

Version Control

Version	Date	Change description
1.0	31/05/2023	Initial version
1a	27/06/2023	Update of T & C no 4 and Appendix 2
1b	28/06/2023	Addition of the following sentence under the Training heading of Appendix 2: The final date for completion of training modules under this scheme will be no later than the 30 th September 2023. Please follow the following link to complete your training here.

BIM TEST APPLICANT
BIM1
BIM2
Dublin

Brexit Inshore Fisheries Business Model Adjustment Scheme

Letter of Offer Date: Thursday, July 20, 2023

Application Reference Number: DTBTFT\1000XX

Date of Submission:

Date of Approval:

Final Date for Acceptance of Offer:

Date for Completion of Module/Census (1 month after letter of offer – automatic please)

Grant Administrator:

Dear David Conway,

I refer to your application under the Brexit Inshore Fisheries Business Model Adjustment 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 **<amount>**.

This grant is financed by the Brexit Adjustment Reserve Fund.

- Grant approval is subject to you accepting this offer through the BIM Flexi-Grant application Portal (GEMS) by **(Holding Date)**. 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 a timely manner.



- Upon acceptance of the grant offer, applicants must complete at least one of the following on-line training modules:

Module 1 - Adjusting Your Seafood Business Plan post Brexit

Module 2 - Reaching New Customers – Tailored Digital Skills for Inshore Fishing Business

Module 3 - Live Holding of Shellfish

Module 4 - Improving Efficiency

Module 5 - Care of Catch

The training module should be completed within one month from the date of this letter of offer shown above. **Please refer to Date for Completion of Module shown above.**

- Upon acceptance of the grant offer, applicants must also complete the BIM Inshore Census in order to receive payment. **Please refer to Date for Completion of Census shown above.**
- Please note that this scheme is being administered under the Terms and Conditions of the Brexit Inshore Fisheries Business Model Adjustment Scheme as detailed in Appendix 1 of this letter.
- BIM with the agreement of the Managing Authority (DAFM) 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.
- 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.
- Please note that payments of grant aid may not be made if all terms and conditions of the Scheme are not met.

To accept this offer of grant-aid and the foregoing conditions detailed in Appendix 1 of this letter please click on the following link [Return to Application](#) and go to application **DTBTFT\1000XX**. Click on the “View Offer” button and then click on either “I accept” or “I reject” and click the “Send Response” button.

Please be advised that by accepting this offer online you confirm that you agree to be bound by all of the terms and conditions contained in Appendix 1 attached below and confirm that you are authorised to make this acceptance.

Yours faithfully,

The BIM Grant Administration Team

Appendix 1

BREXIT INSHORE FISHERIES BUSINESS MODEL ADJUSTMENT SCHEME:

Terms and Conditions

To qualify for grant aid under this scheme the following terms and conditions must be met in all cases. Applicants should please note that these terms and conditions will apply to all applications. Applications that fail to comply with these terms and conditions will be deemed ineligible and will not be considered further.

1. This Scheme is available to inshore fishers who are eligible licence holders / vessels owners of fishing vessels with a maximum length (LOA) under 18m, registered on the Irish Sea Fishing Boat Register at the date of application in the polyvalent or specific segments and holding a valid sea-fishing boat licence issued by the Licensing Authority for Sea-Fishing Boats.

Vessels licensed in the other segments are not eligible for support under this scheme. Also vessels / license holders that have received payment under the Brexit Temporary Tie-up Scheme in 2021 and 2022 are not eligible.

2. Applicants must have verified fishing activity at sea during 2022 evidenced as follows:

Vessels greater than or equal to 10m (LOA)

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

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

Vessels under 10m (LOA)

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 SPPA in this regard.

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

If an error has been made and Sales Notes have not been uploaded to the SPPA sales notes system for whatever reason, the error should be corrected appropriately. The applicant should confirm with the SPPA that the error has been corrected and inform BIM accordingly. Once the applicant has informed BIM that these additional sales notes have been uploaded, BIM will perform a second check with the SPPA. In cases where the correction results in the sales notes criteria being met then the application may be approved by BIM.

Applicants who feel they have a valid reason for sales notes not being on the system may submit an appeal.



A Statutory Declaration may be completed by owners of registered fishing vessels in support of an appeal to a decision under the Brexit Inshore Fisheries Business Model Adjustment Scheme, where the registered length (LOA) of the vessel is less than 10m (9.99m and below) and where the original application has been rejected due to the required number of sales notes recorded on the Sea Fisheries Protection Authority (SFPA) Sales Notes Database not meeting the required amount (i.e. > €1000 during January 1st to December 31st, 2022). They may support their appeal application by meeting the following requirement.

The applicant may demonstrate compliance through a history of documented sales invoices totalling a minimum of €1,000 during January to December 2022. These invoices must meet all criteria set out below. Only invoices for fishery products with maximum quantities of less than 30kg per transaction to the final consumer for personal consumption can be included.

