

Inshore Fisheries Conservation 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



EUROPEAN UNION
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1.0	06/07/2022	Initial version

INTRODUCTION

These Guidelines for Applicants for the Inshore Fisheries Conservation Scheme 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 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 or JPEG. 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

1.1 Submission Deadline

The deadline for submission is the 15th October 2022. The Grants Electronic Management System (GEMS) enables you to replace/ update the application at any time. After the submission of your application, changes or additions are no longer possible.

1.2 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. 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.

1.3 Rejection of Applications

You should upload the correct documents (in PDF or JPEG 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 documents matches the given categories in the online submission tool. Once the application 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.

1.4 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 31st October 2022. Any grant claims that are outstanding after the 31st October 2022 will be terminated.

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 webpage or log on to GEMS for any updates that may occur by the deadline for submission of their proposals.

1.7 Eligibility

Who May Apply?

The scheme is open to licence holders of Irish registered fishing vessels less than 15 metres in length.

1.8 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.

1.9 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.

2. SCHEME DESCRIPTION AND LEGAL BASIS

2.1 Legal Basis and State Aid

The legal basis for the scheme is articles 26, 27, 28, 29, 37, 38, 39, 40, 42, 43 and 44 of the European Maritime & Fisheries Fund, specifically Union Priority 1, Sustainable Development of Fisheries.

The EMFF Certifying Body (CB) is the Finance Division, Dept of Agriculture, Food & the Marine.

The Managing Authority (MA) is the Marine Programmes Division, Dept of Agriculture, Food and Marine.

The Intermediate Body (IB) is Bord Iascaigh Mhara (BIM).

2.2 Scheme Objectives

Under this call for proposals, capital investments which result in one or more of the following outcomes will be considered for funding:

- 1) Access to new markets – direct sales to consumer
- 2) Access to new markets – live holding
- 3) Access to new markets – retail business
- 4) Improved catch quality
- 5) Improved working conditions
- 6) Reduced carbon footprint of operations (e.g. reduced journeys to collect bait as can store in chill/freezer, solar panels to run live holding)

2.3 Scheme Description

The following items will be considered for funding:

- Storage units, to include containers and sheds (maximum eligible expenditure of €12,500 per application)
- Wooden crates for gear storage (no more than 4 per application, with a maximum eligible expenditure of €2,500 per application)
- Enclosed trailers (maximum eligible expenditure of €5,000 per application)
- Refrigeration fit-out of a vehicle (maximum eligible expenditure of €6,000 per application)
- Chill units, fridge or freezer (maximum eligible expenditure of €7,500 per application)
- Live holding systems
- Ice machines and storage
- Power washers for use onshore
- Solar panels to run onboard or onshore equipment

In addition to the expenditure caps on individual items as described above, there is a grant aid cap of €20,000 per applicant under this scheme over a rolling 3 year period.

Grant rates

- Small Scale Coastal Fishers are eligible for 80% grant aid
- Non-Small Scale Coastal Fishers are eligible for 40% grant aid

2.4 Application Assessment

All applications which pass eligibility checks, and are within expenditure and grant aid caps, will be approved for funding on a first come, first served basis.

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 Contact Details

This should be the same name as the applicant, which should be the fishing licence holder. Applicants should use a single name consistently throughout the application process. This should be the registered name of the applicant and should NOT be the company trading name. Any 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 Application Type

If you are a commercial fishing licenced vessel owner of less than 12m using non-towed gear you are classified as a Small Scale Coastal Fisher (SSCF). If you select this option you are required to provide a self-declaration that you are an SSCF vessel owner. All other applicants are classified as “Other vessel under 12 metres”.

All application types must provide:

- vessel registration number;
- details of your current sea-fishing boat licence; and
- for vessels with multiple owners, one vessel owner must apply on behalf of all owners. *Each* of the remaining owners must sign a Joint Vessel Ownership Authorisation Form. The applicant should download the template from GEMS, have the other owners sign the form, and then upload the signed forms.

2 ALIGNMENT WITH SCHEME OBJECTIVES

2.1 Project Alignment with Scheme Objective(s)

Under this call for proposals, capital investments which result in one or more of the following outcomes will be considered for funding:

- 1) Access to new markets – direct sales to consumer
- 2) Access to new markets – live holding
- 3) Access to new markets – retail business
- 4) Improved catch quality
- 5) Improved working conditions
- 6) Reduced carbon footprint of operations (e.g. reduced journeys to collect bait as can store in chill/freezer, solar panels to run live holding)

Your project must align with at least one of these objectives (Q2.2.1). If it aligns with more than one objective, capture this in Q2.2.2.

Fill in the required fields and indicate how your project activity and scheme objective align. Maximum 2000 words.

2.2 Project Type

This call aims to support capital investments in specific items as laid out below. You can select more than one type within one application. However please note the expenditure caps on some items, and ensure you are within the overall €20,000 grant aid cap under this scheme in a rolling 3 year period.

Item	Maximum eligible expenditure per application	Additional requirements
Storage units, to include containers and sheds	€12,500	All required permissions, including but not limited to planning, must be in place from the relevant landowner.
Wooden crates for gear storage	€2,500 (no more than 4 crates per application)	
Enclosed trailers	€5,000	The trailer must be single axle, or the applicant must hold a licence for any trailer above single axle
Refrigeration fit-out of a vehicle	€6,000	The applicant must own the vehicle, and the vehicle must have at least 5 years life remaining.
Chill units, fridge or freezer	€7,500	
Live holding systems		
Ice machines and storage		
Power washers for use onshore		
Solar panels to run onboard or onshore equipment		

3 PROPOSED EXPENDITURE

3.1 Supplier Quotes

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%	Grant Aid >50%
Supplies and Services (incl. Equipment and Machinery)	<€5,000	1 Quote	2 Quotes
	€5,000 to €24,999	3 Quotes	3 Quotes
	€25,000 to €214,000	3 Quotes	Government E-tender

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

3.2 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 items through the application form and on the quotes to ensure that item referred to in the application can be tracked through the quotes and invoices.

Class of Equipment

Choose whether you are SSCF or not, and what type of equipment you are investing in from the drop-down bars.

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.

5.3 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.

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.

4 BASELINE SURVEY

This part of the application is used for statistical purposes only and is not evaluated. All information will be used on a cumulative basis.

5 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.

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 a letter of acknowledgement will be sent to the applicant. The unique reference number should be used in any subsequent correspondence or enquiry with BIM.

Projects will be selected for funding as follows:

Step	Description	Responsible
Call for applications	Applications invited	BIM
Eligibility Check and evaluation	To ensure compliance and eligibility.	BIM
Grant offer	BIM will issue letters of offer to applicants and applicants will be required to formally accept the offer.	BIM

5. CLAIM PROCESS

Grant claims must be submitted in the appropriate format via GEMS. 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 cleared 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.

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