### Terms and Conditions

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. 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.

1. 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.

#### Scope of the Scheme

1. 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.
2. Funding will only be provided for courses held in the Republic of Ireland.
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. The scheme will not fund long-term full-time courses greater than 185 days.
5. 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 evening 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.
6. 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. For multi-year courses

such as diplomas and degrees, funding may be drawn down at the end of each academic year. In order to

claim for an academic year, evidence of passing exam results must be provided as part of the claim. If an applicant fails to complete the full course, any grant aid paid to that point must be returned.

1. All courses must be completed with certification issued and a valid claim submitted no later than the 31 Dec 2022.
2. An employer applying on behalf of his/her employees must sign a declaration that they have paid the employee a per diem payment for attending the course. There is no requirement to attach evidence of this payment to the claim form, however it 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.

#### Managing Authority and Intermediate Body

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 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.
4. 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. 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.
2. For courses external to BIM the applicant must provide evidence that the training for which they are seeking grant aid is an accredited course. External courses fall into 2 categories. Category 1 courses are automatically eligible for funding and Category 2 courses will require evaluation by BIM for eligibility.

Category 1:

The training course must lead to a Quality and Qualifications Ireland (QQI) Award/Award on the National Framework of Qualifications (NFQ) OR the training provider must be listed as a provider on the QQI Website.

The QQI number will form part of the application. For example, the QQI code for the Engineering Technology QQI Level 5 course is 5M2061. The QQI course provider code for Bord Iascaigh Mhara is

PB00161. These codes can be obtained from the QQI website: https://qserch.qqi.ie/

Category 2:

BIM may consider funding other courses that do not meet the criteria specified in Category 1, if applying for funding for courses in Category 2 you will be required to supply additional information about the course as part of your application.

The Course Brochure and/or link to the Training Provider website should also be submitted if available. The information provided will be used by the BIM Skills and Training Committee in reaching a decision on eligibility for funding.

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 with the same account name as that on the bank account from which the course/exam fees were paid from.

1. If the owner of a vessel/organisation is applying for a course for themselves or their employees, the organisation rate will apply.
2. Applicants must be already engaged in the Irish seafood industry. Where the applicant is not engaged in the Irish seafood industry, other alternative granting options are available through alternative sources e.g. Springboard, Skillnet or FLAGs.
3. An applicant must submit a separate application for each course being applied for. There is no limit on the number of people that can attend the course within the application.
4. Procurement & Guidelines

The following table shows how many quotes are required for your application based on:

* + The type of individual/organisation you are, and
  + The total cost of the course fees as calculated in the application.

#### Points to note:

* + Course 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.

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| --- | --- | --- | --- |
| **Beneficiary Type** | **Course Fees** | | |
| **<€5,000** | **€5,000 – €24,999** | **€25,000 to €100,000** |
| **Category 1 (0% to 50% Grant Aid):**   * 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):**   * Collective Organisations (stakeholders in Fisheries, Aquaculture or Processing) * Producer Organisations (POs) * SSCF Vessel Owners | 2 Quotes | 3 Quotes | Government E-tender |