

Application for a grant

Investments in aquaculture and the processing and marketing of fishery and aquaculture products

This form is to be used for projects in England. Please read the guidance on the next page before completing this form.

The European Fisheries Fund may give financial support to meet a number of economic, environmental and social goals. You can use this Application Form to apply for grants for things like:

- Investments in aquaculture. This can help you to:
 - build a new fish or shellfish farm;
 - increase production capacity by extending an existing fish or shellfish farm;
 - increase the number of hatchery produced fry;
 - increase processing capacity;
 - construct, extend or modernise processing units.
- Investments in processing and marketing. This can help you to:
 - construct a new marketing establishment (except marketing to the retail trade);
 - modernise an existing marketing establishment (except marketing to the retail trade).

There are separate Eligibility Guidance Notes for each of these that will help you complete this form.

The Application Form starts on page 3.

Data Protection Act 1988 – Defra undertakes to comply with these principles in all matters relating to the processing and storing of personal information. Page 21 gives you more information on how Defra uses and protects your personal data

Help with completing this form

This form is for applying for grants in **England** only. We recognise that completing Application Forms is not an easy thing to do so we have prepared some Eligibility Guidance Notes to help you. You can also talk to your Local Area Facilitator for your region who can help you with any questions you might have. They can also help you to decide if you are eligible for a grant. Your facilitators are:

Area	Contact details
<p>South West Region: From the Isles of Scilly to the Bristol and Hampshire border.</p> <p>London</p> <p>All national and cross regional projects.</p>	<p>Steve Bailey</p> <p>07876 035733 or 01503 240384</p> <p>E-mail: s_bailey@seafish.co.uk</p>
<p>North Region: From West Wirral to the Scottish Border</p> <p>East Region: From Berwick-on-Tweed to Lincolnshire.</p>	<p>Richard Combe</p> <p>07966 764154 or 01875 616473</p> <p>E-mail: r_combe@seafish.co.uk</p>
<p>South & South East Regions: From Dorset/Hampshire border to East Anglia.</p>	<p>David Guy</p> <p>07966 764152 or 01273 517987</p> <p>E-mail: d_guy@seafish.co.uk</p>

Depending on which type of grant you are applying for, when completing this form, you will need to read the Eligibility Guidance Notes on *Investments in aquaculture* or *Processing and marketing of fishery and aquaculture products*. This will help to ensure that we do not need to ask you for additional information to help us to make a decision on your eligibility for a grant.

Filling in the form

If you are filling in the form by hand please use BLOCK CAPITALS and **black ink**. You must answer all the questions. You should not use correction fluid on this form. If you make a mistake do not over-write. A line should be drawn through a wrong entry and the correct entry written clearly alongside. You should initial any amendments.

Warning: If you supply information in the application knowing it to be false or not believing it to be true, you may be liable for a fine or imprisonment. A fraudulent application may also mean that any grant paid is recovered. You are reminded that if the project is approved and grant offered, specific conditions will apply which will be set out in the Offer Letter. Any breach of these conditions will lead to recovery of any grant paid.

Please complete all sections and return the completed form to the address on page 20

Section A – About you

1. Details of Applicant(s) – please tell us about yourself

<i>Title: Mr. Mrs. Miss Ms. Dr. Other (please specify):</i>	
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<i>First name:</i>	
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<i>Last name:</i>	
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<i>Business name (if applicable):</i> <i>This must be the same as the name of your business bank account</i>	
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<i>Company Registration No (if applicable):</i>	
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<i>VAT Registration No (if applicable):</i>	
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<i>Charity Registration No (if applicable):</i>	
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<i>Proof of ID, please tick (✓):</i> <i>You only need to supply this information if you are applying as a Sole Trader. A certified copy of one of the following must be included with your application. Your Local Area Facilitator, your solicitor, or your MFA Fishery Officer can certify that the copy you send is taken from an original document.</i>	Passport	<input type="checkbox"/>
	Driving License	<input type="checkbox"/>
	Utility bills (2)	<input type="checkbox"/>

Legal status of those applying. Please tick

Individual	<input type="checkbox"/>	Co-operative Association	<input type="checkbox"/>	Company	<input type="checkbox"/>	Educational Establishment	<input type="checkbox"/>
Public body	<input type="checkbox"/>	Charity	<input type="checkbox"/>	Other	<input type="checkbox"/>		

<i>If you are applying for this grant on behalf of your company, for example as a Company Director, please tick here to confirm that you have authority to commit your company.</i>	<input type="checkbox"/>
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2. Where you live or where your business is located

