



## Sustainable Part B Scheme

### GUIDELINES FOR APPLICANTS

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



#### EUROPEAN UNION

This measure is part-financed by the European Maritime and Fisheries Fund



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



Ireland's European Structural and  
Investment Funds Programmes  
2014-2020

Co-funded by the Irish Government  
and the European Union

## Version Control

Version	Date	Change description
1.0	12/05/2023	Initial version

## INTRODUCTION

These Guidelines for Applicants for the **Sustainable Part B Scheme** provide guidance on the investment types, eligibility, assessment criteria and the application process for this scheme.

Applicants should also read the **Conditions of Offer** for grantees which set out the conditions for the awarding of grant-aid and the obligations for successful applicants in accepting the award. These are available to download from the Seafood Training Scheme page of [www.bim.ie](http://www.bim.ie).

At all stages, where a document is required to be completed and uploaded and where diagrams and images may be included where appropriate, video files are not permitted.

These guidelines are divided into six sections:

- Application Preparation
- Scheme Description and Legal Basis
- Completing the Electronic Grant Application Form
- Evaluation and Award Process
- Claim Process
- Further Information

## 1. APPLICATION PREPARATION

### 1.1. Submission Deadline

The deadline for submission is 16<sup>th</sup> June 2023. All applications will be made online through <https://bim.flexigrant.com/>. The Grant Electronic Management System (GEMS) is the grant platform which enables you to edit / update the application at any time during the application stage.

After the submission of your application, changes or additions are no longer possible unless the administrator requires you to make edits to the application form.

### 1.2. Acknowledgement of Receipt

The date and time of submission of the application is automatically recorded and an acknowledgement of receipt will be sent to the applicant by email. If you do not receive an email with the acknowledgement of receipt, it is because the application has not been successfully submitted. Please check your spam folder in case the acknowledgement of receipt has been directed to your spam folder. Please note that an Acknowledgement of receipt email is not a confirmation of grant aid. At this point the application is being processed only.

### 1.3. Rejection of Applications

Please ensure to upload the correct documents (in PDF format) under the corresponding category otherwise your application could be classified as inadmissible. Once the proposal is submitted, the application will be evaluated. During this stage, BIM may contact the applicant to clarify matters such as eligibility or to request additional information.

### 1.4. Grant claims

All grant claims under this scheme must be submitted by 30th September 2023. All claims must be submitted via the Grant Electronic Management System (GEMS).

The documents required for the claim form are:

- Invoice(s) for grant aided items.
- Proof(s) of payment for grant aided items. Note: BIM do not accept cash payments.
- Bank and Tax details in the organisation's name
- Valid Vessel Fishing Licence
- Valid Vessel Fishing Registry Certificate
- Fishing Compliance Certificate (Code of Practice) or Safety Certificate or Certificate of Compliance for Larger Vessels
- Chartered Accountant's Certificate (if expenditure exceeds €30,000)

After the submission of your claim, changes or additions are no longer possible unless the administrator requires you to make edits to the claim form.

### 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 to 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**

The scheme is restricted to the owners of commercial fishing vessels which must be registered on the Irish Fishing Boat Register at the time of grant payment.

**1.8. General guidance before drafting your application**

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

Completeness: Please make sure your application is fully complete and includes all the relevant information.

## 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, 32, 37, 38, 39, 40, 41, 42, 43, 68, 69, 76 of the European Maritime & Fisheries Fund, specifically Union Priority 1, Sustainable Development of Fisheries, and 5, Marketing and Processing.

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

The Managing Authority (MA) is the Marine Agencies & Programmes Division, Dept of Agriculture, Food and Marine. The Intermediate Body (IB) is Bord Iascaigh Mhara (BIM).

### 2.2 Scheme Objectives

This scheme is designed to assist all those directly involved delivering sustainable fisheries including those involved or soon to be involved in implementing the landing obligation. This includes fishermen, organisations of fishermen, fishermen's co-operatives, and processors. Particular attention is paid to the promotion of operations which integrate producing, processing, and marketing activities of the supply chain, or which consist of innovative processes or methods. This scheme will also support the processing of unwanted catches. Finally, the scheme will assist those in the wider seafood sector, including those not directly affected by the landing obligation, to achieve the goals of the Common Fisheries Policy.

