

Agriculture and Fisheries Grant Scheme 2016

Fisheries Grant Application Form

Please refer to the Fisheries Grants - Guidelines for Applicants that tell you the rules and conditions of the scheme, before you fill in this form. You can find this information on our website at www.gov.im/agandfishgrantscheme

For Official Use Only	
File Ref:	

Please write clearly in black ink and use BLOCK CAPITALS.

The Department of Environment, Food and Agriculture is committed to ensuring that its services are accessible to all. If you require this document in an alternative format and/or language contact us to discuss your needs.

Section 1. General Information

1.1 Applicant Name	<input type="text"/>
1.2 Recognised body/Company Name (where applicable)	<input type="text"/>
1.3 Company Number (if applicable)	<input type="text"/>
1.4 Address	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	<input type="text"/> Post Code <input type="text"/>
1.5 Applicant contact numbers	<input type="text"/>
1.6 Email	<input type="text"/>
1.7 Tax reference number	<input type="text"/>
1.8 What is your relationship to the company? (e.g. director, partner, employee, agent etc.)	<input type="text"/>
1.9 Vessel name (if applicable)	<input type="text"/>
1.10 PLN (if applicable) <input type="text"/>	1.11 RSS no. (if applicable) <input type="text"/>

1.12 **YOUNG FISHERMEN** - If you are applying for enhanced payments for young applicants (please refer to the relevant Guidelines for information), you must only complete the following statements if you, meet the required criteria specified in the Scheme.

I wish to apply to the Young Fishermen Supplementary Payment:

My date of birth is as follows:

dd	mm	yyyy
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Note: The Department may require documentary evidence of your eligibility, including proof of age and identity (e.g. Passport or Birth Certificate) and proof of ownership of the company business.

Safety Grant applications can be considered as advanced expenditure. See Guidelines for Applicants "Advanced Expenditure" for details.

Please ensure you put down as much information as possible.

If you have any difficulties filling in this form please contact us on 685838 or fisheries@gov.im

Once complete, please return to: **Department of Environment, Food and Agriculture, Thie Slieau Whallian, Foxdale Road, St. Johns, IM4 3AS**

Section 2. Fisheries Grants

Please answer the following questions to provide an overview of the proposed improvement and the benefits to be gained. See Section 5.2 *Fisheries Grants - further information to assist with completion*. For improvements costing more than £10,000, you will also need to complete a Business Case (see Guidelines for Applicants for further information).

2.1 General category of improvement (see Guideline for Applicants for further information):

Sustainable fishing

Safety

New skills/training

Import substitution

Diversification

Other _____

Please note: Applicants applying for grants for fishing gear should provide detail on the specific equipment applied for. Applications for gear may be subject to additional evaluation by Marine and Enforcement officers.

2.2 General description of the improvement (provide a summary of the work to be carried out / items to be purchased):

2.3 Please provide a general description of the benefits expected (if total expenditure exceeds £10,000, a detailed business case must accompany this application, please see Section 5.2 for more information):

2.4 Please provide full, detailed information relating to the source of balance of the cost for the proposed expenditure:

2.5 Please complete the following section to provide details of the expenditure to be incurred on the proposed improvement (please refer to Section 5.1 if you need an additional table).

Item of expenditure on which grant is applied for (including overall quantities/dimensions)	Name of Supplier or Contractor	No. of Units	Cost per Unit		Total Estimated Cost	
			£	p	£	p

If you do not fill in all of the relevant sections the form may be returned to the applicant. Please refer to Section 5 for information to help you complete the application form.

Section 3. Partial Budget

If your total expenditure is between £1,000 and £10,000 you will need to fill in this Section. For a worked example, please refer to Appendix II of the *Fisheries Grants Guidelines for Applicants*. For improvements costing more than £10,000, you do not need to fill in this Section, you will need to complete a Business Case instead.

