



Brexit Adjustment Reserve

## **Brexit Inshore Fisheries Business Model Adjustment Scheme 2023**

### **GUIDELINES FOR APPLICANTS**

Please note that this guide helps you to prepare your grant application. The guide does not supersede the rules laid down in the Scheme Document.



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Department of Agriculture,  
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## Version Control

Version	Date	Change Description
1.0	13/06/2023	Initial Version
1a	27/06/2023	Section 2.2: Amendment to the scheme operation date and date for completion of training modules and census from 14th October 2023 to 30th September 2023.



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## INTRODUCTION

These guidelines for applicants for the Brexit Inshore Fisheries Business Model Adjustment Scheme 2023 provide guidance on the assessment criteria and the application process for this scheme.

Applicants should also read the Conditions of Offer for grantees which set out the conditions of the awarding of grant-aid and the obligations for successful applicants in accepting the award. These are available to download from the Brexit Inshore Fisheries Business Model Adjustment Scheme 2023 page of [www.bim.ie](http://www.bim.ie)

At all stages where a document is required to be completed and uploaded diagrams and images may be included where appropriate, but these must be saved as a pdf. Video files are not permitted.

These guidelines are divided into six sections:

1. Application Preparation
2. Scheme Description and Legal Basis
3. Completing the Electronic Grant Application Form
4. Evaluation and Award Process
5. Claim Process
6. Further Information



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## 1. APPLICATION PREPARATION

### 1.1 Deadline

The deadline for submission of applications is the 13<sup>th</sup> July 2023. The Electronic Submission system enables you to replace/update the application form at any time. After the submission of your application, changes or additions are no longer possible.

### 1.2 Acknowledge of Receipt

The date and time of the submission of the application will be automatically recorded and an acknowledgment of receipt email will be sent to the applicant organisation. If you do not receive an email with the acknowledgement of receipt, it is because the application has not been submitted. The Grants Electronic Management System (GEMS) will carry out basic verification checks for completeness of the proposal, internal date consistency, virus infection file types and size limitations. Note that when you receive your acknowledgement of receipt email, no eligibility checks have yet been carried out.

### 1.3 Rejection of Applications

You should upload the correct documents (in PDF format) under the corresponding category. Errors in this process that result in an incomplete proposal may jeopardise your entire application as it could be classified as inadmissible. Before closing the application, procedure or logging off, double-check if the content of your PDF documents matches the given categories in the online submission tool.

### 1.4 Project Duration

It is a condition of this grant that the closing date for all completed applications is 13<sup>th</sup> July 2023.

### 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 via the 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 Brexit Inshore Fisheries Business Model Adjustment Scheme 2023 webpage or log on to BIM's electronic grant management system for any updates that may occur by the deadline for submission of their proposals.

## 1.7 Eligibility

*Who may apply?*

The applicant must meet the following criteria:

### **Vessels $\geq 10\text{m}$**

For vessels  $\geq 10\text{m}$ , they must demonstrate that they were active during January to December 2022 through logbook data showing a minimum of 30 days fishing activity;

BIM will check all applications with the SFPA in this regard.

Where the application does not meet the required fishing activity, it will be rejected.

### **Vessels under 10m**

For vessels under 10m, they must demonstrate that they were active during January to December 2022 through Sales Notes data showing landings of a minimum value of €1,000.

BIM will check all applications with the SFPA in this regard.

Where the application does not meet the required Sales Notes amount, it will be rejected.





## 1.8 Intellectual Property

It is the responsibility of the applicant to ensure procedures for managing intellectual property are maintained and appropriately applied. BIM does not hold any IPR for Industry-led awards under Brexit Adjustment Reserve Schemes. IPR arising is held by the grantee.

## 1.9 General Guidance before Drafting your Application

Applicants are advised to consider the following aspects before submitting an application:

Relevance: ensure that your application addresses each of the eligibility criteria.

Completeness: Check that your application includes all the relevant information, as it will be evaluated based on the submitted content.



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## 2. SCHEME DESCRIPTION AND LEGAL BASIS

### 2.1 Legal Basis and State Aid

This scheme of aid is implemented in accordance with Commission Regulation (EU) No. 717/2014 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid in the fishery and aquaculture section (Fisheries De minimis Regulation).

