

European Maritime, Fisheries and  
Aquaculture Fund (EMFAF)

# Seafood Processing Capital Investment Scheme

**Guidelines for Applicants**



Rialtas na hÉireann  
Government of Ireland



Arna chomhchistiú ag  
an Aontas Eorpach

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# Introduction

These Guidelines for Applicants for the Seafood Processing Capital Investment Scheme provide guidance on the application process and assessment criteria.

## Eligible Beneficiaries - who can apply for this Scheme

This Scheme is available to applicants who are BOTH an onshore processing SME and have either a SFPA approval number with activity code FFPP (Fresh Fishing Products Plant) or PP (Processing Plant) or a HSE Environmental health Office (EHO) number for Seaweed Processors.

## Amounts Grant Aided

Beneficiary Type	Aid Intensity Rate	Expenditure Type
All eligible beneficiaries	50%	<b>Processing Equipment:</b> <ul style="list-style-type: none"><li>• Investments to add value to, or fully utilise raw material.</li><li>• Investments in renewable energy sources</li><li>• Improvements in energy efficiency/reductions in carbon emissions in buildings where secondary processing is housed.</li></ul>
All eligible beneficiaries	30%	<b>Operational Optimisation:</b> <ul style="list-style-type: none"><li>• Investments to optimise operations</li><li>• Improvements in energy efficiency/reductions in carbon emissions in buildings where only primary processing is housed.</li></ul>

A cap of €3m in grant aid over the life of the Scheme under the EMFAF Programme applies to any single beneficiary or company.

## Submission Deadline

The Scheme will be open for applications from **1 August 2025** and the deadline for submission of applications is **11.59pm\* on 31 October 2025**.

\* Note that while applications can be submitted up to 11.59pm, support is only available from BIM during normal office hours, so applicants are encouraged not to wait until the last minute!

Eligibility checks and evaluation will be carried out as applications are received but offers will not be made until after the call closes and all applications have been assessed. Should there be any budget limitations, offers will be made to the highest ranking applications.

Any applications which have not passed all eligibility checks by 21st November 2025 will be closed. If the applicant can address the reasons that they failed eligibility checks in advance of the next call under the scheme, they will be free to apply again under the next call.

Applicants are free to incur expenditure for their project from the point that they submit an application **but this is entirely at the applicant's risk**. As noted above, an application may be closed, or an offer of grant aid might not be made.

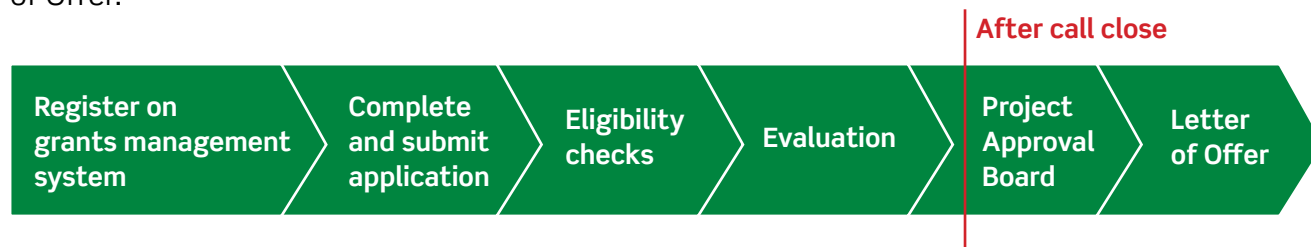
All applications are to be made through BIM's grants management system.

### Claim Deadline

All projects must be completed with a claim submitted by **30th September 2026**.

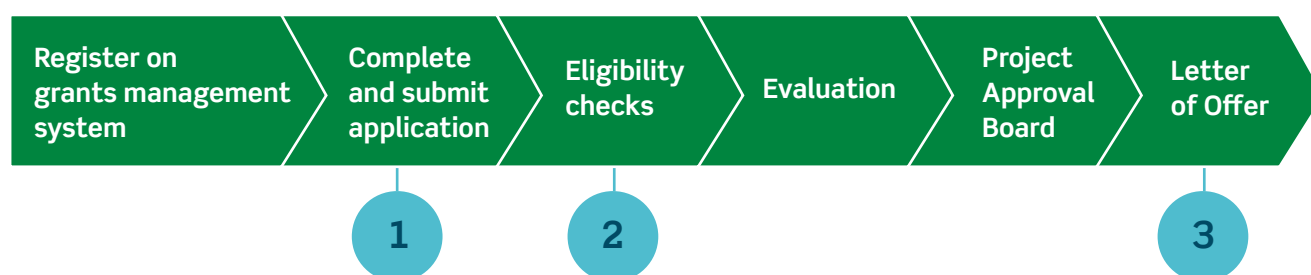
# Application and Approval Process

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



- Register on BIM's grants management system.
- Prepare your application by gathering all the required information and entering it in BIM's grants management system. The system 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.
- All eligible applications are evaluated and assigned a score.
- All applications meeting the minimum score are reviewed by the Project Approval Board and either approved or rejected for funding.
- Letters of Offer or Rejection will be issued by BIM based on the decision of the Project Approval Board.

