

11/08/2023

«ContactFullName»
«ContactStreetAddress1»
«ContactStreetAddress2»
«ContactCounty»
«ContactPostCode»

Application Reference Number: «Reference»
Submission Date: «DateSubmitted»
Proposed Course Start Date: «Start_Date»
Proposed Course End Date: «End_Date»
Final Offer Acceptance Date: «DateHolding»
Final Claim Date: «FinalClaimDate»
Grant Administrator: «CaseOfficer»

Dear «Applicant_Name»,

I refer to your application under the Seafood Training Scheme (submitted by the above named applicant, hereinafter referred to as the “Grantee”) and wish to confirm that the Grantee has been approved for a maximum grant of «AmountAwarded» as detailed in Appendix 1 of this letter.

This grant is co-financed in equal measure by the National Exchequer and the European Maritime Fisheries Fund.

- Grant approval is subject to you accepting this offer through the BIM Flexi-Grant application portal within 4 weeks from the date of this letter. Failure to do so may result in the withdrawal of the grant offer. Please note that the onus is on the Grantee to accept the offer within the time allocated.
- The completion date for the course being applied for is «End_Date» as advised in your application. Any expenditure incurred after that date will not be eligible for grant assistance. If the course dates change please advise your grant administrator.
- Please note that this project is being administered under the Terms and Conditions of the Seafood Training Scheme as outlined in Appendix 2.
- Funding for all training under this scheme is subject to monies being available to BIM on a yearly basis through the Estimates process and the Board is not obliged to approve or pay grants beyond the budget that has been

allocated to a project in a given year. Payment of grant aid is contingent on the availability of finance to BIM. Payment of grant aid may be delayed pending receipt of funds by BIM from the EU or from the Exchequer.

To accept the offer of grant-aid detailed in Appendix 1 and the foregoing terms and conditions detailed in Appendix 2 and 3 of this letter please follow the steps below:

1. Click on the link [Return to Application](#) and go to application «Reference».
2. Click on the “View Offer” button.
3. Click on either “I accept” or “I reject” and click the “Send Response” button.

Once you have accepted this offer, a claim form will be created against your grant application. The claim form will be stored in the BIM Flexi-Grant Application Portal under the application «**Reference**». You can access this claim form by clicking the “Claims and Reporting” button. **You must complete and submit the claim form by Final Claim Date: «FinalClaimDate».**

Please be advised that by accepting this offer online you confirm that you agree to be bound by all of the conditions contained in Appendix 2 of this letter and confirm that you are authorised to make this acceptance.

Yours sincerely,

Kathy Cullimore,
Grants Administrator

Appendix 1:
Approved Schedule of Expenditure for Grant Application:
«Reference»

| Course / Exam Details | Item | Cost for all Attending | Grant Aid Sought | Approved Cost | Approved Grant Aid |
|---------------------------|-------------------|------------------------|-----------------------|----------------|--------------------------------|
| «TableStart:Table6»«Name» | «ActivitySubType» | «Cost» | «ActivityValueSought» | «EligibleCost» | «ValueFunded»«TableEnd:Table6» |
| Total: | | € 0.00 | € 0.00 | € 0.00 | € 0.00 |

| | |
|-----------------------------|----------------------------------|
| APPROVED GRANT AID: | «AmountAwarded» |
| APPROVED GRANT RATE: | «ValueOfferedPercentage»% |

**Subsistence*

Note: If subsistence is available for this course it will be provided at a daily rate of €39.08 per class day attended. The figure calculated in the table above is based on the maximum number of subsistence days applicable to this course, this figure may decrease at claim stage based student attendance.

Appendix 2

Conditions of Grant Offer for Grant Application:

«Reference»

TERMS & CONDITIONS:

Introduction

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

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

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

1. The Managing Authority for the Training scheme is the Department of Agriculture, Food and Marine (DAFM).
2. 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.
3. The Implementing Authority 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.
4. The Implementing Authority, 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.
5. 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.

6. Please note that in addition to course fees, exam fees are eligible for funding under the EMFF Operational Programme 2014 – 2020. Invoices should not include VAT as training courses are VAT exempt.
7. Only applications submitted on the official application form will be considered for grant approval. 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 of indication that grant aid will be become available.
8. The implementing 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. Funding for this scheme is subject to funding being available to Bord Iascaigh Mhara (BIM) on an annual basis. In every case, payment of grant aid is contingent on the availability of finance to BIM.

Scope of the Scheme

9. The final due date for course completion including exams under this scheme three months after the course completion date. The course completion date is considered to be the last day of attendance, last exam date or submission date for final assignments, which is the latest applicable to the course you are applying for.
10. Funding will only be provided for courses held in the Republic of Ireland.
11. 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 seafood industry.
12. The scheme will not fund long-term full-time courses greater than 185 days.
13. For courses attended that are external to BIM, subsistence will be paid only for the days employees attend an external training location. For example, for a 2 year part-time course where an applicant attends classes one day a week and on Saturdays, subsistence will be paid for 2 days per week and not the full week. The applicant must provide evidence from the college / trainer of the number of days they will be attending classes/training. Subsistence will not be paid for work experience completed at your normal place of employment.
14. For courses up to 185 days, grant aid will be paid in one instalment on completion of the course and approval of the claim form. In order to claim for an academic year, evidence of passing exam results must be provided as part of the claim.
15. All courses must be completed with certification issued and a valid claim submitted no later than three months after the course completion date. The course completion date is considered to be the last day of attendance, last exam date or submission date for final assignments, which is the latest as applicable to the

course you are applying for.

