

Brexit Adjustment Reserve

Processing Capital Support Scheme

GUIDELINES FOR APPLICANTS

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



**An Roinn Talmhaíochta,
Bia agus Mara**
Department of Agriculture,
Food and the Marine



Funded by the
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Version Control

Version	Date	Change description
1.0	27 th May 2022	Initial version
2.0	10 th June 2022	Guidance on question 3.2 updated to include planning permission
3.0	29 th June 2022	Guidance on question 3.2 updated to refine the advice on planning permission
4.0	28 th March 2023	Guidance on sections 2.4, 6.3 and 6.5 to refine the advice on the Business Plan, Going Concern Letter from Applicant's Auditors and Financial Planning.

INTRODUCTION

These Guidelines for Applicants for the Processing Capital Support Scheme provide guidance on in the investment types, 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 processing capital scheme page of 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

1. APPLICATION PREPARATION

1.2 Submission Deadline

The deadline for submission is the 31st August 2023. The Electronic Submission system enables you to replace/ update the application at any time. After the submission of your application, changes or additions are no longer possible.

1.3 Acknowledgement of Receipt

The date and time of the submission of the application will be automatically recorded and an acknowledgement 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 data 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.

1.4 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 jeopardize 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. Once the proposal is submitted and acknowledgement sent, the applicant will not hear from BIM until the application has been evaluated, unless BIM needs to contact the applicant to clarify matters such as eligibility or to request additional information.

1.5 Project Duration

It is a condition of this grant that all projects must be fully completed with all appropriate invoices and evidence of payment presented to BIM by 30th October 2023. This timeline is required to provide adequate time for BIM to undertake an asset verification visit and to process the grant claim before the legal deadline of the end of the Brexit Adjustment Reserve of the 31st December 2023. Any grant claims that are outstanding after the 30th October 2023 will be terminated.

1.6 Languages

Applications may be submitted in English or Irish.

1.7 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 Processor Scheme 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.

1.8 Eligibility

Who May Apply?

Applicant must be BOTH an onshore processing SME and have an SPPA approval number.

The responsibility is on the applicant to ensure that they correctly categorise themselves when applying for funding. If they are unsure, applicants are strongly advised to seek professional advice to determine

whether they qualify as an SME. Applicants who apply to this programme as an SME and are subsequently determined not to be an SME will be required to refund the grant to BIM.

Table 1: SME Definition

Category	No. of Employees	Annual Turnover (or annual balance sheet total)
Micro enterprise	< 10	≤ €2 million (≤€2 million)
Small firms	< 50	≤ €10 million (≤€10 million)
Medium firms	< 250	≤ €50 million (≤€43 million)

Definition of an SME

1. Small and medium-sized enterprises (SMEs) are defined as enterprises which:

- have fewer than 250 employees, and
- have either,
 - an annual turnover not exceeding €50 million, or
 - an annual balance-sheet total not exceeding €43 million, and
- are autonomous

as set out in the [European Commission's User Guide to the SME Definition](#).

1.9 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.

1.10 Multiple Applications and Project Phases

The applicant may submit more than one application under each investment type and may be awarded more than one grant under each investment type.

As such larger projects may be divided into phases where appropriate. Each phase should comprise an investment that is capable of being fully commissioned and operating autonomously – i.e. it is not reliant on any other phases to operate as intended.

1.11 Currency

All applications must be made in Euro. Where the expenditure that is the subject of the application is being quoted for and purchased in a non-Euro currency, the rate at the day of the application as quoted on the currency conversion website OANDA should be used.

The Letter of Offer from BIM will reference this figure as the maximum grant amount regardless of currency fluctuations between application and grant drawn down.

Bank fees and charges in making the foreign currency transaction are not eligible expenses and may not be claimed.

1.12 Applications in excess of €5m

Applications in excess of €5m require the submission of additional environmental and economic information which is set out in a separate guidance note “Processing Capital Grant Applications in Excess of €5m” which may be found on www.bim.ie

1.13 General Guidance before Drafting your Application

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

Relevance: Check that your application addresses each of the criteria. Applications that do not meet the threshold of 60% of the total points available will not be funded.

Completeness: Check that your application includes all the relevant information, as it will be evaluated only on the basis of the submitted content. Follow closely the format of the template of Part B and ensure that all the requested information is uploaded. Proposals should be clear, easy to understand and follow, precise and concise, and focus on substance.

Management quality: Clearly indicate the resources allocated to the implementation of the grant. Good financial and project management is a key component and demonstrating a strong link between activities and requested budget is important.

2. SCHEME DESCRIPTION AND LEGAL BASIS

2.1 Legal Basis and State Aid

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

2.2 Scheme Objectives

In line with the objectives (Article 3) of the Brexit Adjustment Reserve regulations, the scheme is designed to counter the adverse consequences of the withdrawal of the United Kingdom by supporting those most affected. Its eligibility under the regulations (Article 5) is based on the scheme's aims to assist businesses and local communities adversely affected by the withdrawal, to support the most affected economic sectors, and to support businesses and local communities dependent on fishing activities in UK waters. As evidenced in the introduction, seafood processors and the local, fishing communities in which they operate, are among the worst affected and at risk from the consequences of the TCA and the wider post-Brexit operating environment.

This scheme seeks to support the Irish processing sector to engage in transformational change, mitigating the effects of the TCA/Brexit while also building more environmentally friendly, sustainable and competitive enterprises which serve the EU and wider global markets, create higher levels of employment more locally, and make better and more sustainable use of Irish landed or imported raw material. It is aimed at supporting industry led transformative capital investments that enable the sector to focus on "creating more from less" in the wake of reduced supply of raw material and move enterprises in the sector further up the supply chain to produce higher value product and shift the industry to a focus on secondary processing and beyond to products targeting end-user markets. Specifically, the scheme seeks to:

- Reduce commodity exports of fish below 50%, as targeted by FoodWise, by supporting processors in moving further up the value chain and remain profitable in the face of lower volumes of raw material.
- Add significant value to fish landings, translating to higher quay-side fish prices for fishers and greater expenditure in local economies.
- Scaling up of Ireland's seafood processing sector to allow established enterprises compete with international rivals and to allow smaller enterprises to better compete in a more complex export trading environment.
- Increase employment opportunities in seafood processing and within the same coastal communities, helping to offset loss of employment of fishing vessel crews and in wider communities affected by Brexit.
- Enhance professionalisation of seafood processing enterprises, fostering the growth and sustainability of these enterprises.
- Improve processing infrastructure enhancing the attractiveness of Ireland's fishing ports for landings by foreign vessels fishing in Ireland's exclusive economic zone.
- Enhance energy efficiency and reduce carbon emissions of Ireland seafood processing sector to ensure sustainability of the sector and facilitate processors in meeting customer requirements for high environmental standards.
- Increase profitability levels of seafood processing enterprises, translating to increased corporation tax revenue.