### 2.3 Scheme Description

BIM manages this scheme by providing supports for fishermen the following areas:

Fleet Improvement Projects provide grant aid to the owners of commercial fishing vessels for the purchase of capital equipment. The equipment must:

- Improve hygiene, health or working conditions, and/or,
- Improve the quality of fishery products or adds value to fishery products, and/or,
- Eliminate discards or deal with unwanted catches, and/or,
- Improve size or species selectivity, and/or,
- Reduce the impact of fishing gear on the ecosystem including the seabed or on non-target species, and/or,
- Protect gear and catches from certain mammals and birds.

The scheme is restricted to the owners of commercial fishing vessels which must be registered on the Irish Fishing Boat Register at the time of grant payment.

**2.4 Application Assessment**

Applications are approved subject to eligibility checks and available budget.

### 3. COMPLETING THE ELECTRONIC GRANT APPLICATION FORM

The numbering in this section follows the page numbers and questions numbers on the electronic grant application form.

#### SECTION 1: APPLICANT AND VESSEL DETAILS

##### 1.1 Associated Contacts

Select one option which best describes your application type:

- I am completing this form on behalf of someone else.
- I would like to nominate a second person BIM can discuss this application with on my behalf.
- I am an Agent completing this form on behalf of my client.
- None of the above.

##### 1.2 Vessel Size

Select the vessel size from the options provided.

- 12 metres (LOA) or lower
- Larger than 12 metres (LOA)

Grant applications for vessels less than 12 metres (LOA) and not using towed fishing gear, please select the “Small Scale Fisheries “Sustainable Fisheries Scheme Part B – Small Scale Coastal Fishers” application form.

##### 1.3 Beneficiary Organisation

Complete the fields:

- Contact Name
- Organisation Name/Trading Name
- Address/County/Eircode
- Phone/mobile number/Email

##### 1.4 Vessel Details

The following fields are to be completed:

- Vessel Name
- EU Registration Number (CFR)
- Port Registration Number
- Home Port
- Vessel Type (Polyvalent Potting, Polyvalent General, Beam Trawl, Specific and Pelagic)

##### 1.5 Vessel Ownership

Confirm that the organisation is listed in this application, is the registered owner of the vessel detailed above, or that registration is pending under that name, select yes/no option to this question.



## SECTION 2: EXPENDITURE AND SUPPLIER QUOTES

Listed in this section are project caps and special conditions applied to each project category.

Note: Category items which do not appear in this list do not incur spending caps or special conditions.

- Upload the supplier quotes in PDF or Image format.
- The number of quotations required depends on the project category. Check the number of quotations required by selecting the link to the Procurement Required for Grant aid Table.
- The Expenditure Category and Grant Rates Quick Reference List Table lists the types of equipment eligible for grant aid and the associated grant rates.

### 2.1 Supplier Quotes

The quotes must be:

- Be made out to Applicant/Applicants Organisation.
- Be no more than 12 months old.
- Be formal quotes on the suppliers headed paper / electronic format clearly displaying the providers name.
- 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.
- Clearly indicate the VAT portion of the cost.

Upload the supplier quotes in either PDF or Image format.

### 2.2 Items of Expenditure

Use the "Add Expenditure" item button to add each item to be grant aided. Ensure the inputted amount matches the amount on the quotation (excluding VAT) and is the for the full amount of each item.

**Note:** if a foreign currency is indicated on the quotation, the Euro equivalent must be inputted. Use [www.oanda.com](http://www.oanda.com) to obtain the conversion rate and amount for the date the quotation was issued.

### 2.3 Non-Lowest Quote / Too Few Quotes

If the lowest quote is not being applied for, or you are unable to acquire necessary number of quotes, the enter the reason(s) in this section.

### 2.4 Fleet Improvement Project Caps and Special Conditions

Listed in this section are project caps and special conditions applied to each project category.

