

MID-MANAGEMENT PROGRAMME

Application Form

Introduction

BIM's Mid-Management Programme in partnership with Irish Business and Employers Confederation (IBEC) and Technological University Dublin (TUD) offers a range of short-term accredited courses suited to the needs of the seafood industry.

The programme offers a series of management development courses to help develop skills, capabilities and resources and to build resilience and associated skillset to better reconfigure organisations.

The courses will be offered over one and/or two days as an introduction. Subject to availability there will also be an option to progress to an accredited level over four and five days.

The online programme includes participants from other non-seafood industries.

Terms and Conditions

The Mid-Management Programme qualifies for funding under the EMFF Seafood Training Scheme and is subject to the terms and conditions of that scheme. Applicants should please note that terms and conditions will apply to all applications. These will include, but may not be limited to, the following:

General

To qualify for grant aid under the Seafood Training Scheme the following terms and conditions must be met in all cases. Please note the onus of eligibility lies with the beneficiary, i.e. the beneficiary must ensure that they qualify under the scheme. Applications that fail to comply with the terms and conditions will be deemed ineligible and will not be considered further.

Scope of the Scheme

- 1) Funding for this scheme is subject to funding being available to Bord Iascaigh Mhara (BIM) on an annual basis through the estimates process. In every case payment of grant aid is contingent on the availability of finance to BIM.
- 2) This programme is for seafood organisations that have a requirement for mid-management training. The selection criteria for applicants is based on a competitive process where each applicant is assessed on a case by case basis.
- 3) Funding will only be provided for courses related to Sea Fisheries, Aquaculture, Seafood Processing, Seafood Quality and other relevant food related courses for applicants active in the Irish Seafood industry.
- 4) This scheme will not fund longer-term full-time courses greater than 185 days.
- 5) To qualify for funding, this application form must be submitted to mmp@bim.ie.

Managing Authority and Intermediate Body

- 6) The Managing Authority for the scheme is the Department of Agriculture, Food and the Marine (DAFM).
- 7) The Implementing Authority for this scheme is Bord Iascaigh Mhara (BIM). BIM are officially designated, by the Managing Authority, as an Intermediate Body (delegated tasks by the Managing Authority) for the purposes of this scheme.
- 8) The Intermediate Body will determine the eligibility of applications and applications that do not meet all the mandatory criteria will be deemed ineligible and will be returned to the applicant with an explanatory memorandum.
- 9) The Intermediate Body, with the agreement of the Managing Authority, reserves the right to alter or amend the conditions of this scheme and/or to suspend the scheme or to substitute the scheme for a different scheme.

Applicants

- 1) The applicant will, if required, demonstrate its legal identity to the satisfaction of the intermediate body. The applicant must give evidence of payment for training from a bank account in their name or the organisations name. Any grant aid will be paid into this account. Grant aid will only be paid into a bank account from which the course/exam fees were paid from.
- 2) Applications must be submitted to BIM and an acknowledgement letter issued by BIM before any payments are made. Should the application be approved, any payments made prior to the date of acknowledgement for the application will not be eligible for grant aid.
- 3) If grant aid is being sought, this **application form** must be submitted **before the course start date** and **before payment of fees**.
- 4) Claims must be made within 3 months of completing the course. Failure to submit a claim within a 3 month period may result in non-payment of your claim.

Grant Aid

- 10) Only applications submitted on the official application form will be considered for grant aid approval.
- 11) Acknowledgement of an application does not constitute any form of entitlement to any form of grant aid whatsoever nor should the applicant constitute any assistance given by officers of BIM as a form of indication that grant aid will be become available.
- 12) No minimum level of expenditure applies to this scheme however a maximum level applies in respect of each application. The maximum grant aid available is €200,000.

13) Eligible Costs;

- Course fees and exam fees or other charges levied on eligible beneficiaries by course providers
- Eligible costs are grant aided according to the beneficiary type. Please see **Appendix 1 Seafood Training Scheme Beneficiary Type & Evidence**

14) Ineligible costs

The following costs borne by applicable grant beneficiaries may be ineligible for support under this Scheme

- Computers, laptops, tablets, mobile phones or similar equipment including digital devices
- Venue hire for course related costs

15) Applicants must be eligible for EMFF support having regard to article 10 of the EMFF Regulation (Regulation 508/2014) and sign a declaration to this effect. Please note that for on-line applications and claims by submitting the forms you are electronically signing all declarations that you have agreed to via a checkbox in the form.