In order to achieve these aims, targeted supports will be offered for private investment led projects which are deemed as transformational capital investment.

Specifically, this will include projects which achieve higher value add as part of a targeted product and market diversification strategy and which without this scheme, would not otherwise occur, and which

meet environmental performance standards, as specified in this scheme, and are aligned with the principle of “energy efficiency first”.

These supports will be available to all onshore processors in Ireland, which are Sea Fisheries Protection Authority approved and fall within the EU Commission classification of SMEs. Rates of support are graduated according to the degree of value add achieved and eligible enterprises may apply for more than one investment type, as a package of support.

2.3 Scheme Description

Investment Type 1: Tier 1 Transformational Processing Equipment
This investment type is targeted at funding secondary processing equipment which is clearly aligned to a product and/or market diversification strategy, to assist processing enterprises in moving away from commodity production to production of higher value-added products, and to further integrate the supply chain.
Eligible Expenditure
<ul style="list-style-type: none"> • Processing equipment solely used for smoking, canning, brining, adding non-fish product ingredients (such as breadcrumbs, marinades, and sauces), cooking, ready meal manufacturing, and food ingredients for human consumption/functional food manufacturing. • Processing equipment solely used for production of portioned seafood products aimed at end users in retail and foodservice which are packaged AND require no further processing to reach the end user will also be included in this category. • Refrigeration and temperature control equipment integrated into the above equipment¹ • Commissioning costs for the above equipment up to maximum of 15% of the equipment costs by the equipment supplier or their approved agents. • The above equipment must meet environmental performance standards as established in the project assessment criteria.
Grant Rate
<ul style="list-style-type: none"> • 50%

Investment Type 2: Tier 2 Transformational Processing Equipment and Energy Efficiency Investments
This investment type is targeted at elevating enterprises beyond primary processing to produce value added products for earlier points in the supply chain than catered for in Investment Type 1, products for non-human consumption, and products derived from the transformation of waste, which support a product and/or market diversification strategy.
Investments in renewable energy sources AND enhancing the energy efficiency of buildings in which transformational processing equipment is housed, is also covered by this investment type.
Eligible Expenditure
<ul style="list-style-type: none"> • Processing equipment exclusively for IQF (Individual Quick Freeze) filleting or shellfish preparation (to include de-heading, tailing, and deshelling where appropriate) where the only remaining processing step is thawing and/or packaging for the consumer. • Processing equipment for the transformation of waste into value added products, which fall outside of the scope of investment type 1

¹ Limited to refrigerated cold air systems aimed at achieving targeted cooling of product in-process; chilling and super-chilling, refrigerated air, glycol, freshwater and seawater systems used in-process; and, automated freezing systems used in a controlled and measurable way, and suitable for whole, headed and gutted, and individual quick freezing.

<ul style="list-style-type: none"> • Processing equipment solely used for value added products for non-human consumption aimed at end users in retail markets which are packaged and require no further processing. • Refrigeration and temperature control equipment integrated into the above equipment² • Purchase and installation of equipment that generates energy from renewable sources. • Triple E certified equipment which improves energy efficiency for the premises in which Type 1 and Type 2 investments are being located. • Commissioning costs for the above equipment up to maximum of 15% of the equipment costs by the equipment supplier or their approved agents. • The above equipment and facilities must meet environmental performance standards as established in the project assessment criteria.
Grant Rate
<ul style="list-style-type: none"> • 40%

Investment Type 3: Primary Processing Efficiency and Facilities investments
This investment type is aimed at supporting investment in quality, competitiveness and efficiency improvements in primary processing and/or in fundamental equipment and capital works which support secondary processing and are aligned to a product and/or market diversification strategy.
Eligible Expenditure
<ul style="list-style-type: none"> • Processing equipment for whole freezing, cutting, filleting, de-boning, peeling, washing, de-heading and/or gutting and any other processing which is not included in Type 1 and Type 2. • Traceability systems/ERP/stock control that verify sustainability, demonstrate compliance and enhance the food safety of seafood products being put on the market • Processing equipment for food ingredients for non-human consumption • Commissioning costs for the above-mentioned equipment up to maximum of 15% of the equipment costs by the equipment supplier or their approved agents. • External civil and associated works • Internal works including all elements of sub dividing structures e.g walls, airflow systems & service provision of water, air, and electricity • Equipment for blast freezing, chilling, cold stores, and refrigeration • Warehousing • Building services works • Handling equipment and facilities • Packaging and labelling equipment which is not part of a process captured in Type 1 and Type 2. • The development of systems and capabilities for the sustainable management and/or disposal of waste streams • Triple E certified equipment which improves energy efficiency for the premises in which only Type 3 investments are located. • The above equipment and facilities must meet environmental performance standards as established in the project assessment criteria.
Grant Rate
<ul style="list-style-type: none"> • 30%

² Limited to refrigerated cold air systems aimed at achieving targeted cooling of product in-process; chilling and super-chilling, refrigerated air, glycol, freshwater and seawater systems used in-process; and, automated freezing systems used in a controlled and measurable way, and suitable for whole, headed and gutted, and individual quick freezing.