A. EXTRA COSTS:

Total Extra Costs = £ (A)

B. EXTRA INCOME:

Total Extra Income = £ (B)

C. COSTS REDUCED:

Total Costs Reduced = £ (C)

D. INCOME REDUCED:

Total Income Reduced = £ (D)

Net Annual Benefit of Investment = (B+C) – (A+D) = £ (E)

Net Cost of Investment (after grant) = £ (F)

Return on Investment Percentage = (E ÷ F) x 100 = %

Typically, this figure will be at least 10%.

Once you have completed this section, please go to Section 4.

Declaration

Please read all of the following information.

- 4.1 I have read the Scheme Guidelines concerning this Scheme and relating to this application, I understand and will comply with all the conditions set out in the Agriculture and Fisheries Grant Scheme 2016 (as amended).
- 4.2 Where items are of a capital nature, I accept that I am responsible for the design, erection and completion and for their subsequent performance, durability and safety.
- 4.3 I have obtained all necessary consents, including planning permission and owner's/landlord's consent where appropriate.
- 4.4 I understand that acceptance of this application does not in any way signify that the project is eligible for support or that funding has been approved towards it.
- 4.5 I/We confirm that I am an eligible person under the scheme to make this application, and that I/we apply, or I/we on behalf of the company am/are authorised by the company, and hereby apply for Government assistance as described above. I/we declare that the information given in this application is correct and that the business undertakes to comply with the terms and conditions and to execute any undertaking or further document which may be required.
- 4.6 I/We acknowledge that if this application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.
- 4.7 The Department is subject to the Freedom of Information Act 2015 and other obligations under law which requires us to act transparently and which grant certain rights of access to the public to information held by us. This means that whilst we will respect the sensitivity of the information you provide, there may be legal requirements which oblige us to disclose the information. I/we confirm that the business is conducted lawfully in the Island, and those jurisdictions in which it trades.

DATA PROTECTION

Please read the information before signing below.

- 4.8 The Department of Environment, Food & Agriculture (DEFA) is a controller for the purposes of the Data Protection Act 2018 and requires the personal information on this form under the Agriculture and Fisheries Grant Scheme 2016.
- 4.9 Your personal information will be held by DEFA for the purposes of processing this application and we will keep these details for six years, after which it will be deleted from our records.
- 4.10 You may request erasure, restriction or amendment of your details at any time if you no longer wish us to process your application. Full details of how and why DEFA processes your personal information are contained in our privacy notice at <https://www.gov.im/about-the-government/departments/environment-food-and-agriculture/privacy-notice/>
- 4.11 You have the right to lodge a complaint with the Information Commissioner (IC) if you think the Department is acting outside of the Data Protection Act 2018. The IC can be contacted at <https://www.inforights.im/>
- 4.12 The Data Protection Officer can be contacted on 01624 686781 or by email at DPO-DEFA@gov.im

I have read and understand the Scheme Guidance, the Declaration and the Data Protection information and I confirm that I wish to proceed with the application on this basis.

Signature of Applicant

Print Name

Date

5.1 Additional table for proposed expenditure relating to the improvement if required

Item of expenditure on which grant is applied for (including overall quantities/dimensions)	Name of Supplier or Contractor	No. of Units	Cost per Unit		Total Estimated Cost	
			£	p	£	p

5.2 Please provide details of any company that will benefit from this application

A. Company details:

5.3 FISHERIES GRANTS - Further information

- a. The maximum amount of grant payable will be determined by any approval given to the costs identified. No grant will be paid, except in relation to approved expenditure, in respect of any works or improvements carried out without prior approval.
- b. Only applications for safety equipment will be accepted as approved expenditure without prior discussion and agreement with the Department.
- c. The total proposed expenditure must be at least £1,000 and at least £200 for safety equipment.
- d. Quotes must be supplied that demonstrates the Actual Cost being applied for. Failure to do so will result in the application being rejected.
- e. Where the Actual Cost will be in excess of £1,000 at least two quotes must be supplied, from businesses which in the opinion of the Department are genuinely separate, which demonstrates the Actual Cost being applied for.
- f. 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.
- g. If total expenditure exceeds £10,000, a detailed business case must accompany the application.