16) Costs for grant aid purposes will only be considered in respect of the items detailed on the application form and consistent with those costs approved by BIM.

How to apply

Complete the attached interactive application form and submit to mmp@bim.ie

For assistance please contact:

Pat O'Leary

Programme Manager
Tel +353 1 2144214
Email: pat.oleary@bim.ie
www.bim.ie

Or

Mary Campbell

Programme Manager
Tel + 353 1 2144213
Email: mary.campbell@bim.ie
www.bim.ie

Section 1: Your Details

Title	
Name	
Surname	
Tel. (Mobile)	
Telephone	
Email (Work)	
Address	

Section 2: Your Organisation Details

Name	
Address	
Telephone	
Email	
Website (if applicable)	
Candidates role in the Organisation	

Section 3: Please choose the training courses required

Mid-Management Programme					
Course	Please select the checkbox of the course required	Location	Duration	Start Dates	Course Costs
Managing People Programme	<input type="checkbox"/>	Online	4 days	Please refer to the website	€1,700
Managing People Skills	<input type="checkbox"/>	Online	4 Days	Please refer to the website	€1,700
Project Management	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€340
Foundations in Management	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€270
Diploma in Management	<input type="checkbox"/>	Online	12 Days	Please refer to the website	€2,690
Diploma in Leadership	<input type="checkbox"/>	Online	12 Days	Please refer to the website	€2,960
Resolving Conflict	<input type="checkbox"/>	Online	2 Days	Please refer to the website	€720
Peak Performance	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€340
Introducing Managers to Change	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€340
Critical Conversations	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€340
COVID- 19 Workplace Protection Workshop	<input type="checkbox"/>	Online	1 Day	Please refer to the website	€250

Section 4: Eligibility

PLEASE NOTE:

- You must be working in the Irish Seafood Industry to be eligible for grant aid.
- You must submit this application form for grant aid **before** the **course start date** and **before payment of fees**.

Section 4.1: Beneficiary Type

What type of applicant are you?

Individual Applicants

☐ Individual/Sole Trader

Organisations/Vessel Owners applying on behalf of themselves/employees/crew

- ☐ Irish Registered Fishing Vessel Owners
- ☐ SMEs in the Irish Fisheries, Aquaculture and Seafood processing sectors
- ☐ Collective Organisations
- ☐ Producer Organisations (PO)
- ☐ Irish SSCF Vessel Owners

Not sure what beneficiary type to choose?

Please see Appendix 1 'Seafood Training Scheme beneficiary type & evidence'

Section 4.2: Beneficiary Type Evidence

Please provide evidence to support the beneficiary type selected above

Not sure what to attach?

Please see Appendix 1 'Seafood Training Scheme beneficiary type & evidence'

Section 4.3: Bank Account Confirmation

Do you have an Irish bank/credit union account in your name/the name of your organisation?

☐ Yes ☐ No

Section 5: Course Details

Are you applying for a training course delivered externally to BIM?

☐ Yes ☐ No

Section 5.1: Procurement

Are the total course fees (for all attending) less than €5,000 and are you applying for a 50% grant rate?

See Appendix 2 for requirements on procurement

☐ Yes ☐ No

Section 6: Declarations

Irish Seafood Industry Declaration

- ☐ I certify that I/my employees are working in the Irish seafood industry and on this basis I/my employees are eligible for grant aid for the courses listed in this application

Applicants Declaration

- ☐ I certify that the information given in this application form is accurate and agree to provide documentary evidence to support all or part of this information
- ☐ I confirm that I/my employees have not applied for or received funding previously for the courses being applied for in this application

EMFF Article 10 Declaration

See Appendix 3 EMFF Article 10 Declaration

- ☐ I hereby declare that I respect the criteria listed in paragraph 1 of Article 10 of the EMFF Regulation (Regulation 508/2014) and that I have not committed a fraud, as referred to in paragraph 3 of Article 10 of the EMFF Regulation, under Ireland's Seafood Development Programme 2007-13 (European Fisheries Fund) or under Ireland's European Maritime and Fisheries Fund Operational Programme 2014-20

Section 7: When you have completed the form above please choose the submit button below

Appendix 1 Seafood Training Scheme Beneficiary Type & Evidence

Appendix 2 Requirements for Procurement

Appendix 3 EMFF Article 10 Declaration

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.

- ☐ Submit application form