2.4 Project Assessment

Applications must meet a total minimum score of 60/100

Evaluation Criteria	Marks Available
<p>1. Alignment with Scheme Objectives</p> <ul style="list-style-type: none"> • Alignment of the proposal with the scheme objectives of supporting the Irish processing sector to engage in transformational change, mitigating the effects of the TCA/Brexit through one or more of the following: <ul style="list-style-type: none"> ○ Enabling processors to move further up the value chain ○ Adding value to fish landings ○ Scaling up of an established seafood processing enterprise ○ Increasing employment opportunities in seafood processing in coastal communities affected by Brexit ○ Improving processing infrastructure ○ Enhancing energy efficiency and reduce carbon emissions of the seafood processing sector • Demonstration as to how the project addresses a specific market need or opportunity supported by relevant data • The project focus is on the production of high value add and is not principally focused on the processing of increased volumes 	40
<p>2. Organisation Governance and Capacity</p> <ul style="list-style-type: none"> • Evidence that the project is aligned with the applicant's strategy or business plan • Evidence that the organisation has the human and technical capacity to deliver the project. This should include a project management plan and details of the specific resources that will be allocated to the project • Detailed project delivery timelines demonstrating that the project can be delivered within the required timescale 	20
<p>3. Environmental Impact</p> <ul style="list-style-type: none"> • Expected environmental performance of the project that is the subject of this application including any of the following: reliance on renewable energy sources/energy efficiency/reduced carbon footprint or efficiency/reduced resource usage on a pro-rated basis/capturing and re-use of heat/other environmental initiatives. • For projects in excess of €5m this must include an environmental strategy setting out the applicant's commitment to reducing the organisations carbon footprint and the improvement of environmental performance. • In the case of infrastructure investments, submission of a Climate Neutrality Proofing Statement in accordance with European Commission technical guidance on the climate proofing of infrastructure³ 	20

³ Evaluation criteria on climate proofing refers to European Commission Notice Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01) [Commission Notice — Technical guidance on the climate proofing of infrastructure in the period 2021-2027 - Publications Office of the EU \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32021C373001)

<p>4. Value for Money</p> <ul style="list-style-type: none"> Well defined project costings with appropriate quotations Evidence that the proposed capital item provides value for money and cost effectiveness <p>For projects in excess of €5m this must include:</p> <ul style="list-style-type: none"> A cost benefit analysis of the proposal Evidence of the need for State investment The direct benefits to the Irish economy arising from the direct economic expenditure such as employment or impact on local suppliers The indirect benefits to the Irish economy arising from the direct economic expenditure such as the development of transferable skills and expertise or the enhancement of the reputation of Ireland on world markets 	<p>20</p>
<p>5. Financial Robustness</p> <ul style="list-style-type: none"> Evidence that the applicant was not bankrupt in the previous three fiscal years (Yes/No*) Evidence that the applicant is trading as a going concern (Yes/No*) Evidence of required cashflow (where the grant amount applied for is more than €50,000) and match funding to deliver the project including the identification of co-financing and robust financial projections (Yes/No*) Record of the satisfactory execution of any grants awarded from a state or public body in the last 7 years including adherence with all terms and conditions. (Yes/No*) 	<p>Pass/ Fail</p>
<p>Total Project Marks Available</p>	<p>100</p>

*Where criteria are yes/no applicants who respond “no” will be eliminated

2.5 Ineligible Expenditure

- Expenditure for the purchase of land;
- Goods purchased under Hire Purchase or Lease Purchase agreements;
- Second hand buildings, plant, machinery, equipment, etc. and any associated installation costs;
- Intangible costs, such as cost of pre-financing and of arranging loans and interest, administrative costs, patents, invitations to tender etc.;
- Any fees payable to Local Authorities;
- Repairs and maintenance work;
- Landscaping and other embellishment works, except those specifically required as a condition of planning and recreational equipment costs;
- Vehicles for passenger transport;
- Vehicles required for market distribution;
- Offsite mobile equipment such as tankers;
- Ancillary equipment not directly involved in the process such as fish boxes, tubs etc.;
- Equipment which is normally written off within a year;
- General office equipment, including desktop computers, laptops and tablets, which is not directly and exclusively used for production processes;

- Consultancy costs not directly related to the planning, preparation and execution of the project, including costs of management consultancy;
- VAT;
- Any other activities that correspond to ineligible operations under Article 13 of Regulation (EU) No 1139/2021.

3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM

1 APPLICANT DETAILS

1.1 Authorised Contacts

This information is required for us to process your information in line with Data Protection regulations.

1.2 Applicant Organisation Contact Details

This should be the same name as the applicant. Applicants should use a single name consistently throughout the application process. This should be the registered name of the applicants and should NOT be the company trading name. Quotes, invoices, and other supporting documentation must be in the name of the applicant only. Documents that are not in the correct name will not be considered as part of the application and may result in an application being rejected.

1.3 SPFA Number

This is a mandatory requirement of the scheme. If this is not included, it will result in an application being rejected.

1.4 SME Declaration

See 1.8 above. This is a mandatory requirement of the scheme and is also required as a legal declaration prior to the scheme being submitted.

2 ALIGNMENT WITH SCHEME OBJECTIVES

2.1 Project Name

Enter the name that most appropriately describes your project

2.2.1 Project Alignment – Primary Objective

There are 40 marks out of a total of 100 available for this section.

Objective

Choose one main objective of the application that aligns with the scheme objectives of supporting the Irish processing sector to engage in transformational change, mitigating the effects of Brexit from the list below:

1. Enabling processors to move further up the value chain
2. Add value to fish landings
3. Expansion of an established seafood processing enterprise
4. Increase employment opportunities in seafood processing in coastal communities affected by Brexit
5. Improve processing infrastructure
6. Enhance energy efficiency and reduce carbon emissions of the seafood processing sector

Each of the objectives are explained further below:

1. Enabling processors to move further up the value chain

Applications under this criterion should demonstrate how the proposed expenditure will facilitate an investment that allows the applicant to produce a product that is closer to being ready for sale to the final customer.

2. Add value to seafood

Applications under this criterion should demonstrate how the proposed expenditure will add incremental value to the finished product resulting in a product which will achieve a higher price in the marketplace than it otherwise would without the expenditure.