Applicants

16. Where required, the lead applicant and any project partner must comply with the Department of Finance tax clearance procedures, as appropriate, at the time of grant payment:
- In the case of grant aid of €10,000 or more within any 12-month period, the grantee will be required to produce a valid tax clearance certificate.
 - In the case of grant aid less than €10,000 within any 12-month period, the grantee will be required to complete a tax compliance declaration.
17. Only courses on the BIM Approved Course List will be eligible for funding. Applicants are allowed to submit a new course for assessment to be added to this list by the Skills Training Committee. However, if the course is not added to the list, it will not be eligible for funding.
18. Grant aid will be paid into the bank account of the student's name. Bank account details must be provided in the applicant's/student's name.
19. The support rates are as follows:
- | 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% |
20. Non-seafood industry employees are only eligible to apply for the Deckhand Foundation course. Where the applicant is not engaged in the seafood industry, other alternative granting options are available through FLAGS alternative sources e.g., Brexit Blue Economy Enterprise Development Scheme (BBEEDS)-Project Type 3.
21. Only one application per student is allowed.
22. Procurement & Guidelines
- Quotes are required when a student wants to submit a new course to be added to the BIM

approved course list. All applications for grant aid will be for courses already approved on the BIM Approved Course List which contains full pricing and subsistence.

Points to note:

- Courses fees are exempt from VAT.
- Quotes can be in the form of a course training brochure, website screenshot, a written quote on company headed paper or e-mail correspondence.
- The on-line application form will prompt you if additional quotes or information is necessary.
- Where the applicant is unable, despite his or her best endeavours, to obtain the required number of quotes for reasons outside of his/her control, this must be explained on the application form. Such exceptional situations will be considered on a case by case basis by the BIM officer assessing the application and where accepted, will be recorded on the BIM project file. Where the explanation is unsatisfactory, the application will not be accepted until the correct number of quotes has been supplied.
- Generally, the grant aid shall be based on the lowest quote amount. The applicant is not limited to taking the lowest quote but, in such cases, a written explanation must be given on the application form and accepted by the BIM officer and recorded on the file.
- These levels shall apply to course fees on a per application basis. However, it is not acceptable to purposefully break an application into multiple applications in order to circumvent the procurement rules.

Grant aid

23. 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.
24. Claim documentation (evidence of payments, receipts, etc) are required in electronic format only.
25. BIM does not require a hard copy of the claim or the claim supporting documentation. However, the original claim documentation must be made available should it be requested at any stage by Officers of BIM and the Department of Agriculture, Food and the Marine or their agents.
26. Please note that where grant aid has been paid or will be paid by any other state agency towards the cost of training, grant aid from BIM under the training scheme for the same training, is not applicable.
27. Applicants should note that, for all claims, they will be required to submit an invoice and proof of payment such as copy paid cheques, bank statements, or interbank documentation, or any other

documentation deemed necessary. This will not be necessary for BIM courses as the college administrator will supply Proof of Payment, proof of successful completion and confirm the course days attendances for the claims process. Please note that cash payments are not eligible for support.

28. Grant aid must be applied for prior to or on the start date of the training. Applications must be submitted to BIM and an acknowledgement date issued by BIM before any payments are made. Should the application be approved, any payments made prior to the date of acknowledgement of the application will not be eligible for grant aid.
29. No minimum level of expenditure applies to the training scheme, but a maximum level applies of €20,000 grant aid per year, per beneficiary.
30. 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.
31. Eligible Costs:

The following costs borne by applicable grant beneficiaries may be eligible for support under the new scheme:

- Course fees and exam fees or other charges levied on eligible beneficiaries by course providers.
- Subsistence provided at a daily rate of €39.08.

Grant aid for the above will be given at the specified grant rate for the beneficiary type applying for aid.

32. Ineligible Costs:

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

- Standard operational costs of beneficiaries
- Cost of course lecturers, facilitators and course delivery costs
- The costs of training providers
- Computers, laptops, tablets, mobile phones or similar equipment including digital devices
- Vehicles
- Venue hire for courses and related costs
- Value Added Tax
- Travel costs except as provided in the subsistence payments
- Subsistence payments or exam fee payments for any resits required.

Table 1: Quotes required

| Beneficiary Type | Course Fees | | |
|--|-------------|---------------------|------------------------|
| | <€5,000 | €5,000 - €24,999 | €25,000 to €100,000 |
| Category 1 (0% to 50% Grant Aid): <ul style="list-style-type: none"> • Individual / Sole Trader • Irish Registered Fishing Vessel Owners (Vessels over 12m in length) • SMEs in the Fisheries, Aquaculture and Seafood processing sectors | 1 Quote | 3 Quotes | 3 Quotes |
| Category 2 (>50% Grant Aid): <ul style="list-style-type: none"> • Collective Organisations (stakeholders in Fisheries, Aquaculture or Processing) • Producer Organisations (POs) • SSCF Vessel Owners | 2 Quotes | 3 Quotes | Government E-tender |