

Brexit Adjustment Reserve

Sustainable Aquaculture Growth 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
European Union

Version Control

| Version | Date | Change description |
|----------------|--------------------------------|---|
| 1.0 | 28 ^h July 2022 | Initial version |
| 2.0 | 26 th Aug 2022 | Clarification on who can sign the legal declaration (page 24) |
| 3.0 | 28 th March 2023 | Additional text added to sections 2.4, 6.2, 6.3 and 6.5. |

INTRODUCTION

These Guidelines for Applicants for the Brexit Sustainable Aquaculture Growth Scheme provide guidance on 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 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 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.

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

1.8 Eligibility

Who May Apply?

This scheme is open to aquaculture producers who have a statutory consent to engage in aquaculture and any necessary consent under the Foreshore Acts, and who are in compliance with the terms and conditions of those consents.

However, applications in respect of sites located in marine Special Areas of Conservation, designated in accordance with the European Union Habitats Directive (92/43/EEC)(as amended), and/or Special Protection Areas, designated in accordance with EU Birds Directive (2009/147/EC), that are awaiting a

determination of an aquaculture licence application/renewal made under Section 10 of Fisheries Amendment Act 1997, will not be eligible under this scheme.

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 “Brexit Sustainable Aquaculture Growth 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

This scheme aims to mitigate the adverse economic and social consequences of the withdrawal of the United Kingdom from the European Union on:

- (1) Seafood processors adversely affected by loss of raw material supply arising from the TCA quota reductions,
- (2) Aquaculture enterprises directly impacted by the UK withdrawal, and
- (3) Coastal communities adversely affected by a broad range of impacts arising from the TCA quota reductions and wider Brexit impacts.

The scheme aims to achieve these objectives by developing alternative sources of suitable employment in the coastal communities affected, by developing an alternative source of native raw material supply for seafood processors and by enhancing the viability of aquaculture enterprises.

The three scheme objectives will be pursued by accelerating the sustainable growth of aquaculture enterprises, thus aiding enhanced local employment in coastal communities, producing more farmed fish to supply the processing sector and directly enhancing the viability of the aquaculture enterprises concerned.

2.3 Scheme Description

The scheme will support aquaculture enterprises to undertake the capital investment projects detailed below. These investments will enable aquaculture enterprises to sustainably grow production, value, and employment, will encourage the entry into the sector of new aquaculture enterprises and will support the evolution of SME enterprises through scaling up.

Eligible activities under the scheme cover the purchase and installation of new machinery and equipment and construction of new premises in relation to the following categories of investment:

- Investments increasing the production of an aquaculture enterprise
- Investments in enhancing the quality of, or in adding value to, aquaculture products
- Diversification of aquaculture production and species cultured
- Purchase and installation within an aquaculture site of equipment that generates energy from renewable energy sources.
- Equipment that enables producers to power operations within an aquaculture site directly from the electricity grid (thus reducing the use of generators)
- Investments substantially increasing energy efficiency of the aquaculture enterprise
- Promotion of closed aquaculture systems where aquaculture products are farmed in closed recirculation systems, thereby minimising water use
- Investments substantially reducing the negative impact or substantially enhancing the positive effects on the environment and substantially increasing resource efficiency
- Investments resulting in a substantial reduction in the impact of aquaculture enterprises on water usage and quality, in particular through reducing the amount of water or chemicals,

antibiotics and other medicines used, or through improving the output water quality, including through the deployment of multi-trophic aquaculture systems

- Setting up of sustainable aquaculture enterprises by ‘new aquaculture farmers’
- Modernisation of aquaculture units, including the improvement in working and safety conditions of aquaculture workers
- Improvements and modernisation related to animal health and welfare, including the purchase of equipment aiming at protecting the farms from wild predators
- Commissioning costs for the above equipment up to maximum of 15% of the equipment costs by the equipment supplier or their approved agents.