3. Expansion of an established seafood processing enterprise

Applications under this criterion should demonstrate how the application will grow the capacity of the applicant. This capacity growth could be in the form of new buildings, new production lines, extending existing production lines, new production lines, extension of high-risk areas.

4. Increase employment opportunities in seafood processing in coastal communities affected by Brexit

Responses under this section should include one or more of the following, with detail as to how this will be achieved:

- a. Current and projected number of employees
- b. The value of the employment to the local economy. The multiplier of 1.4 should be used to calculate the value of any increase in employment to the local economy. The value should be shown as both 1 year and over 5 years.
- c. Increasing skill level of current employees
- d. Development of skills and expertise which allow individuals step into new roles in the seafood sector from another sector, or development of existing individuals into higher skilled and/or higher paid positions

5. Improve processing infrastructure

Responses under this section should include one or more of the following, with detail as to how this will be achieved

- a. Refinement of current offerings / ways of working
- b. Efficiencies improvement through investments such as digitalisation or, a new Enterprise Resource Planning System.

6. Enhance energy efficiencies and reduce carbon emissions of the seafood processing sector

Responses under this section should include one of these two objectives with detail as to how this will be achieved:

- a. Expected reduction in greenhouse gas/carbon emissions, supported by forecasting data levels
OR
- b. Improved energy efficiency of the plant/enterprise, supported by forecasting data levels through the acquisition under this grant of one of the items listed in section 2.2.3 below.

Detail

Applicants are required to explain the objectives of the proposal, how these will be achieved and their relevance to the objectives of this scheme as set out above. It must address the scheme objective applied with a total wordcount over all sections to be a minimum of 500 and a maximum of 2,000 words. This must set out the projected cost savings over the short and medium term with reference to current energy costs.

2.2.2 Project Alignment – Other Objectives

Objective

Applicants may choose additional/secondary objectives of the application that aligns with the scheme objectives of supporting the Irish processing sector to engage in transformational change, mitigating the effects of Brexit from the same list as above.

Detail

Applicants are required to explain the objectives of the proposal, how these will be achieved and their relevance to the objectives of this scheme as set out above. It must address the scheme objective applied with a total wordcount over all sections to be a minimum of 500 and a maximum of 2,000 words. This must set out the projected cost savings over the short and medium term with reference to current energy costs.

If further objectives are relevant to the application, these can be added by clicking “Add another row”.

2.2.3 Energy Efficiency Initiative

If you have selected 6. Enhance energy efficiency and reduce carbon emission of the seafood processing sector in any of your objectives in section 2.2.1 or 2.2.2 above, please select which initiative(s) you are seeking grant or choose “Not Applicable” if this does not apply.

- i. Not applicable
- ii. Solar photovoltaic panels
- iii. Solar thermal collector
- iv. Wind turbine
- v. Combined heat and power plant
- vi. Biomass system with a combined heat and power plant
- vii. Geothermal and ground source heat pumps
- viii. Lighting retrofit
- ix. Lighting controls upgrade
- x. Heating set point regulation and controls upgrade
- xi. Refrigeration temperature control upgrade
- xii. Refrigeration pipe insulation
- xiii. Free cooling ventilation and air conditioning
- xiv. Variable speed drives (VSD) in electrical motors, drives and pumps
- xv. Energy efficient compressed air replacement

2.3 Market Alignment Document

Applicants are required to set out how the proposed investment (i.e. the total cost of the acquisition; not just the grant aided element) will meet a defined need or market opportunity. This should be addressed in the *Market Alignment Form* up to 1,000 words of text which should address all of the following questions:

1. Please describe the market opportunity? (e.g. new markets; new customers; new products; Include here detail on the customer need for these products)

2. Please describe the target market? (E.g. foodservice channel, retail channel, b2b, online etc with potential market size, growth trajectory, and positioning. This should include key target geographies and their respective sizes.)
3. Can you describe what research you have undertaken to validate the market/customer need? E.g. include any work you have completed independently or with Bord Bia/Enterprise Ireland or another agency in identifying this need and what have you learnt from this. Include any research on/with customers
4. What are the key trends for this customer/in this market to support the need identified? Describe the insight
5. What problems or market needs does your proposed product or service address?
6. Who are your main competitors for your proposed product or service and how will you differentiate your products to ensure success?

The text above should be supported by relevant data such as market research, market data relevant to the project or market insight reports. This is not subject to a word count and should be attached separately.

2.4 Business Plan

If your application refers to either a start-up or an established business:

The business plan template should be completed, saved as a PDF and uploaded.

The Financial Projections template should be completed, saved, and uploaded as an XLS document.

3 ORGANISATION GOVERNANCE & CAPACITY

There are 20 marks out of a total of 100 available for this section.

3.1 Project Alignment with Business Plan

This is a free text section where applicants are required to describe how the proposed grant will contribute to the strategy or plan set out in section 2.4. It should be a maximum of 500 words and should include:

- The specific objective(s) set out in section 1 and 2 of your business plan that are to be supported by this grant.
- The results or impact that is expected as a result of this grant e.g. an improvement in processes/ increased profitability/ ability to hire more staff/ lower energy costs or lower carbon emissions and therefore improved sustainability/diversification of the business/reduction of risk.
- Set out any linkages or synergies with other projects that your organisation is undertaking that will also contribute towards meeting this objective, or state if the completion of the objective is entirely reliant on grant aid. The evaluators will want to determine that the investment from the grant is embedded into the business and does not create a new risk for the organisation.

3.2 Project Management

Under this section the evaluators will assess:

- Are appropriate milestones identified and time allocations realistic?

Larger projects should be divided into phases where appropriate. Each phase should comprise an investment that is capable of being fully commissioned and operating autonomously – i.e. it is not reliant on any other phases to operate as intended.

Appropriate timelines should be provided for all stages of the project including procurement that allows the appropriate time for tenders and tender evaluation. Your project must conclude with sending the grant claim to BIM on or before the 30th October 2023. The milestones provided must work within this timeline and must build in appropriate contingencies for delays.

