



Agriculture and Fisheries Grant Scheme

Fisheries Grants

Guidelines for Applicants

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LEGAL DISCLAIMER

The information contained in these guidelines is intended to assist applicants in assessing their eligibility when completing an application for financial assistance. Completion of an application does not contractually bind the Department to grant assistance. The scheme is discretionary and any decision to provide assistance for a specific application will be based on its merits. The Department, in consultation with the industry, will undertake regular reviews of this guidance.

INTRODUCTION

The purpose of grants to the Fisheries industry is to provide grant support to primary fish producers and processors to encourage sustainable and diversified fisheries, improved productivity, contribute towards import substitution, safety at sea and to promote economic growth within the fisheries sectors.

The scheme aims to focus on support associated with the successful delivery of the 5 priority themes defined in the Future Fisheries Strategy:-

- **Managing sea fisheries**
- **Safeguarding the marine environment**
- **Developing our sea fisheries**
- **Managing resources**
- **Working with our customers**

The purpose of the scheme is to support commercial businesses in making investments to improve the sustainability of the business.

These guidelines provide information on the scheme for potential applicants and cover the types of business eligible for support, the range of improvements for which financial assistance is available and the rates of grant that apply. Advice is also provided on the application and claim processes.

It is the responsibility of the applicant to ensure forms are completed accurately and returned within the time specified.

Warning: If you deliberately or recklessly provide any inaccurate information on your application, you could render yourself liable to prosecution.

For further information on all aspects of the scheme, please visit the following website:-

<https://www.gov.im/agandfishgrantscheme>

WHO CAN APPLY?

Applications will be accepted from commercial fishermen, fishing vessel owners, fish processors, recognised fishing industry bodies and fish aquaculture businesses.

Recognised fishing industry body:

Is a Partnership, Company and Limited Company which is registered with DEFA

or

a group of persons which represents the interests of the Manx fisheries sector and is recognised by the Department as representative of that sector.

Young fishermen

Young fishermen are eligible for enhanced grant support. Young fishermen are defined as individuals in the fisheries industry who have not attained the age of 40 years on the date on which an application for a grant, under this scheme, is submitted to the Department.

Applicants must be resident in the Island for tax purposes and must be carrying on the business of fisheries in the Island.

WHAT CAN YOU APPLY FOR?

This depends on the nature of your business and the proposed improvement.

Grant assistance is targeted towards aiding and developing the Island's fisheries sector in line with:-

- Reducing production costs;
- Improving production and product quality;
- Sustainable fishing methods;
- Increasing marketability;
- Facilitating diversification to other fish species;
- Improving knowledge and skills;
- Improving safety at sea;
- Preserving the natural environment.

The rates of support can be found in Appendix 1.

Applications will not be accepted for expenditure relating to:-

- Any fisheries sector activities taking place off-Island;
- Anything contrary to good business practice, environmental practice or that would appear to be contrary to the policies and objectives of the Department;
- The purchase of fishing vessels, engines or winches;
- The purchase of fishing licences.

The total proposed expenditure must be at least £1,000 and at least £200 for safety equipment.

The amount of grant paid, payable or approved by the Department under the scheme in any 5 year period to an eligible person will not exceed £200,000.

Importantly, grant assistance cannot be considered for items of expenditure which have been purchased prior to submission of an application. An application is considered to have been submitted when it is completed to the satisfaction of the Department.

Please note: Neither a preliminary discussion nor presentation should be considered a substitute for a properly supported application.

COMPLETING THE APPLICATION FORM

The application form can be found on the DEFA website or paper copies are available from the DEFA offices at St John's.

Applicants for Fisheries Grant support **must** complete sections 1 to 4* of the application form in full.

In section 2, please supply full details of your company registration number (section 2.1) (if applicable), and if you are vessel owner, the vessel name, PLN and RSS number of the vessel (sections 2.2, 2.3 & 2.4).

You are required to provide a general description of the proposal including details of the work to be carried out and the items to be purchased (section 2.5) along with a general description of the benefits expected from the proposal (section 2.6).

You are required to provide full, detailed information relating to the source of balance of the cost for the proposed expenditure (section 2.7) and section 2.8 requires details of the expenditure to be incurred on the proposed improvement.

Section 3 asks for details of costs and income, to allow a cost benefit analysis of the proposed improvement to be carried out.

***Please note:** If total expenditure is £15,000 or more, a detailed business case must accompany the application in place of Section 3.

By signing the application form (section 4) you are declaring your agreement and compliance with the full terms and conditions of the scheme.

Please make sure the form is completed fully and comprehensively to avoid delays in processing the application. The form will be returned to you for completion should there be any missing information.

If submitting an application by post, an applicant may wish to consider sending the information by recorded mail.

SUBMITTED COSTS AND QUOTES

Applications will be approved against submitted costs/quotes where possible.