Under the Fisheries De minimis Regulation, the total amount of de minimis aid to a single undertaking in the fishery and aquaculture sector shall not exceed €30,000 over any period of 3 calendar years.

Applicants must declare to BIM any de minimis aid received by them from any public body in the years 2021, 2022 and 2023.

Expenditure under this scheme will be under the Brexit Adjustment Reserve.

### 2.2 Scheme Objectives and Description

The purpose of the scheme is to support inshore fishermen as a sector adversely affected by the withdrawal of the United Kingdom from the Union, in particular by supporting job creation and protection in the sector and assisting inshore fishermen to continue to adapt their business models to the post-Brexit environment.

The scheme aims to achieve this objective by offering funding to the inshore sector to assist them repurposing their business models to adjust to the negative impacts faced from market access, logistic difficulties and difficult trading conditions as well as supporting the sector in developing new plans and approaches to the market as a result of Brexit. Training will be offered to assist the sector in adapting business and marketing plans to account for the new market forces and operating environment; providing them with the tools and technical knowhow to maximise economic return from their existing resource.

The scheme will operate from 1<sup>st</sup> June 2023 to 30<sup>th</sup> September 2023. Bord Iascaigh Mhara will invite applications from eligible holders/vessel owners to participate in the Scheme. The closing date for applications is the 13<sup>th</sup> July 2023 and the final date for completion of the training module and the Inshore Census is 30<sup>th</sup> September 2023. Applicants have **2 weeks** to accept their Letter of Offer.



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The scheme will offer a payment to eligible sea-fishing licence holders/vessel owners participating in the Scheme, subject to them attending appropriate training modules provided by BIM. The scheme should operate in 2023 through the provision of a single payment to active vessels under 18m (LOA) operating in the inshore sector that have not been received payment under the Brexit Temporary Fleet Tie-Up Scheme in either 2021 or 2022.

### 3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM

This grant application form consists of three pages, all of which are to be completed.

Page 1: Vessel and Applicant Details

Page 2: Bank Details and Tax Clearance

Page 3: Applicant Declarations

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

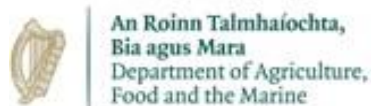
#### Page 1: Applicant Details

##### 1. Vessel and Applicant Details

##### **Important: Before you begin**

The following declarations are required to be checked by the applicant before commencing the application form.

- I declare that the enterprise/organisation listed in this application is the registered owner of the vessel (to be detailed later in this application).
- I declare the vessel (to be detailed in this application) is registered on the Irish Fleet Register ([gov.ie](http://www.gov.ie) - [Sea-Fishing Boat Licence Applications \(www.gov.ie\)](http://www.gov.ie) in either Polyvalent, Polyvalent Potting or Specific segments and is less than 18 metres LOA).
- I did not receive support under the Brexit Temporary Tie-Up Schemes 2021 or 2022.







## 1.1 Authorised Contacts

Please select the option below that best describes your application type:

- I am completing this form on behalf of someone else. Please enter the contact details for any additional people we have permission to discuss this application with into the text boxes provided.
- I am an Agent completing this form on behalf of my client. Please enter the contact details for any additional people we have permission to discuss this application with into the text boxes provided. Upload a signed copy of the Grant Application Process Third Party Authorisation document, authorising the agent to act on behalf of the primary applicant in either PDF or image format.
- None of the above. If you select this option, proceed to question 1.2.

## 1.2 Applicant Organisation Contact Details

Enter your applicant organisation in this section. The following fields are required to be completed:

- Applicant Contact Name
- Organisation Name & Trading Name if used
- Organisation Address
- Eircode
- Telephone Number
- Mobile Number

## 1.3 Vessel Details

Enter your vessel details in this section. The following fields are required to be completed:

- Vessel Name
- Port Registration Number
- EU Registration Number





- Registered Vessel Length (as per the Irish Fleet Register)
- Segment: select the relevant segment to which your vessel belongs: Polyvalent, Polyvalent Potting, Specific.

**Note:** only vessels licenced in Polyvalent, Polyvalent Potting or Specific segments are eligible for funding under this scheme.

