Seafood Training 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

Version Control

Version	Date	Change description
1.0	1st Jan 2023	Initial version
2.0	25th May 2023	Submission deadline of applications amended to 30th November 2023 and the grant claim submission date amended to 31st March 2024.
2a	5th July 2023	Section 1.4: updating of claims dates for the submission of training course claims.
3	11th August 2023	Sections 1.1: removal of scheme closing date. Section 1.4: removal of scheme closing date and the following text: An exception to this deadline is the Certificate of Competency courses (skipper full, second hand full or second hand limited) and BIM's Engineering Officer courses (class 1, 2 or 3); the deadline for the submission of claims is the 31st March 2024. Section 1.4: insertion of the following footnote. The course end date is considered to be the last day of class attendance, last exam date or submission date for final assignments, whichever is the latest as applicable to the course you are applying for.

INTRODUCTION

These Guidelines for Applicants for the **Seafood Training 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

All applications will be made online through https://bim.flexigrant.com/. This 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.

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

It is a condition of this grant that all claims must be successfully completed and submitted to BIM within 3 months from the course completion date[1]. Grant claims that are outstanding 3 months after the training end date will expire.

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

Who May Apply?

Note that grant payments will be made to the student attending the training. As such individuals or sole traders actively involved (either full-time or part-time) in the Irish fishing industry or production/processing of seafood may be eligible for support. This includes:

- Owners of Irish-registered fishing vessels
- Crew of fishing vessels
- Persons active in the aquaculture sector
- Persons working for Collective Organisations – formally structured and legally

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[1] The course end date is considered to be the last day of class attendance, last exam date or submission date for final assignments, whichever is the latest as applicable to the course you are applying for.

registered organisations representing stakeholders in fisheries, aquaculture or processing e.g.

- Castletownbere Fishermen's Co-Operative Society Ltd
- Clogherhead Fishermen's Co-Operative
- Foyle Fishermen's Co-operative Society Ltd
- Galway and Aran Fishermen's Co-Operative
- Persons working for Producer Organisations (POs) e.g.
  - Irish South and East Fishermen's Organisation
  - Irish South and West Fishermen's Organisation
  - Killybegs Fishermen's Organisation
  - Irish Fish Producers Organisation
  - Irish Salmon Producers Group
- Owners of, or persons working for, Irish seafood processing companies

Individuals wishing to enter the Irish seafood sector may be eligible for funding, but only for the Deckhand Foundation Programme. Note that individuals wishing to enter the broader blue economy may be eligible for funding under the Brexit Blue Economy Enterprise Development Scheme.

1.8. Multiple Applications

The applicant may submit more than one application for different courses. A separate application is required for each course.

1.9. 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
Expenditure under this scheme will be under the European Maritime and Fisheries Fund (EMFF).

2.2 Scheme Objectives
This scheme aims to develop knowledge, skills and competencies across the Irish fisheries, aquaculture and seafood processing sectors.

2.3 Scheme Description
BIM manages this scheme by providing supports for certified and accredited training and skills development courses in the following areas:
- Commercial fishing
- Fishing vessel engineering
- GMDSS radio communications
- Skippers
- Aquaculture
- Safety, health and welfare at work
- Commercial diving
- Seafood processing, for example, risk-based HACCP

A detailed list of eligible courses is available on BIM's website.
The following costs may be eligible for support under this scheme:
- Course fees
- Other charges levied on eligible beneficiaries by course providers e.g. exam fees.
- Subsistence, at a daily rate (known as 'per diem' payments), is available for some courses. Any applicable course has a maximum number of days that will be grant aided. This information is shown on the list of eligible courses on BIM's website. The current per diem rate is €39.08.

Ineligible costs include:
- Computers, laptops, tablets, mobile phones or similar equipment
- Value Added Tax
- Travel costs except as provided for in subsistence payments
- Subsistence payments or exam fee payments for any resits required

Note that the maximum support per year for any one applicant is €20,000.

Support rates:

Beneficiary type	Maximum support rate
SSCF vessel owners or crew	80%
Other fishing vessel owners or crew	50%
Persons active in the aquaculture sector	50%
Persons wishing to enter the seafood sector	50%
Owners of, or persons working for, Irish seafood processing companies	50%
Producer Organisations	60%
Collective Organisations	60%

2.4   Application Assessment

Applications are approved subject to eligibility checks and available budget.

3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM

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

1. APPLICANT DETAILS

Grant aid can only be provided for courses which have not yet started, and which have not yet been paid for.

1.1 Authorised Contacts

You may submit a third-party contact who BIM may contact while processing the application on your behalf. This information is required for us to process your information in line with Data Protection regulations.

1.2 Student Details

Enter the contact details of the person who will undertake the training. Any receipts or evidence of course completion submitted as part of the claim process will need to match the name and details entered here, and it is to this person that the grant aid will be paid.

1.3 Irish Seafood Industry Employment Status

This scheme seeks to support those already active in the Irish seafood industry.

If you do not currently work in the industry, any courses available for funding will be displayed, and you may be eligible for funding under the Brexit Blue Economy Enterprise Development Scheme – Type 3.

1.4 Irish Seafood Industry Employment Type (only relevant if you answered Yes to Q1.3)

Since different rates of grant aid are available to different types of applicants, we require you to select your employment type in the industry. Depending on the option you select, Q1.4.1 may appear requesting some additional information.

- If you select "Collective Organisation Employee", Q1.4.1 provides a list of recognised Collective Organisations from which you must select the one you work for.
- If you select "Producer Organisation Employee", Q1.4.1 provides a list of recognised Producer Organisations from which you must select the one you work for.
- If you select "SSCF Vessel Owner/Crew", Q1.4.1 requires a confirmation that your vessel matches the definition of an SSCF vessel, and Q1.4.2 asks for the CFR of the vessel.
- If you select "Other", no additional questions appear.

1.5 Proof of Irish Seafood Industry Employment (only relevant if you answered Yes to Q1.3)

Since different rates of grant aid are available to different types of applicants, we require proof of your employment type in the industry. The type of proof to be provided differs depending on the option selected in Q1.4. Upload a document matching one of the options listed on the application form.

2. COURSE DETAILS

2.1 Course Dates

Provide the start and end dates of the course you wish to attend.

2.2 Course Selection

Select the course type from the drop-down list available. As soon as you select the type, a second drop-down box appears, with the list of approved courses of that type.

3. 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

Grant claims must be submitted in the appropriate format via GEMS.

- If your grant claim relates to a course which was *not* provided by BIM you will need to provide evidence of course completion, of days attended and of payment.

- If you have received more than €10,000 in grant aid from BIM in the previous 12 months you will need to provide tax details. Note that the tax details must be those of the student who attended the course.

- You will need to provide an Irish bank account to which any grant amounts owing will be paid. Note that the bank account must be in the name of the student.

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
Seafoodtrainingscheme@bim.ie