Please note: Where an item is greater than £1,000 at least two quotes must be supplied from businesses which, in the opinion of the Department, are genuinely separate, to demonstrate the actual cost. Failure to do so will result in the application being rejected.

Smaller value items, less than £1,000 in total cost, may be approved against a single quote.

The amount of grant approved for payment will be based on the lowest quote and the grant paid will be based on this figure or the actual cost if this turns out to be a lower figure.

DEFA PROCEDURES

Application evaluation: Once an application has been received it will be formally evaluated. You may be asked to provide additional information and/or clarification of certain points during this phase. We may arrange a meeting with the applicant(s) to discuss the application in further detail.

Departmental report: Once we have all the information, the application is evaluated with a report prepared for formal consideration by the Department.

Decision: Once the application has been evaluated, a written decision on your application will be issued, which, if successful, will include details of the offer and the terms and conditions to be applied. Standard terms and conditions are applied to each offer of financial assistance. These cover the implications of acceptance of assistance and outline the process for reporting information on the business that DEFA requires in order to give assistance. An offer in principle is made, which can be accepted or let lapse.

Under normal circumstances and once all relevant information has been received, it is DEFA's aim to deal with each application, including written confirmation of the outcome, within 8 working weeks from the date of receipt of your completed application.

If the application is refused, the applicant will be advised of the decision and the reasons for it as soon as is practically possible.

- Successful applicants will receive an 'Approval Document' detailing the agreed timescale for support from the Department.
- Unsuccessful applicants will be informed of the reasons for that decision by letter. [Please see note - 'Right of Appeal'].

Rejected applications will not be held over; applicants must reapply.

The Department reserves the right to withdraw an offer of assistance at its own discretion.

The available budget will determine the number of applications approved.

DEFA may impose further more specific conditions to an approved application, depending on the individual applicant's circumstances. In the case of new start-up businesses, the payment of assistance may be linked to performance and tied into the business plan submitted as part of the application for assistance.

Safety equipment applications

For safety equipment applications of less than £1,000, provided the application is accompanied by at least one quote, the application will be considered within two weeks of receipt and you will be notified in writing. Please ensure your application form is clearly marked as being for safety equipment.

ACCEPTING THE OFFER

If the offer of financial assistance is accepted the terms and conditions should be signed and returned to the Department. This will have to be done before any application for payment can be considered. The offer of financial assistance must be accepted by the applicant within 10 working days of issue. The assistance must then be claimed within a period of one year from the date the grant is approved. Upon application to the Department this

period may be extended. If, for business reasons you are unable to take up an offer of assistance, re-applications may be considered.

Please read the terms and conditions of an offer carefully, as they may include significant restrictions. Standard terms and conditions are usually for a 3, 5, 10 or 15 year period. The Department may impose conditions in addition to those included in the standard terms and conditions.

PAYMENT OF APPROVED SUPPORT

For applications for anything other than safety equipment, the Department will contact Isle of Man Treasury with regard to National Insurance, ITIP, Income Tax, VAT payments to ensure there are no outstanding government debts. To prevent any delay in processing claims, please ensure that all payments are current and up to date

Support under the Agriculture and Fisheries Grant Scheme will be paid retrospectively.

To submit a claim for payment, a successful applicant will be sent a claim form, which will need to be returned completed to the Department, along with the original receipted invoices.

Any queries regarding the claim procedure should be directed to the Department of Environment, Food and Agriculture (Fisheries Directorate) on (+44) 1624 685838 or by emailing: fisheries@gov.im.

PUBLIC DISCLOSURE OF FINANCIAL ASSISTANCE PAID

The applicant should be aware that the details of all financial assistance paid out under the Agriculture and Fisheries Grant Scheme will be published in an annual report prepared by DEFA, which will also be laid before Tynwald, the Isle of Man's Parliament. They are therefore, not confidential to the company concerned. Applicants should also be aware that parliamentary questions may be raised on applicants.

RIGHT OF APPEAL

- (1) A person may, within 28 days of the date of notification of a decision under this scheme, request in writing that the Department review the decision, stating the grounds on which the review is requested.
- (2) In the first instance, the application shall be reviewed by an officer of the Department who has had no involvement in the original application; this is known as a Stage 1 appeal.
- (3) Stage 1 appeal decisions are to be made and notified to the applicant within 30 days of the date the review request was received.
- (4) Following notification of the outcome of the review, if an applicant considers that the grounds for appeal have not been addressed, he or she may apply in writing to the Department requesting that the matter be referred to the Appeals Committee ("the Committee"). This is known as a Stage 2 appeal.

