

## Brexit Adjustment Reserve

# Brexit Pelagic Fisheries Support Scheme

## Guidelines for Applicants



### 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  
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## Document Control

Version	Main changes	Approver	Approval/Effective Date (Initials & Date)
1.0	Initial draft	Director Corporate Services	FH 31 <sup>st</sup> Oct 23

## Document Purpose

The purpose of this document is to assist applicants as they prepare an application to this grant-aid scheme. The focus in this document is on describing the full process to applicants, and to help them prepare a quality application. Detailed guidance on how to complete each question is contained within the application form itself, on BIM's online grants portal.

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## Introduction

These Guidelines for Applicants for the Brexit Pelagic Fisheries Support Scheme provide guidance on the application process and assessment criteria, and are divided into five sections:

1. The application and approval process
2. How BIM evaluates applications
3. Things to note before starting your application
4. How to complete an application
5. What happens after you receive a Letter of Offer, or a rejection

Applicants should also read the following two documents which can be found on the scheme page of [www.bim.ie](http://www.bim.ie):

- The Scheme Description which lays out the background to the scheme, who can apply, what is funded, and the amounts granted.
- The Letter of Offer for grantees which sets out the conditions of the awarding of grant-aid and the obligations for successful applicants in accepting the award.

## Submission Deadline

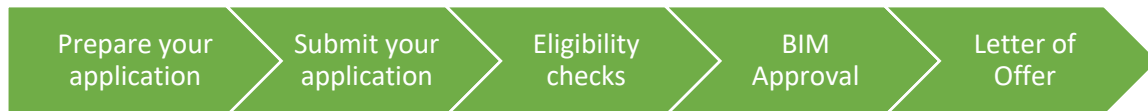
The deadline for submission is **15<sup>th</sup> November 2023**. All applications are to be made through BIM's online grant portal.

## Claim Deadline

There is no claim form associated with this grant scheme. Payments will be made once all pre-payment conditions have been met.

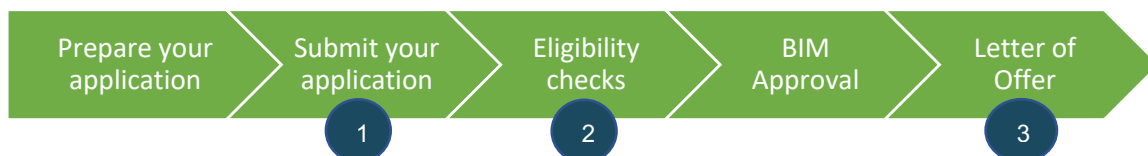
## Application and Approval Process

This flow shows the steps involved in getting from application preparation to receiving a Letter of Offer.



- Prepare your application by gathering all the required information and entering it in BIM's online grants portal. The online portal allows you to edit the form over time, and to add additional information as you gather it.
- When you have completed the form, you submit it to BIM through the system. 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.
- BIM carries out a series of eligibility checks, to ensure that everything you have provided us with is compliant with scheme rules.
- If the grant application is approved for funding, a Letter of Offer will be issued.

### When will you hear from us



1. When you submit your application, you will receive an automated email acknowledging receipt. If you do not receive this email, it is because the application has not been successfully submitted. Please check your spam folder in case the acknowledgement of receipt has been directed there. *Please note that an acknowledgement of receipt email is not a confirmation of grant-aid. At this point the application is being processed only.* Your application will be assigned a unique reference number and you will be notified of this in the acknowledgement email. The unique reference number should be used in any subsequent correspondence or enquiry with BIM.
2. There are two reasons you *might* hear from us at this stage:
  - i. It is the responsibility of the applicant to ensure a full and complete application is submitted. Incomplete applications may be deemed ineligible. If, during eligibility checking, it is discovered that information is missing, or is incorrect, your application may, if time allows, be returned to you describing the issue(s) and you will be asked to resubmit a full and complete application within a certain deadline. BIM will endeavour to return your application just once with all issues noted. Given the tight timeline for processing grant applications, if a

- grant application form is returned to an applicant for correction(s) to be made to it, applicants will be given no more than three (3) working days to make the corrections and resubmit their grant application.
- ii. If our checks show that you are not eligible for the scheme, your application will be rejected, and the reason provided.
3. And finally, you will be informed of BIM's decision. If you have been approved for funding, you will receive a Letter of Offer. If you have not, you will receive a rejection letter, which will state the reasons for rejection.

