

Part A - Formation of New Producer Organisation

Application for Costs Prior to Achieving Recognition

The Producer Organisation Scheme Part A (Formation of a New Producer Organisation) will support groups of fisheries or aquaculture producers working to achieve recognition as a Producer Organisation.

1. For groups of producers who had submitted an application for recognition as a producer organisation to the Department of Agriculture Food and Marine (DAFM) before this scheme was opened, eligible costs will be those incurred after the date of acknowledgement of their application for recognition by DAFM.
2. For groups of producers proposing to seek recognition as a producer organisation, but who had not applied to DAFM for recognition before this scheme was opened, the group must first submit an 'expression of interest' for recognition as a Producer Organisation to DAFM and be accepted by DAFM as a bona-fide group working towards recognition. Only expenditure incurred after acceptance by DAFM of the expression of interest may be eligible for grant aid.

All applications for grant aid under this scheme must be made to BIM before the formal decision of DAFM on an application for recognition and aid will not be dependent on a successful application.

BIM will only make payment of grant support after a formal application for recognition is acknowledged by DAFM

The eligible costs and maximum grant aid supported are outlined in Categories 1-5.

Procurement

In line with public service procurement requirements quotations must be supplied for each item specified in the Schedule of Expenditure. Three quotations are required where any item/service (or total of items from the same supplier) is greater than €5,000 (ex VAT). Where the cost of an item/service (or total of items from the same supplier) is under €5,000 then one quote may suffice.

VAT is not eligible. Cash payments to suppliers are not allowable under any circumstances.

APPLICANT DETAILS:	
Name of Applicant on behalf of Organisation	(First Name) (Last Name)
Registered Name of Organisation	
Address 1	
Address 2	
City, Town, County	
Contact phone number	
Email Address	

Fill Contact Address if different or preferred to registered above:

Address 1	
Address 2	
City, Town, County	
Contact phone number	
Email Address	

Please provide the date of acknowledgement by DAFM of your Organisations application, or 'expression of interest' for formal recognition to become a Producer Organisation. _____/_____/_____

PLEASE FILL OUT THE SCHEDULE OF EXPENDITURE AND RETURN WITH SCANNED COPIES OF QUOTATIONS AS REQUIRED.

Schedule of Expenditure

Category 1: Third party professional advice and consultancy services:	Maximum Grant Aid Per Year: €30,000 Grant Rate Applied: 50%			
Example of Eligible Items: Legal, accounting and marketing in relation to formation and operation of a Producer Organisation:	No. of Quotations Sought & Attached	List name of Supplier/ Service Provider who quoted for each item	List Quotation Amounts (ex VAT) €	Indicate reason for choice of preferred supplier

Procurement policy and practice (for goods or services supplied under any part of an approved application) must be in accordance with the public sector procurement Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 and National Guidelines. Circular 10/14 of the National Procurement Service (www.procurement.ie), which provides guidance on measures to facilitate participation of SMEs in public procurement, should be referred to and implemented in all cases. See brochure for full guidelines

Category 2: Dissemination of Information:	Maximum Grant Aid Per Year: €5,000 Grant Rate Applied: 50%			
Example of Eligible Items: Website development, printing, postage, graphics etc	No. of Quotations Sought & Attached	List name of Supplier/ Service Provider who quoted for each item	List Quotation Amounts (ex VAT) €	Reason for choice of preferred supplier

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Category 3: Information Technology	Maximum Grant Aid Per Year: €10,000 Grant Rate Applied: 50%			
Example of Eligible Items: Computer hardware and software, telephone (landline). NB: Laptops, tablets, mobile phones are ineligible.	No. of Quotations Sought & Attached	List name of Supplier/ Service Provider who quoted for each item	List Quotation Amounts (ex VAT) €	Reason for choice of preferred supplier

Procurement policy and practice (for goods or services supplied under any part of an approved application) must be in accordance with the public sector procurement Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 and National Guidelines. Circular 10/14 of the National Procurement Service (www.procurement.ie), which provides guidance on measures to facilitate participation of SMEs in public procurement, should be referred to and implemented in all cases. See brochure for full guidelines

Category 5: Purchase of non-IT equipment and office furniture:	Maximum Grant Aid Per Year: €5,000 Grant Rate Applied: 50%			
Example of Eligible: Desks, Chairs etc.	No. of Quotations Sought & Attached	List name of Supplier/ Service Provider who quoted for each item	List Quotation Amounts (ex VAT) €	Reason for choice of preferred supplier

Procurement policy and practice (for goods or services supplied under any part of an approved application) must be in accordance with the public sector procurement Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 and National Guidelines. Circular 10/14 of the National Procurement Service (www.procurement.ie), which provides guidance on measures to facilitate participation of SMEs in public procurement, should be referred to and implemented in all cases. See brochure for full guidelines.