Note that any project requiring planning permission must have applied for permission prior to submitting a grant application. Given the end date on the Brexit Adjustment Reserve fund, projects requiring planning permission need to include “Planning Permission Application” as a milestone below, with the application as the form of evidence. Once you submit your application, you will be asked to upload the planning permission application as part of the eligibility checks. Furthermore, “Planning Permission Granted” should be added as a milestone in the quarter that you expect permission to be granted. The form of evidence for this milestone would be the planning permission itself.

Milestone

Each step in the phase should be set out and care should be taken to ensure that activities that are dependent on one another have appropriate timelines. There is no limit to the number of activities that can be included and more lines can be added if necessary. There are no maximum number of phases that should be included. The larger the project is in scope, complexity or cost, the more milestones the project should be broken into.

Applicants should list the milestones that they will complete each quarter which will show the project is progressing to plan (minimum 1 per quarter). The minimum milestones that should be addressed are:

- Procurement
- Delivery and Installation
- Final Payment
- Grant Reporting

Form of Evidence

A document or documents that can be submitted to BIM as evidence that the milestone has been met should be included here. An example of what should be included is set out in Table 1 below.

Quarter of Completion

The quarter that each milestone will be met should be set out, commencing with Q3 of 2022 and ending with Q4 of 2023. Milestones outside of these dates will not be accepted and will result in the application being rejected.

Table 1

Milestone	Evidence
List the milestones which will <i>complete</i> each quarter which will show your project is progressing to plan (minimum 1 per quarter)	How will you evidence that these are complete?
Planning permission obtained	Proof of planning
Procurement completed and contractor appointed	Signed contract
Revised quotes submitted to BIM	Updated GEMS application
Delivery of capital item	Delivery docket
Installation	Engineer’s report
Commissioning	Sign off on commissioning
Final payment	Bank statement
Grant claim	

Grantees will be required to report quarterly on progress of the grant. This will be compared to the milestones and timelines provided under this criterion to determine whether the project is on-track or off-track and whether it remains feasible to deliver the project and process payment prior to the scheme closure date of 31st December 2023.

3.3 Qualification and Experience

Qualifications, experience, and suitability of the proposed team who are delivering the project should be entered directly into BIM’s Grant Electronic Management System (GEMS).

Person Role – enter the title or role that the person will be performing as part of this grant, e.g. project manager/technical expert/finance manager/grant co-ordination/administration. The team can include contractors and does not need to be confined to existing staff.

Responses to this section should include:

- A project owner who will be responsible for general management of the project and will be the primary contact for BIM. This person must have experience in the successful delivery of a similar project
- The person(s) who will be responsible for the finance and procurement of the project
- Any technical specialists who are intended to be engaged on the project
- Any other relevant staff who will be engaged on the project

Person Name – enter the name of the employee or contractor against each role.

CV/Biography Upload (if applicable) – this requires a short statement of the skills and experience of a team member. This can take the form of a CV, a summary of a CV (known as a biography) OR a link to a **LinkedIn profile**. It is possible that several or all of these roles may be undertaken by one person. It must include the qualifications and/or experience of each person to provide evidence that they have the appropriate skills to deliver the project.

4 ENVIRONMENTAL IMPACT

There are 20 marks out of a total of 100 available for this section.

4.1 Infrastructure Investment

Is your project an infrastructure investment?

Under the European Commission technical guidance on the climate proofing of infrastructure⁴, the relevant categories of infrastructure under this scheme, as defined are:

- Buildings including industrial facilities
- Physical assets in the area of food

Almost all of the eligible expenditure under this grant will fall into the category of infrastructure, with the exceptions being commissioning and the development of systems and capabilities for the sustainable management and/or disposal of waste streams.

Where the answer is yes, this will prompt applicants to answer the next question.

4.1.1 Infrastructure Investment

Does the infrastructure have absolute emissions that could exceed 20,000,000 kg (20 000 tonnes) of CO₂e per year?

Absolute Emissions

Absolute emissions are the direct greenhouse gas emissions and indirect greenhouse gas emissions that are generated by the grant aided infrastructure.

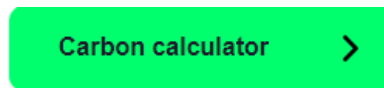
Calculating Carbon Footprint

Calculating the carbon footprint of the grant-aided asset(s) is required here. The carbon footprint of all assets under a single application should be taken together.

BIM recommends using the **Carbon Trust's Green Business Fund Carbon Calculator** which may be found here: <https://gbfcalc.azurewebsites.net/gbf>

Please follow the instructions given on the tool to calculate the carbon footprint of your grant-aided infrastructure project.

1. Click on "Carbon Calculator"



2. Click "Start"



⁴ Evaluation criteria on climate proofing refers to European Commission Notice Technical guidance on the climate proofing of infrastructure in the period 2021-2027 (2021/C 373/01) [Commission Notice – Technical guidance on the climate proofing of infrastructure in the period 2021-2027 - Publications Office of the EU \(europa.eu\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A2021C37301)

Enter my data >

3. Click “Enter my Data”
4. Enter your Company name under BOTH **Company name** and **Site name**
5. For reporting period, choose any year.
6. Enter a new line for each piece of equipment you are seeking grant aid for. You may add lines of equipment together (i.e. total the wattage and enter as a single figure) if the equipment is being used together and for the same time period – e.g. a production line where all devices are in operation at the same time. Enter:
 - **Emission Type**
Enter the emission type of the piece(s) of equipment. This is the fuel type that the asset will operate on (electricity/natural gas/LPG/petrol/diesel/R404A/R407A/R407C/R408A/ R410A or R134a)
 - **Amount**
Enter the estimated energy consumption of the equipment for one calendar year
 - **Units**
Enter the units of energy – KWh/m3/litres/KG

Estimated energy consumption of the equipment

This is calculated as:

$$[number\ of\ hours'\ use] \times [number\ of\ days'\ use\ in\ a\ year] \times [(capacity\ of\ equipment\ expressed\ in\ Watt) / 1,000] = number\ of\ kWh$$

If the Wattage is not provided, it may be calculated as Amp (A) x Volt (V).