As you can see, the more complete your application is when first submitted, the more likely it is to proceed smoothly through all stages with minimum delays. We encourage all applicants to take the time to fully understand the application form, and the evaluation criteria so that they submit a quality application.

## Things to note before starting your application

### General guidance

- Applications may be submitted in English or Irish.
- Applicants are advised to check that their application includes all the relevant information, as it will be evaluated based on the submitted content.

### Currency

All applications must be made in euro.

### Multiple Applications

Only one grant application can be submitted for each vessel.

## Information you will be asked to provide

You will be asked to provide the following information with your application form. This list is provided here to help you gather all required information.

### **Page 1 – Vessel and Applicant Details**

- Authorisation for contacts other than yourself to manage your application. If an Agent is completing the form on your behalf, a Grant Application Third-Party Authorisation Document must be downloaded, signed, and then uploaded. This form can be downloaded from the grant application form.
- Contact details for the vessel owner.
- Vessel Details.
- Joint Ownership Form, if applicable. If the vessel listed in the grant application form is owned by two or more individuals, a Joint Vessel Owner Authorisation Form must be downloaded, signed, and then uploaded. This form can be downloaded from the grant application.
- Crew member details, along with the percentage of the grant aid that you will pay to that crew member. Note that the total crew compensation must be at least 30% of the grant aid amount.
- Safety cards for each crew member.

## Page 2 – Finance Details

- Tax Reference Number
- Tax Clearance Access Number  
**Note:** For vessels with more than one owner, all vessel owners must provide BIM with their Tax Clearance Details.
- Bank details, for a bank account in the name of the applicant and supporting bank statement. The bank account details and bank statement provided must be in the name of the vessel owner as per the Irish Fleet Register. The bank statement must be dated within the last 12 months, showing the account name and bank account details.

## Page 3 – Declarations

- This page has a number of declarations which you confirm by clicking a checkbox.
- External Accountant's Statement: The document can be downloaded from the grant application. This document must be signed and stamped by a qualified practising external accountant and printed on the practice's headed paper.

## How BIM Checks Eligibility

BIM carry out a series of eligibility checks on each grant application. These checks are as follows:

- **Applicant Contact Details:** BIM ensures that all fields are completed.
- **Authorised Contact Details (if applicable):** BIM checks if additional contact persons, or agents, have been authorised by the applicant, and ensures they are included in further communications.
- **Joint Vessel Ownership Details (if applicable):** For vessels with more than one owner, BIM checks that the Joint Vessel Ownership Authorisation Form has been completed and uploaded to the grant application form.
- **Vessel Details Register:** BIM checks that the vessel details provided on the grant application form match the vessel details on the Irish Fleet Register.
- **Crew Member Details:** BIM checks that full and complete details have been provided for each crew member, along with a safety card.
- **Tax Clearance Details:** BIM checks that the amount of grant aid received in the last 12 months from BIM and all other grant sources is less than €10,000 for the applicant(s). BIM also carries out a Revenue Good Standing Check, on [www.ros.ie](http://www.ros.ie) using the Tax Reference Number and Tax Clearance Access Number.
- **Bank Details:** The bank account details provided must be in the name of the Vessel Owner as per the Irish Fleet Register. BIM checks on the BIC and IBAN details provided using [www.ibancalculator.com](http://www.ibancalculator.com). BIM also checks that the applicant's bank details provided in the grant application form match the bank statement provided.
- **External Accountant's Statement:** BIM checks that this has been uploaded. This document must be signed and stamped by a practising qualified practising external accountant and printed on their practice's headed paper.
- **Declarations:** BIM checks that all declarations have been checked off by the applicant, including the EMFAF Article 11 compliance.



## What happens after a Letter of Offer

Applicants must acknowledge receipt of the letter of offer, and acceptance of the conditions attached to the award. This is done through the BIM online grants portal. In accepting the award, applicants agree to the scheme's terms and conditions.

Under this scheme applicants will have **one week** to accept a Letter of Offer.

BIM will check that the following pre-payment conditions have been met:

- The applicant has accepted the Letter of Offer within the required timeframe.
- The applicant continues to meet the admissibility requirements of Article 11 EMFAF.
- The applicant meets all tax clearance requirements.

Once these conditions have been met, payment will be made.

## Data Protection

All personal data that will be included in the applications submitted online 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 website or log on to BIM's grants portal for any updates that may occur by the deadline for submission of their proposals.

## 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
Bord Iascaigh Mhara Dún Laoghaire Co. Dublin Email: <a href="mailto:brexitpelagicfisheries@bim.ie">brexitpelagicfisheries@bim.ie</a>