



Brexit Adjustment Reserve

## Fisheries Co-operatives Transition 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



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## Version Control

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1.0	10 <sup>th</sup> August 2022	Initial version

## INTRODUCTION

These Guidelines for Applicants for the Brexit Fisheries Co-operative Transition 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 scheme page of [www.bim.ie](http://www.bim.ie).

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

These guidelines are divided into six sections:

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

## **1. APPLICATION PREPARATION**

### **1.2 Submission Deadline**

The deadline for submission is the 30<sup>th</sup> September 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.

### **1.3 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 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?*

This scheme is open to Fisheries Co-operatives, registered with the Registrar of Friendly Societies, whose premises are approved by the Sea-Fisheries Protection Authority under Regulation (EC) No 853 / 2004, and that are primarily focused on Trade and Cooperation Agreement (TCA) quota stocks and are reliant on the commission earned from landings of their members' vessels for revenue. For the purposes of this scheme a co-operative is considered to be primarily focused on TCA quota stocks if the total of its members landings is comprised of 75% or more TCA quota stocks.

### **1.8 Intellectual Property**

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

### **1.9 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.

### **1.10 General Guidance before Drafting your Application**

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

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 templates provided 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**

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 Fisheries Cooperatives that are primarily focused on TCA stocks (hereinafter 'the cooperatives').

The scheme aims to provide short-term aid to offset the reductions in turnover experienced by the cooperatives directly due to reductions in raw material arising from the TCA-induced quota transfers. The support is design to stabilise cashflow in the short-term, allowing the cooperatives to re-configure and re-structure their businesses in the longer-term to adapt to the changed trading environment under the TCA.

### **2.3 Scheme Description**

The scheme will operate in 2022 only.

The main elements of the scheme are as follows:

1. The scheme would support the Co-operatives through the provision of short-term support aid, to offset the reductions in sales experienced during 2021.
2. The payments under the scheme would be calculated based on the reduction in fish sales for the Co-operative's boats for the first nine months in 2021 compared to the same period in 2019.
3. The payment would be based on 7.5% (Co-op Commission taken from landings) of the reduction in fish sales (i.e. turnover) for the Co-operative's boats compared to 2019. This will be verified by sales notes data from the Sea Fisheries Protection Authority and may be cross-referenced with audited accounts.
4. Evidence to establish a causal link between the reduction in sales is directly linked to quota transfers under the TCA as well as evidence of the difficulties in market access and trading conditions. This will be verified through the provision of sales notes documentation by stocks.
5. A signed declaration by the directors of the Co-operative and an external accountant to verify that the business is commercially viable and not in financial difficulty.
6. A signed declaration that the Co-operative has no director or shadow director or other officer who has a conviction for an offence concerning professional misconduct, fraud, corruption, involvement in a criminal organisation, theft, money laundering or any other illegal activity where such illegal activity is detrimental to the European Union's financial interests.
7. Evidence that the directors of the Co-operative have not taken dividends/payments to deliberately reduce turnover. This will be verified by using sales notes documentation to establish turnover.
8. A signed declaration that any payment received will not be distributed back to the member vessels but used solely for the operation of the Co-operative.
9. Payments are capped at a maximum of €250,000 per qualifying Co-operative.

### **3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM**

#### **1 ELIGIBILITY CHECK**

On this page you need to verify that:

- Your business is a fisheries cooperative registered with the Registrar of Friendly Societies, verified by your registration number; and
- Your cooperative is primarily focused on TCA quote stocks.

#### **2 APPLICANT DETAILS**

##### **2.1 Authorised Contacts**

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

##### **2.2 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. 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.

#### **3 AUDITED ACCOUNTS**

##### **3.1 Audited Accounts**

You need to upload your signed and audited accounts for 2019 and 2021.

#### **4 BANK DETAILS AND TAX CLEARANCE**

##### **4.1 Tax Reference Details**

This grant scheme does not involve a claim process, so we need to verify your tax clearance at this stage. Please provide your Tax Reference Number and Tax Clearance Access Number. If you need information on how to obtain your tax clearance numbers from Revenue, click [here](#).

##### **4.2 Bank Details**

Please provide the details of the bank account to which the grant payment should be made.

##### **4.3 Bank Statement**

We need to verify that the bank details provided are for an account in the name of the applicant organisation. Please provide a copy of the header of a bank statement for the account details provided. This copy does not need to include any transactions, but must show the account name, BIC and IBAN.

##### **4.4 Further Documentation**

You can answer No to this when submitting your application. If, as part of the review process, BIM requires additional information from you to substantiate your application, the form will be returned to you and you would load the additional information here.

## **5 DECLARATIONS**

### **5.1 Applicant's Declarations**

This question lays out a number of declarations which you need to confirm by ticking the check box.

### **5.2 Statutory Declaration**

Applicants are required to submit a statutory declaration using the template provided. This must be signed by all directors of the cooperative and must be witnessed by a notary or practising solicitor.



#### 4. EVALUATION AND AWARD PROCESS

Step	Description	Carried Out By
Call for proposals	BIM will invite applications from eligible fisheries co-operatives.	BIM
Eligibility Check and evaluation	To ensure compliance and eligibility.	BIM
Payment	BIM will issue letters of offer to successful applicants and applicants will be required to formally accept the offer.  Participants will be paid following verification of compliance with the T&Cs.	BIM

All applicants will be notified in writing of the results of the compliance and eligibility checks. 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.

#### 5. CLAIM PROCESS

This grant scheme does not require a claim process. All eligible applications will receive a letter of offer, and on acceptance of that offer via GEMS payment of the grant aid amount will be arranged.

#### 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](http://www.bim.ie).

CONTACT DETAILS
<p>Bord Iascaigh Mhara Dun Laoghaire Co. Dublin <a href="mailto:Cooperatives.transition@bim.ie">Cooperatives.transition@bim.ie</a></p>