Support rates

| Category of beneficiary | Support Rate | |
|-------------------------|---|-----------------------------------|
| | <ul style="list-style-type: none"> - Climate Change Investment* - Seaweed - Integrated Multi-trophic Aquaculture - Recirculating Aquaculture System | Other eligible investments |
| SME [^] | 50% | 40% |
| Non-SME | 30% | 30% |

*For the purposes of this scheme, ‘**Climate change investment**’ means:

- Purchase and installation within an aquaculture site of equipment that generates energy from renewable sources.
- Equipment that enables producers to power operations within an aquaculture site directly from the electricity grid (thus reducing the use of generators)

[^] *Definition of an SME*

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](#).

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 accelerating the sustainable growth of aquaculture enterprises mitigating the effects of the TCA/Brexit through one or more of the following: <ul style="list-style-type: none"> ○ developing alternative sources of suitable employment in the coastal communities affected, ○ developing an alternative source of native raw material supply for seafood processors ○ enhancing the viability of aquaculture enterprises ○ enhancing energy efficiency and reducing carbon emissions of the aquaculture sector | 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 infrastructure¹ | 20 |
| <p>4. Value for Money</p> <ul style="list-style-type: none"> • Well defined project costings with appropriate quotations | 20 |

¹ 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)

| | |
|--|-----------------------|
| <ul style="list-style-type: none"> 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>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 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

- VAT
- Investments that are the subject of any other public aid.
- Expenditure for the purchase of land and/or buildings and related expenditure.
- Intangible costs (such as cost of pre-financing and of arranging loans and interest, administrative costs, patents, invitations to tender and costs relating to the purchase of a concession to operate fish farming).
- Second-hand buildings, plant, machinery, equipment, boats, etc. and any associated installation costs.
- Cost of housing.
- Repair and maintenance work.
- The like for like replacement of existing equipment and machinery, except where the replacement involves a demonstrably substantial enhancement in terms of efficiency, productivity or environmental performance.
- Provisional work not directly linked to the implementation of a project except where it makes possible a reduction in overall project cost.
- Landscaping, other embellishment works, except those specifically required as a condition of planning and recreational equipment costs.
- Purchase of vehicles for passenger transport and vehicles required for market distribution.

- Office equipment and furniture, including but not limited to, desktop computers, laptops, tablets, and mobile phones.
- The purchase of material which is normally written off within a year.
- Goods purchased under Hire Purchase agreements.
- Goods purchased under leasing agreements.
- Consultancy costs not directly related to the planning, preparation, and execution of the project, including costs of management consultancy.
- Statutory fees and charges
- Electricity grid connection costs

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 business 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 Gaeltacht Region

Indicate whether or not your business is in a Gaeltacht region.

1.4 Licencing

Upload the relevant licencing information, depending on your operation type.

- In the case of a marine aquaculture site, upload your aquaculture licence and your foreshore licence.
- In the case of a fresh water site, upload your aquaculture licence.
- If you are an operator in a mussel/oyster order, upload your mussel/oyster order.

1.5 Aquaculture workboats

If your application relates to an investment in or on an aquaculture workboat you will need to provide one of the following:

- Load Line Certificate
- Load Line Survey application
- Proof of exemption from a Load Line Survey

If your application does not relate to an investment in or on an aquaculture workboat select N/A.

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 a scheme objective from the list below:

- Developing alternative sources of suitable employment in the coastal communities affected
- Increasing production (providing an alternative native supply for seafood processors)

- Enhancing the viability of aquaculture enterprises
- Enhancing energy efficiency and reducing carbon emissions of the aquaculture sector

Examples – these are illustrative only

| Scheme Objective | Example | Notes |
|---|--|--|
| Developing alternative sources of suitable employment in the coastal communities affected | An oyster farmer purchasing a grading system where this will not increase production, but the farmer will require more staff to run the process. | Use this if your primary outcome will be increasing employment |
| Increasing production (providing an alternative native supply for seafood processors) | An oyster farmer purchasing bags and trestles to stock a new site | Use this if your primary outcome will be increasing production |
| Enhancing the viability of aquaculture enterprises | A mussel farm purchasing a barge to improve harvesting techniques. | Use this if your primary outcome will be increasing profitability |
| Enhancing energy efficiency and reducing carbon emissions of the aquaculture sector | A salmon farm installing a wave turbine to provide energy for the site | Use this if your primary outcome will be reducing energy costs or carbon emissions |

Each of the objectives is explained further 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. The total wordcount over all sections should be a minimum of 300 and a maximum of 2,000 words.