House or flat number:	
Street name:	
Town:	
County:	
Postcode:	
Country:	
Telephone no:	
If you have one, please tell us your fax number:	
If you have one, please tell us your email address	

Is your business in the private or the public sector?
Please tick(✓)

Private Public

Please tell us about your business:

Annual turnover, €millions (please tick (✓) one box): ¹	Up to €2m <input type="checkbox"/>	€2m to €10m <input type="checkbox"/>	€10m to €50m <input type="checkbox"/>	€50m to €200m <input type="checkbox"/>
Number of staff (please tick (✓) one box):	Up to 10 <input type="checkbox"/>	10 - 49 <input type="checkbox"/>	50 - 249 <input type="checkbox"/>	250-750 <input type="checkbox"/>

¹ You will need to look at the latest exchange rate to convert your £ to €. If you are on line you can find this information [here](#). Otherwise you can talk to your Local Area Facilitator.

3. Main contact person for the project

Where the main contact, project manager or consultant for the project is NOT the person named above then you must complete the following sections

Please tick (✓) here if this does not apply and go to the next question		<input checked="" type="checkbox"/>
		<input type="checkbox"/>
<i>Title: Mr. Mrs. Miss Ms. Dr. Other (please specify):</i>		
<i>First name:</i>		
<i>Surname:</i>		
<i>Telephone No:</i>		
<i>If you have one please tell us your fax no:</i>		
<i>If you have one, please tell us your email address:</i>		

4. Please tell us about where you heard about the EFF Grant Scheme

This will help us to improve our publicity arrangements for the Scheme and make sure that we are offering grants to all those who are eligible

- Trade magazine
- Local Area Facilitators
- The Marine and Fisheries Agency website
- Local Fishery Office
- The European Commission website
- Word of mouth
- Attended a trade show
- Other (please tell us where this was)

Write here:

Section B – About your project

5. Project Details

Project Name:

This should be a short title for us to use in correspondence.

Brief description or outline of the proposed project

If you need more space for your reply, please continue on a separate sheet (you can find an example of this on page 22 of this form) and tick this box.

My project is based in :

Cornwall or the Isles of Scilly

or

the rest of England

6. Help applied for

Which of the following will a grant help you buy or put into operation?

Please tick one of the options below. This will help us to assess your application more quickly and decide on the level of grant you will get.

Investments in aquaculture

Investments in processing and marketing (including aquaculture products)

7. When will your project start and finish?

Start Date. Put the approximate date if not known:		(dd/mm/yyyy)
Completion Date. Put the approximate date if not known: <i>The completion date must be when all work will be completed and all invoices relating to the work are paid in full.</i>		(dd/mm/yyyy)

8. Planning and environmental consents

Have all consents/authorisations (including environmental and planning) needed to allow the project to proceed been obtained?

Please tick (✓) either yes, no or not applicable

- Yes** If YES, please give details in the box below and then go to the next question.
 No If NO, you will need to get these before we can make a decision on whether you can be awarded a grant.
 Not applicable If you do not need any of these please tick this box and go to the next question.

Please list those that you need and indicate whether you have received them.

You must provide a copy of all consents and authorisations with your application. We will need these before we can make a decision on whether we can award you a grant.

Name of consent / authorisation	Received? (✓)	Attached? (✓)
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Section D – Funding for your project

10. Sources of funds

Please tell us how the funding for your project is made up. For example how much of your own (private) money will you be putting in to meet the overall costs for each eligible item. The total amount of public money (this includes EFF and any other sources of public funds) that can be awarded to any project is shown in the appropriate Eligibility Guidance Notes.

Contribution from:	% of eligible costs	£
EFF Grant		
Other public money (if any)		
Private (your money)		
Private Loan(s)		

Total. <i>This amount should match the total in the table of your eligible costs on the previous page (section C). The percentages should add up to 100.</i>	%	£
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Section E – Other European Union Grants

11. Other Grants for this project

Have you previously sought or been awarded a grant on this project or are you seeking or intending to seek a grant from any other public source(s) for this project?

If Yes, please give details in the box below.

Please tick (✓) either yes or no

Yes *If YES, please give details in the box below. If you are receiving or expect to get a grant from another public source your EFF grant could be reduced. Once you have written your answer please go to the next question.*

No *If NO, please go to the next question.*

If you need more space for your reply please continue on a separate sheet (you can find an example of this on page 22 of this form) and tick (✓) this box →

Section F – Impact of not getting a grant from European Union funds

13. Will the project go ahead as planned if an EFF grant is not awarded?

Please tick (✓) either yes or no

Yes

If you ticked YES you might not be eligible for a grant. Please consult your Local Area Facilitator and the Eligibility Guidance Notes.