**Note:** Category items which do not appear in this list do not incur spending caps or special conditions.

## SECTION 3: FISHING ACTIVITY DOCUMENTATION

### 3.1 Fishing Licence

Upload a copy of your Fishing Vessel Licence.

**Note:** this question is optional at the application stage, however a valid, in-date Fishing Licence is required at the time of payment.

### 3.2 Fishing Register Certificate

Upload a copy of your Fishing Vessel Certificate.

**Note:** this question is optional at the application stage, however a valid, in-date Fishing Certificate is required at the time of payment.

### 3.3 Fishing Compliance Certificate

Upload a copy of any of the following documents:

- Declaration of Compliance with the Code of Practice for vessels less than 15 metres overall length
- Safety Certificate
- Certificate of Compliance for Larger Vessels

### 3.4 Fishing Vessel Size

For vessels equal to or greater than 10 metres LOA, the applicant must submit a completed Form B1 which must be stamped by the SFPA prior to submitting the application.

For vessels less than 10 metres in length LOA, the applicant must complete and submit Form B2.

Select the size of the vessel as appropriate:

- Less than 10 metres LOA
- Equal to or greater than 10 metres LOA

### 3.5 B3: Investments On-Board that Improve Quality

To be completed if the applicant is applying for items under category B3: Investments On-Board that Improve Quality. If you have not applied under B3, select No.

- Select Yes/No, as appropriate.

### 3.6 Drawings, Netplans and Specifications

Applicants applying for the following items must provide Drawings/Netplans/Specifications from a netmaker/gear-supplier of the existing gear and the proposed gear improvements:

- B3: Investments on board that improve quality  
-Any items listed under B3 category (i) (only applicable for vessels using nets)
- B4: Environmentally Friendly Fishing Gear and the Protection of Marine Biodiversity  
-Size selective or species selective fishing gear (e.g. square mesh panels, selective codends, sorting grids)  
-Gear modifications that limits damage to the seabed.
- B5: Promotion of energy efficient and mitigation of climate change.  
-Towed gear modifications to reduce fuel consumption (e.g. fuel efficient trawls, fuel efficient wraps, fuel efficient trawl doors).

If you are not applying for any of the above items, please ignore this question.

### 3.7 B6: Engine Replacement for Vessels less than 12 metres (LOA)

Applicants applying for any items/services "B6: Engine Replacement for Vessels less than 12 metres (LOA)

- Select Yes to complete the form
- Select No as non-applicable

## **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

Applications for funding received by the notified submission date are checked for compliance with the eligibility criteria. Applications considered to be ineligible are returned to the applicant with a note explaining why they are ineligible. Applications meeting the eligibility criteria will be allocated a unique reference number. The unique reference number should be used in any subsequent correspondence or enquiry with BIM. Once eligibility checks have been passed, BIM will calculate the grant aid amount which will be the eligible costs for the course multiplied by the support rate the student is entitled to.

Applications will be selected for funding as follows:

Step	Description	Carried out by
Call for Applications	Applications invited	BIM
Eligibility Check	To ensure compliance and assess validity	BIM
Grant Offer	Issue of letters of offer awarding funding	BIM

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

Successful applicants may be asked to make minor changes to their proposals during the grant aid negotiation phase.

All applicants will be notified in writing of the results of the eligibility checks. The letter of offer 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

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

- If you have received more than €10,000 in grant aid from BIM in the previous 12 months you will need to provide tax details. Note that the tax details must be those of the student who attended the course.
- A Chartered Accountant's Certificate is required for grant claims total expenditure exceeding €30,000.
- An Irish bank account to which any grant amounts owing will be paid. Note that the bank account must be in the name of the organisation.
- Copies of the vessel's Fishing Vessel Licence, Fishing Vessel Certificate and Fishing Compliance Certificate (e.g. COP, Safety Certificate, Certificate of Compliance for Larger Vessels) must also be provided.

## 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). It is the responsibility of all applicants to ensure that they keep informed of any responses to clarifications prior to submitting an application.

CONTACT DETAILS
Bord Iascaigh Mhara Crofton Road Dun Laoghaire Co. Dublin Email: <a href="mailto:sustainablepartb@bim.ie">sustainablepartb@bim.ie</a>