Periwinkles sales are excluded and will not be taken into consideration for the purpose of this process.

Sales to any commercial business (restaurants, shops, hotels etc.) and amounts exceeding 30Kg do not qualify as they are required to be registered to the SFPA sales notes system.

Only invoices produced from a formal purpose printed invoice / docket book will be accepted. The invoices must clearly specify the

- Date
- Seller and the Buyer
- Fishery Product (Lobster, Brown Crab etc.)
- Seafood Quantity in Kg
- Value in €

Handwritten dockets on plain paper will not be accepted.

All such invoices must be submitted along with the Statutory Declaration.

A combination of Sales Notes registered to the SFPA database and qualifying invoices as outlined above may suffice. In such cases the applicant must clearly communicate the situation to BIM as part of their appeal. BIM will then confirm with SFPA whether the applicant qualifies based on the additional documented provided. BIM may in all cases check with and share all this information / documentation with the SFPA and The Revenue Commissioners Applicants are required to consent to the sharing of these invoices with the SFPA and Revenue for possible examination of breaches of regulatory requirements. Any invoices subsequently found to contain fraudulent or misleading information may result in prosecution / revocation and reclamation of any grant paid.

The Sales invoices must be certified as authentic by a Notary Public.

3. Applicants must complete one of the following on-line training modules:

Module 1 - Adjusting Your Seafood Business Plan post Brexit

Module 2 - Reaching New Customers – Tailored Digital Skills for Inshore Fishing Business



Module 3 - Live Holding of Shellfish

Module 4 - Improving Efficiency

Module 5 - Care of Catch

The training module should be completed within one month from the date shown in the letter of offer to applicants.

The final date for completion of training modules under this scheme will be no later than the 14th October 2023.

- The applicant must also complete the BIM Inshore Census form in order to receive payment under the Scheme.

The links to access both the Training Modules and BIM Inshore Census are attached in Appendix 2 below.

- The onus of eligibility lies with the Grantee, in that the Grantee must ensure and demonstrate that they qualify under the scheme.

- Grant Payments:

Payment is in the form of a single ex-gratia payment covering two categories as follows:

Size of Vessels	Payments
Under 8m	€2,700
8m to under 18m	€4,000

- Ineligibility:

The following are ineligible for grant aid under this scheme:

- Vessels not registered on the Irish Fishing Fleet Register.
- Vessels that are equal to 18m (LOA) and over as per the Irish Fishing Register.
- Vessels not licensed in the Polyvalent General, Polyvalent Potting or Specific segments of the Irish Fishing Register.
- Vessels licensed in other segments including Aquaculture and Pelagic.
- Vessel/license holder has received payment under the Brexit Temporary Tie-Up Schemes 2021 & 2022.
- The name on the sea-fishing licence does not match that of the vessel owner on the Irish Fishing Register.
- Applicants that cannot demonstrate the requisite fishing activity during 2022.
- Applicants that cannot provide the required evidence of registered sales notes in excess of €1,000 on the SPFA sales database during 2022.
- Applicants, who by virtue of receiving payment under this Scheme, would exceed the de-minimis threshold of €30,000 in total de-minimis aid over 3 consecutive calendar years, including the year of payment. (ie. 2021, 2022, 2023).
- Periwinkles sales are excluded and will not be taken into consideration.

- BIM may, supply a list of all Licence holders / Vessels grant aided under this scheme to the SFPA and DAFM for verification purposes.



9. The Grantee shall indemnify and keep indemnified BIM against all costs, loss, damage, and expenses sustained by them and against any claims that may be brought by any partner, employee, agent, sub-contractor or any kind or other party arising out of this project whether by reason of or on account of the breach, default, neglect, non-performance or non-observance by the Grantee or the partners of any of them of the terms and conditions of this Agreement or otherwise.
10. Grant aid may be revoked, or the amount of grant aid be reduced if any of the following should occur prior to grant payment:
 - Failure for the applicant(s) to provide required Tax Clearance information
 - Should the Grantee commit any breach of the terms of the agreement
 - Should there be a change in the basis of the undertaking which would obviate in whole or in part the purpose for which the grant was made
 - An order is made, or an effective resolution is passed, for the winding up of the grantee's business
 - A receiver is appointed over the vessel of the Grantee, or a distress or execution is levied or served upon the vessel of the Grantee and is not paid off.