No

If No, please give details as to why not. For example it might take longer than planned or you will not do it at all.

If you need more space for your reply please continue on a separate sheet (you can find an example of this on page 22 of this form) and tick (✓) this box →

Section G – More information about how the project will help you

14. Turnover

What is your current and projected annual turnover (£million)?

Current turnover		Expected turnover	
Last year for which your accounts are available. You should give us figures in £s and €s		This should be once all work is complete and you begin to realise the benefits of the investment	
Current turnover		Projected turnover	
[] <i>Please insert the year</i>		[] <i>Please insert the year</i>	
£	€	£	€

15. Jobs

*Will your project create new jobs or affect the number of people who are permanently employed on this work?
You should show your numbers as full time equivalents*

Yes

If YES, please give details in the box below and then go to the next question.

Not applicable

If your project does not create any new permanent jobs or change the levels of employment then please tick this box and go to the next question.

Gender of employees	Current levels of employment	Expected levels of employment
	This should show numbers at the time of applying for the grant. This should show full time jobs.	This should be once all work is complete and you begin to realise the benefits of the investment. This should show full time jobs.
	[] <i>Please insert the year</i>	[] <i>Please insert the year</i>
Men		
Women		

16. Aquaculture - Estimated increases in production or processing capacity

If your project concerns fish processing and marketing please draw a line through this page and then go to the next question.

Please tell us how you think the grant for this project will increase your production or processing capacity.

<p>Species where you expect an increase/variation in production</p> <p><i>Please tell us which species and your expected increase in production. Please say what you produce now and your estimates for production for future years.</i></p>	<p>Current production in tonnes per year (without investment)</p>	<p>Projected increase in production in tonnes per year (with investment)</p> <p>This should be once all work is complete and you begin to realise the benefits of the investment</p>
	<p>[]</p> <p><i>Please insert the year</i></p>	<p>[]</p> <p><i>Please insert the year</i></p>

<p>Hatchery produced fry</p> <p><i>Please tell us which species and your expected increase in production. Please say what you produce now and your estimates for production for future years.</i></p>	<p>Current numbers per year (without investment)</p>	<p>Projected increase in numbers year (with investment)</p> <p>This should be once all work is complete and you begin to realise the benefits of the investment</p>
	<p>[]</p> <p><i>Please insert the year</i></p>	<p>[]</p> <p><i>Please insert the year</i></p>

17. Fish processing and marketing - Estimated increases in production or processing capacity

Please tell us how you think the grant for this project will increase your of production or processing capacity each year. Please draw a line through the whole of those rows which do not apply

Increase or variation in processing capacity	Current production in tonnes per year (without investment)	Projected increase in production in tonnes per year (with investment) This should be once all work is complete and you begin to realise the benefits of the investment
	[] Please insert the year	[] Please insert the year
Fresh or chilled products		
Preserved or semi-preserved products		
Frozen or deep-frozen products		
Prepared meals		
Salted products		
Smoked products		
Dried products		

18. Changes in the area / floor space of your business as a result of this investment

This applies in particular to the construction of new marketing establishments

Current area in (m ²) at the time of applying for the grant	Projected area in (m ²) (with investment)
[] Please insert the year	[] Please insert the year

Section H – Promoting equality and diversity

19. Women

Does participation in the course help to improve the employment opportunities for women in sectors or occupations in which they are traditionally under-represented and/or help them return to work after a period of absence for domestic or family reasons?

Please tick (✓) either yes or no

Yes *If you ticked “Yes” then please tell us how the project will do this and then go to the next question.*

No *If you ticked NO then please go to the next question.*

If you need more space for your reply please continue on a separate sheet (you can find an example of this on page 22 of this form) and tick (✓) this box →

20. Minority groups

Does participation in the course help to improve employment opportunities for people representing minority groups in England?

This can include any or all of the following: disability; gender; race; religion; sexual orientation; and age.

Please tick (✓) either yes or no

Yes *If you ticked “Yes” then please tell us how the project will do this.*

No *If you ticked NO then please go to the next question.*

If you need more space for your reply please continue on a separate sheet (you can find an example of this on page 22 of this form) and tick (✓) this box →

Declaration and undertaking

Please sign below once you are satisfied that you have completed the form correctly. Your application will not be valid if you do not enclose all the correct and requested information and sign the form.