Example: IQF Freezer
 Hours: 12 hours per day
 Days: 4 days per week x 52 weeks = 208
 Capacity of equipment from suppliers data sheet - technical data: 500V 32A

 500V x 32A = 16,000 Watts

 12 x 208 x [16,000/1,000= 16] = 39,936 kWh

+ Add item >

7. Click “+Add item”

Calculate my footprint >

8. Click “Calculate my footprint”

9. Enter your name and email address on the results page



10. Click “email results” and email the results to yourself

Where the report indicates that the carbon footprint is **LESS** than 20,000,000 kg (20,000 tonnes) of CO₂e per year, applicants must complete a **Climate Neutrality Screening Statement**.

Where the report indicates that the carbon footprint is **MORE** than 20,000,000 kg (20,000 tonnes) of CO₂e per year, applicants must complete a **Climate Neutrality Proofing Statement**.

4.1.2 Climate Neutrality Screening Statement

This should be completed where the carbon footprint of the grant aided asset is less than 20,000,000 kg (20,000 tonnes) of CO₂e per year. This screens the investment out of undertaking any further assessment in relation to climate change.

It is mandatory to upload the basis on which the infrastructure is screened out including the current carbon footprint and how it was assessed. Please upload the carbon footprint report from Step 10 in 4.2.1 above. **The email confirmation you will receive from the Carbon Trust’s Green Business Fund Carbon Calculator** which may be found here: <https://gbfcalc.azurewebsites.net/gbf> will be acceptable.

It is optional but encouraged to set out any climate proofing and energy efficiency initiatives that are being and are planned to be deployed in general by the applicant in the text box in this section.

4.1.3 Climate Neutrality Proofing Statement

This should be completed where the carbon footprint of the grant aided asset is more than 20,000,000 kg (20,000 tonnes) of CO₂e per year.

Applicants completing a Climate Neutrality Proofing Statement are invited to contact BIM for assistance.

Steps

1. The projected carbon footprint of the investment in a typical year of operation and how it was assessed.
2. The shadow cost of carbon and the mitigations to be put in place to reduce Greenhouse Gas emissions.
3. Integrate energy efficiency principles in the project design, options analysis, and cost-benefit analysis.
4. Verify the project’s compatibility with the EU’s 2030 and 2050 Greenhouse Gas emissions reduction targets. For infrastructure with a lifespan beyond 2050, the maintenance and final decommissioning of any project should be set out as being carried out in a climate-neutral way, which may include circular economy considerations, such as the recycling or repurposing of materials.
5. Compile the above information into a consolidated document known as a **Climate Neutrality Proofing Statement**.

Shadow Cost of Carbon

Shadow cost of carbon per year in EUR/tCO₂e, 2016-prices


Year	EUR/tCO ₂ e	Year	EUR/tCO ₂ e	Year	EUR/tCO ₂ e	Year	EUR/tCO ₂ e
2020	80	2030	250	2040	525	2050	800
2021	97	2031	278	2041	552		
2022	114	2032	306	2042	579		
2023	131	2033	334	2043	606		
2024	148	2034	362	2044	633		
2025	165	2035	390	2045	660		
2026	182	2036	417	2046	688		
2027	199	2037	444	2047	716		
2028	216	2038	471	2048	744		
2029	233	2039	498	2049	772		

To give an example, consider a project being assessed today. It will take one year to construct, and then operate from 2023 for 20 years – i.e. to 2043. The project plan forecasts emissions for each year of operation. For the first year of operation, emissions are valued at €131 per tonne. The value of emissions estimated to occur in 2043 is €606 per tonne. Calculate this for the lifetime of the asset to give the total shadow cost of carbon. These figures are to be used to estimate the value of net carbon savings or emissions in a cost-benefit analysis.

4.2 Expected Environmental Performance

Environmental Initiative - responses under this section must include one or more of the environmental initiatives:

Environmental Initiative	Expected Impact
Reliance on renewable energy sources	The % of total energy needs of the business that will be met through the proposed renewable source should be set out here.
Energy efficiency	<p>The energy rating of any new equipment proposed under this grant should be set out here.</p> <p>Products that are Triple E rated will be awarded maximum marks under this criterion.</p> <p>It is a legal requirement for suppliers of products covered by the EU Energy Labelling Regulations to include the energy rating of their products on the European Product Database for Energy Labelling before placing these products on the market in the EU. The rating should be indicated on the equipment as follows:</p>

	 <p>Marks will be awarded for equipment with an A rating.</p>
<p>Reduced carbon footprint or efficiency</p>	<p>Input the current carbon footprint of the applicant’s business with the projected carbon footprint as a result of this investment with a short explanatory note.</p>
<p>Reduced resource usage on a pro-rated basis</p>	<p>The % reduction in resource (energy/water) as a result of this investment with a short explanatory note. This should compare the energy cost per unit of product produced by the organisation before the investment and projected figures after the investment</p>
<p>Capturing and re-use of heat</p>	<p>The use of heat exchangers or compressor systems with heat recovery capabilities within the project should be set out here</p>
<p>Other environmental initiatives</p>	<p>Any other environmental initiatives the applicant is undertaking in respect of this investment should be set out here</p>
<p>None of the above</p>	

Expected Impact – up to 250 words should be included against each environmental initiative selected. The text should set out how the initiative will deliver benefits to the applicant and how this will be measured.

5 VALUE FOR MONEY

There are 20 marks out of a total of 100 available for this section.

5.1 Supplier Quotes

Applicants are advised to carefully review the list of ineligible expenditure as set out in section 2.5 above to ensure that application is in respect of eligible expenditure only.

The number of quotes/tenders to be uploaded are indicated in the table below:

Spend Type	Eligible Expenditure (ex VAT)	Grant Aid Rates
		Grant Aid 0% to 50%
Supplies and Services (incl. Equipment and Machinery)	<€5,000	1 Quote
	€5,000 to €24,999	3 Quotes
	€25,000 to €214,000	3 Quotes
	≥ €214,000	3 Quotes
Works – (Buildings only)	<€50,000	3 Quotes
	€50,000 to €5,350,000	3 Quotes
	≥ €5,350,000	3 Quotes

Amounts in the table above are exclusive of VAT.