2.2.2 Project Alignment – Other Objectives

Objective

Applicants may choose additional/secondary objectives of the application that align with the scheme objectives 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. The total wordcount over all sections should be a minimum of 300 and a maximum of 2,000 words.

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 “Enhancing energy efficiency and reducing carbon emissions of the aquaculture 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 aid for 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
- xvi. Wave turbine
- xvii. Water turbine

2.2.4 Increase Production (providing an alternative native supply source for seafood processors)

If you have selected “Increase production (providing an alternative native supply source for seafood processors” in any of your objectives in section 2.2.1 or 2.2.2 above, answer Yes here after which the series of questions below will appear. If you did not select this option, skip to question 2.3.

2.2.5 Species

Describe what species will be farmed.

2.2.6 Current Output

For each species farmed, provide the current size range, volume and value that you produce.

2.2.7 Projected Increase in Output

For each species farmed, provide the size range, *additional* volume and *additional* value that you expect to produce *as a direct result* of this project.

2.3 Project Type

Select one project type that best defines your project:

- Climate Change Investment, which for the purposes of this scheme means:
 - Purchase and installation within an aquaculture site of equipment that generates energy from renewable sources.
 - Equipment that enables producers to power operations within an aquaculture site directly from the electricity grid (thus reducing the use of generators)
- Seaweed, which for the purposes of this scheme means:
 - Capital investment for seaweed sites with statutory consent to engage in aquaculture. This does not include wild seaweed harvesting.
- Integrated Multi-trophic Aquaculture, meaning a planned, consolidated system farming species on different trophic levels on the same or connected aquaculture sites or facilities

- Recirculating Aquaculture System, meaning an aquaculture farming system where water is recirculated and exchange is limited and waste products are required to be removed by filtration and /or biofilters.
- Other Aquaculture Capital Investment such as
 - Production equipment for sites
 - Tractors
 - Graders and baggers
 - Construction of sheds and buildings

2.4 New Aquaculture Farmers

A new aquaculture farmer means a new entrant to the sector who has never previously held an aquaculture licence, either in their own name or as the director or owner of another business. If you meet this definition, there are particular sections of the business plan (Q 1.1 and 2.2) which you will need to pay attention to.

2.5 Business Plan

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

2.6 Planning Permission / Regulatory Compliance

If your project requires any form of planning permission or regulatory consent provide details in the fields provided. If this does not apply, enter "N/A" in all three fields.

- Compliance/Consent: describe the type of compliance or consent your project requires e.g. planning permission, foreshore license, health board permit, food safety certificate etc.
- Steps Taken and Status: if the permission/consent has been granted, enter "Granted" here. Otherwise describe the steps taken to seek permission/consent and the current status.
- Date Issued/Expected: enter the date the permission/consent was granted. If not yet granted, enter the date it is expected. This will be used to assess project readiness. Should any required consent not yet be in place, include the achievement of same as a milestone under question 3.2 below.

2.7 Natura 2000 Area

If your project is located in or adjacent to or likely to have a significant effect on a Natura 2000 area the completed Appropriate Assessment must be uploaded in order for your project to be eligible for funding. The application form in GEMS has links to provide additional information regarding Natura 2000 sites.

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 question 2.4. It should be a maximum of 500 words and should include:

- The specific objective(s) set out in section 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.

Milestone

Each step in the project 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. 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 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 that 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? |
| 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 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 infrastructure², the relevant categories of infrastructure under this scheme, as defined are:

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

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.