## 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.

Any expenditure incurred after the date of this email but before a Letter of Offer would be considered eligible in any claim, but such expenditure is entirely at the applicant's risk since an offer of grant aid may not be made.

2. All applicants will hear from us at the end of this stage, but some applicants may have their form returned if it is incorrect/incomplete:
  - i. You will hear from us if there is an issue with your application. It is the responsibility of the applicant to ensure a full and complete application is submitted. 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). You will be given a deadline by which all corrections must be made and the grant application resubmitted. If it is still incorrect or incomplete on resubmission it may be deemed ineligible.
  - ii. Once eligibility checks are completed all applicants will be updated as follows:
    - i. If our checks show that the application is not eligible for the scheme, or if we could not validate your eligibility based on the information provided, your application will be rejected, and the reason provided.
    - ii. If our checks show that the application is eligible for the scheme, an update will be provided informing you that this stage has been passed.
3. Following evaluation, BIM will inform you of the Project Approval Board's decision by issuing a Letter of Offer or a Letter of Rejection.

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

- Applicants are advised to check that their application includes all the relevant information, as it will be evaluated based on the submitted content.
- The primary communication method used in the administration of this scheme is email. It is the responsibility of the Applicant to ensure that BIM is on their safe list of contacts, and that they regularly check their email for any updates or deadline requirements.
- All applications must be made in euro.

## Documentation checklist

You will need the following documentation to complete the application:

- Statutory declaration which includes latest financial statements (a template is provided in the grants management system)
- Financial projections (a template is provided in the grants management system)
- Cashflow forecasts (a template is provided in the grants management system)
- Evidence of matched funding clearly indicating how you plan to finance this project

## Standard Eligibility Checks

BIM will check the evidence provided by the applicant to ensure that all eligibility criteria set out are met, and that all required documentation has been provided

## Evaluation Scoring Criteria

Each application which passes eligibility goes through a technical, financial and environmental review, and is scored against the following evaluation criteria. It is recommended you take the time to understand this so that you can provide sufficient details in your answers which will allow you to score highly.

Evaluation guidance	If....	...then score in the range:
Direct impact against scheme objective	The applicant has demonstrated that this investment will have a <b>significant</b> impact against the scheme objectives they are targeting	30-40
	The applicant has demonstrated that this investment will have an <b>incremental</b> impact against the scheme objectives they are targeting	15-29
	The applicant has demonstrated that this investment will have a <b>limited or weak</b> impact against the scheme objective(s) they are targeting	0-14
Organisation governance and capacity	The applicant has provided a <b>clear and convincing</b> business plan which is aligned with strategy, and a supporting project delivery plan, and has clearly shown they have the capacity to deliver the project.	15-20
	The applicant has provided a <b>moderately convincing</b> business plan, and a supporting project delivery plan, and has shown they have the capacity to deliver on those plans, but some detail is lacking	10-14
	The business plan and project plan provided by the applicant has failed to demonstrate a well-thought through investment, and/or to demonstrate they have the capacity to deliver on their plans	0-10
Environmental impact	The applicant has demonstrated that the proposed investment has the potential to <b>significantly</b> reduce energy consumption (kWh) or carbon (KgCO <sub>2</sub> ) per unit of output	15-20
	The applicant has demonstrated that the proposed investment has the potential to <b>incrementally</b> reduce energy consumption (kWh) or carbon (KgCO <sub>2</sub> ) per unit of output	10-14
	The applicant has demonstrated a <b>limited or no</b> reduction in energy consumption (kWh) or carbon (KgCO <sub>2</sub> ) per unit of output	0-10
Value for money	The applicant has provided <b>strong</b> evidence that they have sought value for money through the appropriate selection of expenditure items to fulfil the objectives, and appropriate quotations to compare prices for those items	15-20
	The applicant has provided <b>some</b> evidence that they have sought value for money through the appropriate selection of expenditure items to fulfil the objectives, and appropriate quotations to compare prices for those items	10-14
	The applicant has provided <b>little</b> evidence that they have sought value for money through the appropriate selection of expenditure items to fulfil the objectives, and appropriate quotations to compare prices for those items	0-10



# Offers/Rejections

Once the Project Approval Board has approved or rejected the application, BIM will issue a Letter of Offer or Letter of Rejection as appropriate.

## Further Information/Clarifications

Requests for further information/clarifications should be addressed, by email, to [grantshelpdesk@bim.ie](mailto:grantshelpdesk@bim.ie). Where appropriate, responses to requests for further information/clarifications will be made available to all interested parties via the BIM website.

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