#### 1.4 Vessel Ownership

Confirm that the organisation listed in this application (ref Question 1.2) is the registered owner of the vessel detailed in question 1.3 above, or that registration is pending under the vessel name. Select Yes/No, as appropriate. If “No” is selected, a warning will appear stating that this scheme is only available to registered owners of vessels on the Irish Fleet Register. If your vessel is pending registration, and conditional approval is granted, the applicant will need to provide details and documentary evidence when making a claim. If “Yes” is selected, the applicant will be prompted to answer another question:

Is this organisation the only registered owner of this vessel? Select Yes/No as appropriate. If “Yes” is selected, proceed to question 1.5. If “No”, proceed to question 1.4.2. BIM’s Joint Vessel Owner Permission Form must be completed and signed by all other vessel registered owners.

#### 1.5 Sea-Fishing Boat Licence Details

Enter your sea-fishing boat licence details in this section. The following fields are required to be completed:

- Sea-fishing boat Licence Number
- Licence Commencement Date
- Licence Expiry Date

Upload a copy of your sea-fishing licence in either PDF or Image format.



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## Page 2: Bank Details and Tax Clearance

### 2.1 Tax Clearance

Including this claim, is the amount of grant aid you have received in the last 12 months from BIM and all other grant sources less than €10,000? Select Yes/No, as appropriate.

If you select No, the system will prompt you to input your tax details. The following fields are required to be completed:

- Name
- Tax Reference Number
- Tax Clearance Access Number

If you select Yes, the system will prompt you with another question:

#### 2.1.1 Tax Compliance Declaration

Confirm that I/my organisation is in compliance with the Department of Finance tax clearance procedures.

### 2.2 Bank Details

If your grant application is approved, it will be paid directly into your bank account. Please provide your Republic of Ireland bank details here. Complete the following fields: Account Name (Person/Company Name on Bank Account which matches the applicant's organisation name on the grant application form), BIC/Swift Code and IBAN.

Please upload a copy of a sample bank statement for the above account dated within the last 12 months, showing the account name and bank account details. Any financial information on the bank statement may be redacted.

## Page 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. There are six declarations to be checked by the applicant including:

- Training Course Attendance declaration,
- de minimus declaration. The applicant is required to declare any previous de Minimus grant aid payment received from BIM in the last three years, e.g. Brexit Inshore Fisheries Model Adjustment Scheme 2022/Fleet Safety Scheme etc).





- EMFF Regulation 508/2014/Article 10 and Directive 2008/99/EC Declaration
- Survey Declaration.
- Application Declaration.
- SFPA Declaration (select vessel length).

#### 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 were considered ineligible. Applications meeting the eligibility criteria will be selected for funding according to the following process:

Step	Description	Carried out by
Calls for Applications	BIM will invite applications from eligible inshore vessels.	BIM
Eligibility Check and Evaluation	To ensure compliance and eligibility. BIM will issue Letters of Offer to successful applicants and applicants will be required to formally accept the Offer.	BIM
Training Course Attendance and Verification	BIM will offer five training modules to applicants of which they must complete one in full before compliance will be certified.	BIM
Payment	Participants will be paid following verification of compliance with all of the Terms and Conditions.	BIM



Applicants do not have to submit a separate claim form. Payments will be made once the following pre-payment conditions have been met:

- The applicant has accepted a letter of offer.
- The applicant meets all tax clearance requirements and
- The applicant has completed all declarations.
- The applicant has completed one of the five training modules listed.
- The applicant has completed the BIM Inshore Census. The Inshore Census will collect detailed information on the inshore sector and its contribution to coastal communities that will allow state agencies to better direct supports to the sector through grant aid and training and the inshore sector to advocate more effectively on its behalf.

Payment will be made automatically into the nominated bank account given on the application form.

Payment of grant aid will only be made when all scheme terms and conditions and any special conditions listed in the letter of offer have been fulfilled.

## 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 request for further information/clarifications will be made available to all interested parties via [www.bim.ie](http://www.bim.ie).

Contact Details
Bord Iascaigh Mhara Crofton Road Dún Laoghaire Co. Dublin Email: <a href="mailto:bretxinshore@bim.ie">bretxinshore@bim.ie</a>



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