APPLICANTS

11. The applicant will, if required, demonstrate its legal identity to the satisfaction of BIM. The applicant must be the license holder and owner of an Irish sea fishing vessel licensed in the Polyvalent or specific segments of the Irish sea-fishing fleet.
12. Applicants must settle any outstanding licensing fees or harbour charges owing to DAFM before payment of grant aid under this Scheme.
13. Applicants must notify BIM and make their books and accounts available to the Office of the Comptroller and Auditor General, when 50% or more of their total income (in any 12 months period) is sourced from Exchequer Funds.
14. Where required, the lead applicant and any additional Vessel owners must comply with the Department of Finance tax clearance procedures. The applicant and all other Vessel owners must provide a Tax Reference Number and Tax Clearance Access Number.
15. Applicants must comply with the Department of Public Expenditure and Reform Circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds. Where an applicant is required to file audited accounts with the Companies Registration Office (CRO), these accounts must detail the following information explicitly:
 - Name of Grantor (Circular 13/2014 Section 5, subsection 21 (a))
 - Name of the Grant Scheme / Programme (Circular 13/2014 Section 5, subsection 21 (b))
 - Purpose of the Grant by appropriate heading (Circular 13/2014 Section 5, subsection 21 (c))
 - Accounting information for the Grant (Circular 13/2014 Section 5, subsection 21 (d))
 - Capital Grant information (if applicable) (Circular 13/2014 Section 5, subsection 21 (e))
 - Employee numbers and benefits categorised, and employer pension contributions (Circular 13/2014 Section 5, subsection 21 (f))
16. An applicant who has benefited from earlier unlawful aid declared incompatible by a Commission Decision



(either as an individual aid or an aid under an aid scheme being declared incompatible) shall not be eligible for aid under this scheme until that applicant has reimbursed or paid into a blocked account the total amount of unlawful and incompatible aid and the corresponding recovery interest.

APPLICATIONS

17. Only applications submitted on an official BIM electronic application form sent via the BIM grants portal will be considered for grant aid approval.
18. For vessels/licences with multiple owners, one vessel owner must apply on behalf of all owners. The application must be linked to the vessel applying for grant aid under the Brexit Inshore Fisheries Business Model Adjustment Scheme.
19. Acknowledgement of an application does not constitute any form of entitlement to any form of grant aid whatsoever and neither should the applicant constitute any assistance given by officers of BIM as a form of indication that grant aid will become available.
20. BIM 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.
21. Failure to accept the letter of offer in a timely manner may result in non-payment of your grant aid.
22. Officers of BIM, the Department of Agriculture, Marine and Food, Comptroller and Auditor General (C&AG) or the European Commission or their agents, must be allowed access to all reports, manuals and official documentation including financial and other records related to the project being grant aided for the audit and verification purposes. All requests for information must be responded to promptly.
23. As the application will be made through the BIM on-line Grants Portal, BIM does not require a hard copy of the application. However, any original supporting documentation for all on-line applications, 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.

Publicity and Acknowledgement of Support Requirements

24. BIM and the Department of Agriculture Food and the Marine may publicly acknowledge the aid provided via their website or other publications. This may include information such as the applicant/company name, vessel name, the county, NUTS 2 Region, enterprise size (SME etc), economic sector, grant aid paid, % grant rate and portion funded under the scheme, date of payment, form of aid. This information will be made available to the public without restriction and will be maintained for at least 5-years.

Claims

25. Applicants do not have to submit a separate claim form. Assuming all other conditions have been met, payments will be made once the following pre-payment conditions have been met:
 - The applicant has accepted the terms and conditions of the scheme including those in the letter of offer.



- The applicant has completed a training module.
- The applicant has completed the BIM Inshore Census form.
- The applicant meets all tax clearance requirements.
- The applicant has completed all declarations.
- The applicant has settled any outstanding licensing fees or harbour charges owing to DAFM.
- The applicant has settled any outstanding debts owing to BIM.

Payment will be made automatically into the Grantee bank account given on the application form and the above conditions have been met. BIM will endeavour to expedite payments in a timely manner.

26. 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.

27. The grant aid will be paid in one instalment.

Appeals

28. BIM will provide on request a written explanation for award decisions. Following receipt of that explanation, appellants may request that an appeal be considered by an appeals officer appointed for that purpose.

An appeals mechanism shall be put in place to adjudicate on appeals from applicants dissatisfied with the determination of their application.



Appendix 2

Both the training and census are located on two separate websites.

Training:

To be eligible for payment under the Brexit Inshore Business Model Adjustment Scheme you must also complete a training module.

Module 1 - Adjusting Your Seafood Business Plan post Brexit

Module 2 - Reaching New Customers – Tailored Digital Skills for Inshore Fishing Business

Module 3 - Live Holding of Shellfish

Module 4 - Improving Efficiency

Module 5 - Care of Catch

The training module should be completed within one month from the date shown in the letter of offer to applicants.

The final date for completion of training modules under this scheme will be no later than the 30th September 2023.

Please follow the following link to complete your training [here](#).

Census:

To be eligible for payment under the Brexit Inshore Business Model Adjustment Scheme you must also complete the BIM's Inshore Census.

To complete the Inshore Census you will need:

- Your grant '**Application Reference Number**': This number appears at the start of this Letter of Offer and is in the following format BIFM23-10XXXX.
- The registered Name of the Vessel which is the subject of the Application and for which you are filling out the census.
- The Vessels CFR number which you can find on your fishing licence.

You can access and complete the census [here](#).

If you have any questions relating to the Census please contact your BIM area officer or Ian Lawler (01)2144100.