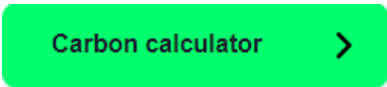
Calculating Carbon Footprint

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.

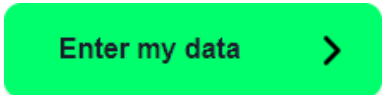
1. Click on "Carbon Calculator"

A blue rectangular button with the text "Carbon calculator" and a right-pointing chevron symbol.

2. Click "Start"

A blue rectangular button with the text "Start" and a right-pointing chevron symbol.

3. Click "Enter my Data"

A blue rectangular button with the text "Enter my data" and a right-pointing chevron symbol.

² 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)

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] = 768 kWh | |

7. Click "+Add item"

+ Add item



8. Click "Calculate my footprint"

Calculate my footprint



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

Email results



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.

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

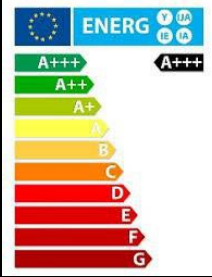
| Year | EUR/tCO ₂ e | Year | EUR/tCO ₂ e | Year | EUR/tCO ₂ e | Year | EUR/tCO ₂ e |
|------|------------------------|------|------------------------|------|------------------------|------|------------------------|
| 2020 | 80 | 2030 | 250 | 2040 | 525 | 2050 | 800 |
| 2021 | 97 | 2031 | 278 | 2041 | 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> |
| Reduced carbon footprint or efficiency | 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. |
| Reduced resource usage on a pro-rated basis | 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 |
| Capturing and re-use of heat | The use of heat exchangers or compressor systems with heat recovery capabilities within the project should be set out here |
| Other environmental initiatives including biological impacts | Any other environmental initiatives the applicant is undertaking in respect of this investment should be set out here |
| None of the above | |

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.

Beneficiary/Investment Type

Select whether you are an SME or a non-SME, based on the definition provided in section 2.3 of this document.

Beneficiary/Investment Sub Type

Select an investment type, referring to the definitions given under question 2.3.

- Climate Change Investment
- Integrated Multi-trophic Aquaculture
- Other Aquaculture Capital Investment
- Recirculating Aquaculture System
- Seaweed

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, using the form provided, that the applicant company is trading as a going concern at 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 or Accountants) should all be uploaded with the Legal Declaration, and this needs to be verified in 6.2 and 6.3 below.

The legal declaration must be certified by a commissioner for oaths, a practising solicitor, a notary public or a qualified accountant.

6.2 Financial Statements

The latest audited financial statements/accounts must be provided as prepared by an independent qualified external accountant. These should be dated no later than 24 months prior to the grant application date and as certified in Appendix A of the legal declaration by a commissioner for oaths, a practicing 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 or Accountants

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.

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

Note: if the application relates to a new business (which has not yet operated for a full trading year): the applicant is 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

Applicants are required to provide evidence of the match funding required e.g. a letter from the bank in the case of a banking facility, together with evidence that the company has a cash flow facility to fund the investment prior to the drawdown of the grant e.g. a bank statement or a letter from the bank.

The following fields are to be completed:

- Contribution of the Grantee – own funds/Issued Share Capital
- Contribution of the Grantee – loans from a lending institution
- Potential BIM Grant (*this application*)
- Other Financial Contributions
- Total Financing (Note: this figure should equal the “Grand Total Cost of Project” in section 6.4)

The applicant must complete the Cash Flow Facility Template document and upload it as an EXCEL document.

7 EMPLOYMENT

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 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. 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 and Údarás na Gaeltachta |
| Eligibility Check and evaluation | To ensure compliance and assess validity | BIM |
| Assessment | To assess project potential | BIM and/or Údarás na Gaeltachta |
| 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 scheme 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. The letter will outline the contractual obligations and conditions that apply to the award. Applicants must acknowledge receipt of the award letter 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.

| CONTACT DETAILS |
|--|
| Bord Iascaigh Mhara Dun Laoghaire Co. Dublin sustainableaquaculture@bim.ie |