- (5) A Stage 2 appeal shall be heard and a recommendation made by the Committee within 90 days from the date a request for a Stage 2 appeal is received.
- (6) Applicants may opt to have either a written or oral Stage 2 appeal.
- (7) In the case of a written appeal, the appeal request document and all other relevant paperwork, including the review paperwork, shall be considered by the Committee in advance of the meeting without the appellant present.
- (8) In the case of an oral appeal the appellant shall receive all the paperwork which is to be considered by the Committee in advance of the appeal hearing and he or she will be invited to attend part of the meeting.
- (9) During the oral hearing the appellant shall be extended the opportunity to present his or her case and respond to the Committee's questions. Appellants may be accompanied and may wish to appoint someone to represent them.
- (10) Once the appeal hearing is complete, the appellant and anyone accompanying him or her shall leave the meeting and the Committee shall deliberate on the matter.
- (11) The Committee must send a recommendation to the Minister of the Department for consideration and final decision. The Minister must make the decision within 28 days from receipt of the Committee's recommendation, however, where an appeal is particularly complex, a further period of consideration may be required and the appellant shall be notified of this in writing.
- (12) The Department shall provide the appellant with written notification of the Minister's decision within 28 days of the date of the decision being made.
- (13) For the purposes of this scheme, the Committee shall be convened by the Department as required and shall consist of an industry representative, a Department representative who has not been involved in the original decision or the review and an independent person who has appropriate knowledge of the subject area.
- (14) The Department shall seek nominees to the Committee and maintain a list of those nominees along with a reference to their particular area of expertise. This list shall be available for inspection upon request.
- (15) The Committee when dealing with a Stage 2 appeal must —
 - (a) work within the parameters of the scheme;
 - (b) not award compensation; and
 - (c) make objective and evidenced recommendations in line with the scheme specifications.

COSTS OF AN APPEAL

- (1) An application for a Stage 2 appeal shall incur a cost of £300, payable when the appeal is submitted.
- (2) Any charge for an appeal under paragraph (1) shall be refunded where that appeal is successful.

APPENDIX 1 – Grant rates

FISHERIES GRANTS

<i>Column 1</i> <i>Kind of work, facility or improvement</i>	<i>Column 2</i> <i>% rate of grant</i>
<p>1. Sustainable fishing All equipment can be leased or can be new equipment; for example;</p> <ul style="list-style-type: none"> • creel pots • escape panels • methods to improve environmental protection • methods to reduce bycatch <ul style="list-style-type: none"> ○ Includes training to increase the value of the bycatch ○ Includes equipment to store the bycatch • science, research and monitoring <ul style="list-style-type: none"> ○ Provides project support costs • low impact equipment • more selective fishing gear 	up to 40%
<p>2. Safety at sea</p> <ul style="list-style-type: none"> • life-saving equipment • fire-fighting appliances <ul style="list-style-type: none"> ○ Includes purchasing of firefighting equipment ○ Includes training to use firefighting appliances • radio equipment <ul style="list-style-type: none"> ○ Includes training for VHS radio certificate ○ Has to be fixed to the vessel and not portable • navigation equipment <ul style="list-style-type: none"> ○ Has to be fixed to the vessel and not portable ○ Includes navigational chart and electronic equipment training by a recognised body • Occupational safety <ul style="list-style-type: none"> ○ Provision of safety manuals / stability books ○ Fitting of guards on machinery ○ Provision of emergency signs ○ RNLI approved equipment / protection 	up to 40%
<p>3. New skills/training</p> <ul style="list-style-type: none"> • on/off-Island training/visits <ul style="list-style-type: none"> ○ Does not include Hotel costs ○ Off island visits will not include corporate hospitality ○ Rates paid at the economy rate • Funding for off-Island trainers to travel to Isle of Man • coaching/shadowing/facilitation <ul style="list-style-type: none"> ○ Must have a training plan that is industry recognised / recognised by the Department 	up to 30%
<p>4. Import substitution</p> <ul style="list-style-type: none"> • gear for diversification to new species <ul style="list-style-type: none"> ○ New equipment; outright purchase or lease ○ Does not include the engine or steering systems • aquaculture/mariculture <ul style="list-style-type: none"> ○ Includes off island travel to review aquaculture production ○ Economy rate only for travel costs ○ Provision of equipment ○ Includes project support for new aquaculture trials 	up to 40%
<p>5. Diversification from current fishing activity</p> <ul style="list-style-type: none"> • gear to support fishing opportunities <ul style="list-style-type: none"> ○ Includes nets, jiggers, pots, creels 	up to 80%

<ul style="list-style-type: none">• Training• Tourism sector<ul style="list-style-type: none">○ Includes Lifesaving equipment○ Training courses○ Equipment required for diving, fishing and sight seeing	
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Anything deemed by the Department as eligible for funding, which does not fall into paragraphs 1 to 5, shall attract a percentage payment in respect of the total cost calculated by the Department on a case-by-case basis.