

## Brexit Adjustment Reserve

# Brexit Specific Scallop Fleet Transition Support Scheme

## Guidelines for Applicants



## Document Control

Version	Main changes	Approver	Approval/Effective Date (Initials & Date)
1.0	Initial draft	Director Corporate Services	FH 21/11/23

## 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 Specific Scallop Fleet Transition 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

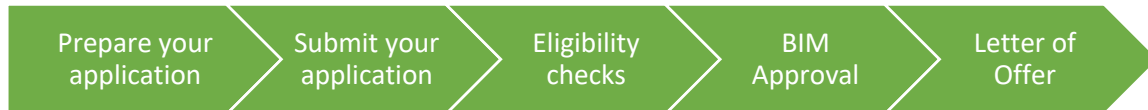
The deadline for submission is 30<sup>th</sup> November 2023. All applications are be made through BIM's online grant portal.

## Claim Deadline

There is no claim form associated with this grant scheme.

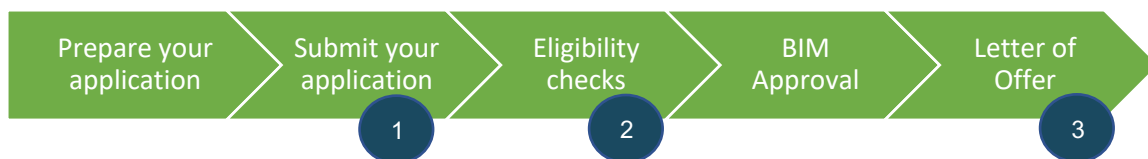
## Application and Approval Process

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.
- If BIM approves your application 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:
  - a. 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.
  - b. 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 the 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 consider the following aspects before submitting an application:
  - Relevance: ensure that your application addresses each of the eligibility criteria as laid out in the “Evaluation and Award” section below.
  - Completeness: Check that your application includes all the relevant information, as it will be evaluated based on the submitted content.

## Currency

All grant payments will be made in euro.

## Multiple Applications

Only one grant application can be submitted for each vessel.

## Documents you will be asked to upload

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

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

Authorisation for contacts other than yourself to manage your application. If an Agent will complete the form on your behalf, a Grant Application Third-Party Process Authorisation Document must be downloaded, signed, and uploaded. This form can be downloaded from the grant application.

- Contact details for you and your organisation
- Vessel details
- Joint vessel ownership details, if applicable
- SME declaration

### **Page 2-Bank Details and Tax Clearance**

- Tax Reference Number
- Tax Clearance Access Number
- Bank details, for a bank account in the name of the applicant, along with a bank statement for that account.

### **Page 3 – BIM Declarations**

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

## How BIM evaluates applications

BIM carries out a series of eligibility checks on each grant application. The eligibility checks which your grant application will be scored against are, as follows:

- **Applicant Contact Details.**
- **Authorised Contact Details (if applicable):** e.g., contact person including agents. This section needs to be completed if there is a contact person listed on the grant application form or if an agent is managing the grant application on behalf of the applicant. The Third-Party Application Grant Authorisation Form will need to be completed and uploaded to the grant application form for agents only.
- **Vessel Details Register:** BIM checks the vessel details provided on the grant application form match the vessel details on the Irish Fleet Register.
- **Joint Vessel Ownership Details (if applicable):** For vessels with more than one owner, the Joint Vessel Ownership Authorisation Form will need to be completed and uploaded to the grant application form. BIM check the information provided matches the vessel details on the Irish Fleet Register.
- **Sea Licence Details:** BIM checks the information provided on the Sea Licence matches the information provided on the grant application form and the Irish Fleet Register.
- **Tax Clearance Details:** BIM checks the amount of grant aid received in the last 12 months from BIM and all other grant sources less than €10,000 for the applicant(s) and a Revenue Good Standing Check using the Tax Reference Number and Tax Clearance Access Number provided by the applicant(s).
- **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) and the bank details entered to the grant application form match the bank statement provided.
- **Sea Fisheries Protection Agency (SFPA) Days at Sea:** BIM confirms with the SFPA the number of days lost in 2021 compared to 2018-2020 for the vessel.
- **Declarations:** BIM checks the 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.

Payments will be made once the 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.

## 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 our 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:brexitscallopft@bim.ie">brexitscallopft@bim.ie</a>