Quotes should be in writing or by email. The quotes must:

- Be formal quotes on the suppliers headed paper / electronic format.
- Contain only the item being applied for in the grant application (one quote /one item)
- Clearly state the item, specification, and price of the item
- Each be comparable i.e. all quotes must be for the same item and specification
- Clearly indicate the VAT portion of the cost
- Be dated and have the name of the applicant on it

Equipment and Machinery is included in ‘Supplies and Services’ therefore the €214,000 threshold applies in such cases. ‘Works’ refers to buildings only.

5.2 Summary of the Planned Work

Add Expenditure Item

Add one item at a time, completing all fields for each item. Applicants should be consistent in the references used to describe equipment through the application form and on the quotes to ensure that equipment referred to in the application can be tracked through the quotes and invoices.

Class of Equipment

Choose one from the drop-down bar of the three investment types as per section 2.3 above which is summarised as follows:

Investment Types

The investment types may be summarised as follows:

1. Tier 1 Transformational Processing Equipment – 50%
2. Tier 2 Transformational Processing Equipment and Energy Efficient Investments – 40%
3. Primary Processing Efficient and Facilities Investments – 30%

Tier 1 This expenditure type is targeted at funding secondary processing equipment for seafood products aimed at end users in retail and foodservice which are packaged AND require no further processing to reach the end user. These expenditures to be clearly aligned to a product and/or market diversification strategy, to assist processing enterprises to move to production of higher value-added products and to further integrate the supply chain. Examples of eligible expenditure would include processing equipment solely used for production of portioned, seafood products aimed at end users in retail and foodservice which are packaged AND require no further processing to reach the end user will also be included in this category. Ineligible expenditure would include equipment for blast freezing, chilling, cold stores and refrigeration.

Tier 2 This expenditure type is targeted at elevating enterprises beyond primary processing – i.e moving away from commodity. These expenditures will produce value added products for earlier points in the supply chain than catered for in Investment Type 1 which support a product and/or market diversification strategy. Also included are expenditures which allow products for non-human consumption to be produced and expenditures in renewable energy sources AND enhancing the energy efficiency of buildings. Examples of eligible expenditure would include processing equipment exclusively for IQF (Individual Quick Freeze) filleting or shellfish preparation (to include de-heading, tailing, and deshelling where appropriate) where the only remaining processing step is thawing and/or packaging for the consumer. Ineligible expenditure would include external civil and associated works.

Tier 3 This investment type is all eligible expenditure not captured in Type 1 or Type 2.

Class of Equipment Sub-Type

Choose an option from the drop-down bar, noting that the values in the Sub-Type drop-down will vary depending on the investment type chosen under the Class of Equipment drop-down.

Item Name (per quote) x Quantity

Insert the name of the item(s) that grant aid is being sought for. Each line item must be entered separately. Each line item must match a line item on a price quotation. If an item name entered does not match the price quotation it will be rejected at eligibility stage.

It is recommended that applicants use a simple naming convention to name their documents – e.g. Quote 1 – Supplier X; Quote 2 – Supplier Y.

Suppliers, Quotes and Value, Preferred Supplier First

Input the required number of quotes as per the procurement table requirements under 5.1 above. Input the preferred quote first.

Applicants are required to set out how the proposed investment represents value for money. This should be addressed in up to 500 words of text which should provide a justification for the model/option chosen.

Expenditure details

Total Item Cost (ex VAT)

This is an automatic calculation.

Grant sought

This is an automatic calculation that will multiply the total cost by the applicable grant rate and provide a grant rate figure.

Non-Lowest Quote

The applicant will normally select the least expensive quote as the 'preferred quote'. In that case, this section can be left blank.

If the preferred quote is not the least expensive, the reason for this must be stated in this section on a line-by-line basis, with a justification provided for each item. BIM reserves the right to accept/reject any such reason.

Where the applicant is unable, despite their best endeavours, to obtain the required number of quotes for reasons outside of their control, this must be explained in writing by the applicant in this section, with relevant supporting documentation. Such exceptional situations will be considered on a case-by-case basis by BIM. Where the explanation is unsatisfactory, the application will not be accepted until the correct number of quotes has been supplied. If the correct number of quotes are not received within the timeline specified by BIM, the application will be rejected.

These levels shall in general apply to stand alone items on a per project application basis. It is not acceptable to purposefully break a project into smaller parcels of work or machinery in order to circumvent the procurement rules.

Where the applicant wishes to swop the preferred quote with one of the other quotes supplied with the original application, the applicant must Inform BIM in writing stating which quote they now wish to use as the preferred quote and the reason. In such cases the original approved grant maximum for the item will remain as per any letter of offer issued.

Where the applicant wishes to swop the preferred quote for a quote that was not supplied with the application, the new quote must be submitted to BIM and the reason for the change stated.

If BIM accept the reason for the change, the new quote will then be resubmitted to go through the 'technical review' process of the scheme. The applicant will be informed in due course whether or not the new quote has been accepted as the preferred quote. Applicants are advised that this process is time consuming and may significantly hold up their application approval/payment.

Under this section the evaluators will assess:

- Whether the appropriate number of quotes been provided
- Whether the total cost been set out and if it is feasible
- That a robust and appropriate justification been entered into the grant application system where the least expensive option is not the preferred quote.

6 FINANCIAL ROBUSTNESS

This section is a pass/fail section. Any applicants who do not meet all of the requirements of this section will be eliminated and the application will not be assessed further.

6.1 Legal Declaration

Applicants are required to provide a declaration on the form attached from a notary or practising solicitor that the applicant company is trading as a going concern of the time of the grant application and that the applicant was not bankrupt in the previous three fiscal years. This must align with the Bankruptcy Register Online maintained by the Office of the Examiner of the High Court which will be checked by BIM as part of the review process. Applicants are also required to confirm that they are an SME in line with EU guidelines.

