.
 - Provide organisation's bank details.
 - Complete sections 1.3 to 1.6 inclusive on this page.
 - Complete sections 2.1 to 2.4 inclusive on page 2 and the declarations on page 3.
- **Member of an Association/Co-operative/Group:**
 - A maximum grant rate of 75% applies.
 - The Association/Co-operative/Group will receive the grant payment on my behalf.
 - Complete sections 1.3 to 1.8 inclusive on this page.
 - Complete sections 2.1 and 2.2 on page 2 and the declarations on page 3.
- **Registration of Association/Co-operative/Group.**
 - The Association/Co-Operative/Group registering to receive grant payments on behalf of its members.
 - Complete section 1.3 only on this page.
 - Complete sections 2.1 to 2.4 inclusive on page 2 and the declarations on page 3.

1.3 Vessel Owner Details

Complete the fields:

- Name
- Address/County/Eircode
- Phone/mobile number/Email

1.4 Small Scale Coastal Fisheries Declaration

Tick, as appropriate

A small-scale coastal fishing vessel is involved in “small scale coastal fishing”, has an overall length of less than 12 metres **and** does not use towed fishing gear.

1.5 Vessel Details

Up to five vessels can be registered for V-Notching using this application form. If you wish to register more vessels, please submit an additional application form. The following fields are required:

- Vessel Name
- Port Registration Number
- EU Registration Number.

1.6 Vessel Ownership

Select Yes/No as appropriate:

Are any of the vessels listed above owned in joint ownership?

- Yes
- No

If the answer is “Yes”, the applicant must download, complete and upload a copy of the Joint Vessel Ownership Form. The form must be completed by all vessel owners authorising the applicant to make the application on their behalf.

1.7 Association/Co-operative/Group Name

Select the co-operative you are a member of from the drop-down list provided.

Note: If the Co-operative or registered association you are a member of is not listed, contact v-notching@bim.ie

1.8 Permission for the Association/Co-Operative/Group to accept payment on behalf of Applicant

I understand that by selecting the above Association/Co-Operative/Group I am giving permission to BIM to pay all grant aid received for V-Notching by me to this Association/Co-Operative/Group on my behalf.

Page 2: Project Type and Further Documentation

2.1 V-Notching Project Details

- **Individual:**
- Complete the following fields:
 - Geographic area of release. Select from the drop-down list, the geographic area of release.
 - Estimated Maximum Weight/Kg. Enter in the weight/Kg.

- **Member of an Association/Co-operative/Group:**
- Complete the following fields:
 - Geographic area of release. Select from the drop-down list, the geographic area of release.

- **Registration of Association/Co-operative/Group:**
- Complete the following fields:
 - Geographic area of release. Select from the drop-down list, the geographic area of release.
 - Estimated Maximum Weight/Kg. Enter in the weight/Kg.

2.2 Further Documentation

Select Yes/No as appropriate.

If BIM has requested any further documentation from you, select “Yes” and upload the documentation in PDF or image format.

2.3 Bank Details

If your grant application is approved, it will be paid directly into your bank account. Please provide your Republic of Ireland bank details here. Complete the following fields: Account Name (Person/Company Name on Bank Account which matches the applicant’s organisation name on the grant application form), BIC/Swift Code and IBAN.

Please upload a copy of a sample bank statement for the above account dated within the last 12 months, showing the account name and bank account details. Any financial information on the bank statement may be redacted.

2.4 Tax Clearance Details

Including this claim, is the amount of grant aid you have received in the last 12 months from BIM and all other grant sources less than €10,000? Select Yes/No, as appropriate.

- If Yes, please tick the Tax Compliance Declaration.
- If No, please enter Tax Reference Number and Tax Clearance Access Number (TCAN) to the boxes provided.

A Tax Reference Number and Tax Clearance Access Number (TCAN) are required to make this application if you are applying on behalf of a Collective or if you are an individual who has received in excess of €10,000 in grant aid in the last 12 months.

- Where the application is being made on behalf of an individual, the individual's Tax Reference Number and Tax Clearance Access Number (TCAN) should be provided.
- Where the application is being made on behalf of a Partnership which has a Tax Reference Number, this Tax Reference Number and Tax Clearance Access Number (TCAN) should be provided.
- Where this application is being made on behalf of a Partnership which does not have a Tax Reference Number the Tax Reference Number and Tax Clearance Access Number (TCAN) of all individual members of the partnership should be provided. Where multiple Tax Reference Number(s) and Tax Clearance Access Number(s) (TCAN) need to be provided, please use table in the applicant form to document the additional Tax Reference Numbers and Tax Clearance Access Numbers (TCAN).

Page 3: Applicant Declarations

Applicants are required to check each of these declarations in order to submit the application. If the applicant cannot or is unwilling to check a box, the application will not be accepted.

4. EVALUATION AND AWARD PROCESS

Applications for funding received by the notified submission date are checked for compliance with the eligibility criteria. Applications considered to be ineligible are returned to the applicant with a note explaining why they are ineligible. Applications meeting the eligibility criteria will be allocated a unique reference number. The unique reference number should be used in any subsequent correspondence or enquiry with BIM. Once eligibility checks have been passed, BIM will calculate the grant aid amount which will be the eligible costs for the course multiplied by the support rate the student is entitled to.

Applications will be selected for funding as follows:

Step	Description	Carried out by
Call for Applications	Applications invited	BIM
Eligibility Check	To ensure compliance and assess validity	BIM
Grant Offer	Issue of letters of offer awarding funding	BIM

In accepting and evaluating applications BIM does not commit funding to any application or guarantee that funds will be made available to applications submitted under this scheme.

Successful applicants may be asked to make minor changes to their proposals during the grant aid negotiation phase.

All applicants will be notified in writing of the results of the eligibility checks. The letter of offer will outline the contractual obligations and conditions that apply to the award. Applicants must acknowledge receipt of the award letter and acceptance of the conditions attached to the award.

5. CLAIM PROCESS

There is no grant claim associated with this scheme. All v-notching data will be collected via the BIM V-Notching app.

6. FURTHER INFORMATION

Further Information/Clarifications

Requests for further information/clarifications should be addressed, preferably by **email**, to the contact details below. Where appropriate, responses to requests for further information/clarifications will be made available to all interested parties via www.bim.ie. It is the responsibility of all applicants to ensure that they keep informed of any responses to clarifications prior to submitting an application.

CONTACT DETAILS
Bord Iascaigh Mhara Crofton Road Dun Laoghaire Co. Dublin Email: V-notching@bim.ie