

Brexit Adjustment Reserve

Brexit Fisheries Co-operatives Transition 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



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Document Control

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1.0	Initial draft	Director Corporate Services	FH 31 st 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 Fisheries Co-operative Transition Scheme provide guidance on the application process and assessment criteria, and are divided into five sections:

1. The application and approval process
2. Things to note before starting your application
3. How BIM evaluates applications
4. 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:

- 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

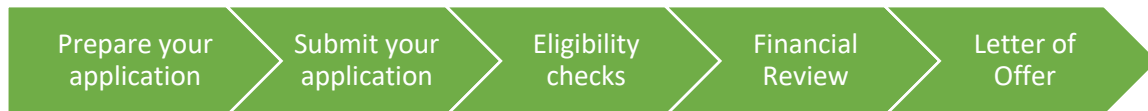
The deadline for submission is **23rd November 2023**. All applications are to be made through BIM's online grants portal.

Claim Deadline

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

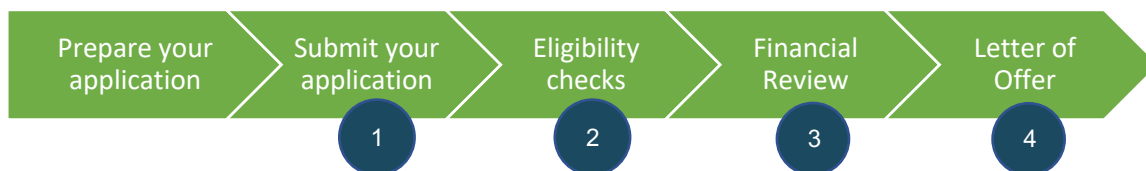
Application and Approval Process

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 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.
- Your application then goes through a financial review.
- All eligible applications are approved by BIM.
- If BIM approves your application for funding, a Letter of Offer will be issued.

When you will 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 re-submit 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. The review panel may have queries for you if something in your application requires clarification or further explanation. If this happens, as above, your application will be returned to you, noting the information required, and you will be given a deadline by which you should resubmit.
4. 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.

The more complete your application is when first submitted, the more likely it is to proceed smoothly through all stages with minimum delays. All applicants are encouraged 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 may be submitted for each Co-operative.

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 – Applicant Details

- Authorisation for contacts other than yourself to manage the grant application. If an agent is completing the form on your behalf, a Grant Application Third-Party Process Authorisation Document must be downloaded, signed, and then uploaded to the grant application form. The document can be downloaded from the grant application form.
- Contact Details for your Co-operative.
- Co-operative Member Details: Please complete the excel sheet provided in the grant application form.

Page 2 – Financial Details and Documents

- Final Accounts for 2019 and 2022
- Tax Reference Number
- Tax Clearance Access Number
- Bank account details, for a bank account in the name of the Co-operative and a supporting bank statement for that account.
- Statutory Declaration: This document must be downloaded, signed and then uploaded to the grant application form.
Note: The Statutory Declaration must be signed and stamped by a Commissioner for Oaths, a Practising Solicitor or a Notary Public.
The Statutory Declaration Appendix 1 must be completed by an External Accountant and submitted on the External Accountant's headed paper.
- Further documentation: if required by BIM, upload any additional documentation.

Page 3 – Declarations

This page has a number of declarations which you confirm by clicking a checkbox.

How BIM Checks Eligibility

BIM carries 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.
- **Fisheries Co-operative Check:** BIM checks that the applicant is a Fisheries Co-operative registered with the Registrar of Friendly Societies, and that they are an approved establishment with the SFPA.
- **Tax Clearance Details:** BIM carries out a Revenue Good Standing Check, on 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 Co-operative named in the grant application. BIM checks on the BIC and IBAN details provided using www.ibancalculator.com and also checks the bank details inputted to the grant application form match the bank statement provided.
- **Declarations:** BIM checks that all declarations have been checked off by the applicant, including the EMFAF Article 11 compliance.
- **Documentation Provided:** BIM checks that the applicant has uploaded all required documentation in the application including final accounts for 2019 and 2022 and the legal declaration.
- **SFPA data:** BIM shares the list of member vessels with the SFPA, who provides sales notes data for those vessels, relevant to the scheme. BIM checks this data to ensure compliance with scheme rules.

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.
- The applicant continues to meet the admissibility requirements of Article 11 EMFAF.
- The applicant meets all tax clearance requirements.
- All relevant documentation has been provided.

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 webpage 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.

CONTACT DETAILS
Bord Iascaigh Mhara Dún Laoghaire Co. Dublin Email: cooperatives.transition@bim.ie