The documents referred to in the declaration, specifically Appendix A (financial statements) and Appendix B (letter from the Auditors) should all be uploaded with the Legal Declaration, and this needs to be verified in 6.2 and 6.3 below.

6.2 Financial Statements

The latest audited financial statements/accounts must be provided which should be dated no later than 18 months prior to the grant application date and as certified as Appendix A of the legal declaration by the commissioner for oaths, a practising solicitor, a notary public or a qualified accountant.

Please check that you have attached this as Appendix A to the Legal Declaration uploaded in Question 6.1.

6.3 Going Concern Letter from Applicant's Auditors

The test that is to be applied is that the company is able to pay a debt of €10,000 within 21 days of written demand for payment. A company would also be expected to have assets that are greater than the liabilities of the organisation. Where this is not the case a company can also be "balance sheet" insolvent and in this situation, an explanation must be provided that would provide reassurance that this is a temporary situation and setting out when and how the company will return to having an excess of assets over liabilities. A letter stating that the applicant is a going concern is required as certified as **Appendix B** of the legal declaration by the commissioner for oaths or practising solicitor.

Please check that you have attached this as **Appendix B** to the Legal Declaration uploaded in Question 6.1.

Note: if your application relates to a new business (which has not yet operated for a full trading year): you are not required to include a Going Concern Letter.

6.4 Cost of Work

This is automatically populated from section 5.2.

6.5 Financing Plan for the Project

If your application relates to an **established business** and your project is **less than €50,000**, we do not require further documentation.

If your application relates to a **new business** (which has not yet operated for a full trading year), we do not require further documentation.

If your application relates to an **established business** and your project **exceeds €50,000**, we require the following documentation:

- Evidence that you have **match funding required** (Bank statement showing funds or a letter from the bank showing loan approval).
- Download the following **Cash Flow Facility Template**, complete it, and upload it as an XLS document.

7 BAR BENCHMARKING

This section is for statistical purposes only and will not be evaluated. The evaluators will not have access to this information. It will be used on an aggregate and anonymised basis only to help inform the development of future schemes in terms of the needs of clients and to measure cumulative changes from one scheme to the next.

8 DECLARATION

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

Proposals for funding received by the notified submission date are checked for compliance with the eligibility criteria. Proposals considered to be ineligible are returned to the applicant with a note explaining why they were considered to be ineligible. Proposals meeting the eligibility criteria will be allocated a unique reference number and an email of acknowledgement will be sent to the applicant. The unique reference number should be used in any subsequent correspondence or enquiry with BIM. An evaluation panel established by BIM will evaluate eligible proposals.

Applications will be selected for approval by a Project Approvals Board comprising DAFM, BIM, Údarás Na Gaeltachta, Bord Bia and Enterprise Ireland. The Managing Authority may co-opt additional relevant bodies or individuals with necessary technical or professional experience and qualifications to be members of the Board.

Projects will be selected for funding as follows:

Step	Description	Carried out by
Call for applications	Applications invited	BIM
Eligibility Check and evaluation	To ensure compliance and assess validity	BIM
Assessment	To assess project potential, including technical assessment and climate proofing	BIM
Final Project Selection	To select projects for funding and decide support rates and amounts	Project Approvals Board
Grant offer	Issue of letters of offer awarding funding	BIM

Projects will be appraised having regard to the objectives of the scheme and the quality of the proposal. The Projects Approvals Board will approve projects for support and determine the support rate and amount to be awarded to each project.

In accepting and evaluating proposals BIM does not commit funding to any project or guarantee that funds will be made available to proposals submitted under this scheme.

Successful applicants may be asked to make minor changes to their proposals during the grant aid negotiation phase to accommodate the comments of the evaluators

All applicants will be notified in writing of the results of the Project Approvals Board. This will outline the contractual obligations and conditions that apply to the award. Applicants must acknowledge receipt of a notification and acceptance of the conditions attached to the award. In accepting the award, applicants agree to carry out the work according to the work programme in the project proposal (taking into account modifications arising from the evaluators' recommendations) and the agreed budget.

5. CLAIM PROCESS

Grant claims must be submitted in the appropriate format via the electronic system. Invoices and proof of payment must be uploaded for each individual item being claimed.

Invoices

As part of the grants 'Claim' process applicants are required to submit Invoices and proof of payment relating to each of the preferred quotes approved in the letter of offer.

Each invoice must clearly:

- Relate to the preferred quote for the approved item
- Specify the item and specification of the item being invoiced. Invoices must match the item and specification on the preferred quote. Where this information cannot be clearly included then the invoice should be attached to an additional document on the suppliers headed paper listing the reference no. of the invoice and detailing the item and specification as required.

Proof of Payment

Proof of payment must be:

- Submitted along with the invoice as part of the claim process.
- Clearly traceable to the invoice and preferred quote.
- In the form of either:
 - A bank statement in the name of the applicant / beneficiary and highlighting the financial transaction(s) related to the invoice OR
 - A returned bank-stamped cheque in the name of the beneficiary and made out to the supplier named on the invoice / preferred quote.
- Cash payments, bank drafts and postal orders will not be accepted as part of a grant claim

Payment transactions should relate to a single grant aided item and match the relevant invoice. Each invoice must be matched by an equivalent payment. Invoices and payments should not include items other than those approved for grant aid.

Exceptionally, where this is not possible applicants must provide and submit a clear breakdown of the payment transaction and how it relates to the preferred quote / invoice. This must include:

- A summary sheet listing the components of the payment and what items they relate to.
- Documentary evidence invoices / payments in support of all items listed on the summary sheet.

Where information is not provided to the point where the different components of the invoice or payment are clear and traceable beyond doubt, the transaction may be deemed ineligible for payment.

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.

Information Seminars

Information seminars will be held regarding this scheme. These seminars will provide clarifications to potential applicants, and other interested parties on the grant process.

Please refer to our website, www.bim.ie, for further information.

CONTACT DETAILS
Bord Iascaigh Mhara Dun Laoghaire Co. Dublin Brexitprocessing@bim.ie