I, _____ as the applicant declare that, to the best of my knowledge and belief, the information given in this application is correct.

- I understand that all EFF grants are discretionary and there is no automatic entitlement to any grant. I know of no reason why I should not be granted an EFF grant.
- Neither I nor a close relative has any financial interest in the companies that will supply goods and services to my project.
- I undertake to inform the Marine and Fisheries Agency in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the Marine and Fisheries Agency.
- I understand that information given by me will be treated in confidence, but may be submitted for checking against records held by other Government departments, other agencies, local authorities and the police, where it is necessary for the purposes of assessing my eligibility for a grant.
- I understand that I may be liable for prosecution if I have knowingly provided false information or do not believe it to be true.
- I authorise HM Revenue and Customs to provide the Marine and Fisheries Agency with any information relevant to this application, and with any information needed to check the information I have provided if necessary.
- I understand that any information provided to the HM Revenue and Customs in connection with this application may be used by them for the purpose of their statutory functions.
- I understand that a grant may be withheld or any paid monies recovered if it is found to have been obtained by fraud, was not used for the purpose for which it was granted or any condition of grant was not complied with.



This form has been completed by:		<i>(Insert your name below)</i>
<i>The Applicant:</i>		
<i>The Applicant's Authorised Agent:</i>		

Signature of Applicant:

(All applications must be signed by the applicant)

Date:

If any part of this form has been completed by an agent for the applicant, the agent must also sign and date the form below and enter the name of the agent's company.

Agent's Name (in Block Letters):

Agent's Company Name:

Agent's Telephone Contact No:

Signature of Agent

Date:

If you are **not** registered for VAT you will need to complete the declaration on the next page.

Please look at the checklist on page 20 before sending your application to us.



VAT Declaration for EFF Grants

Grants claimed under EFF schemes must normally be based on expenditure net of VAT. If however, you or your company are not registered for VAT, you may claim grant on gross expenditure. Completion by you of the declaration below (that you or your company are NOT VAT registered) will allow us to pay grant on your gross expenditure on this project.

I, _____ as the applicant declare that, I (or my company), as the applicant for a grant on this project, declare that I am NOT registered for VAT (Value Added Tax) because:

- (a) I am / we are / the company is not eligible to register; or
- (b) I / we have decided NOT to apply for voluntary registration.
- Further, I / We hereby declare that I am / we are / **not** registered, nor have any application outstanding for the purposes of VAT and that I / We have not claimed and will not claim deduction or repayment as input tax for any amounts of VAT included in the price paid or expected to pay for on the following works or facilities which are the subject of the claim made by me / us on:
- I understand that when examining the above-mentioned claim, Defra and / or the MFA may have to ask HMRC about my VAT registration status, and I have no objection to any such enquiry.

Business Name:

Name of Applicant:

Signed:

Dated:

Before sending your application to us please run through the checklist on page 20.

Check List

Please tick(✓) to show which of the following documents are included in with your application:

	<input checked="" type="checkbox"/>
Certified copy of Applicant's ID. (passport / driving licence / utility bill(s))	<input type="checkbox"/>
A Business Case, project plan or both (where required)	<input type="checkbox"/>
A cash flow forecast (where required)	<input type="checkbox"/>
Planning consents and/or authorisations needed to enable the project to proceed	<input type="checkbox"/>
Any quotes, tenders or both in support of your project	<input type="checkbox"/>
Any other supporting documentation	<input type="checkbox"/>
Your company accounts for the last 3 years (unless a new business)	<input type="checkbox"/>
Signed VAT Declaration that you or your company is not registered for VAT (if applicable)	<input type="checkbox"/>

Please keep a copy of this application and all the documents relevant to it.

Marine and Fisheries Agency
Business Relations Team
Area 4C, Ergon House
Horseferry Road
London
SW1P 2AL

Telephone: 0207 270 8042/8384

Email: eff.projects@mfa.gsi.gov.uk

Marine and Fisheries Agency website: <http://www.mfa.gov.uk/grants/grants.htm>

Data Protection Act 1998 - Fair Processing Notice

The purpose of this Fair Processing Notice is to inform you of the use that will be made of your personal data, as required by the Data Protection Act 1998. Defra is the data controller in respect of any personal data that you provide when you complete this form. Defra's processing of your personal data will be conducted by the Marine and Fisheries Agency (MFA), an executive agency of Defra.

Defra or the MFA will use your personal data for the purposes of assessing your eligibility for a grant under the European Fisheries Fund (EFF). In the interests of accounting for taxpayers money, the following information will be published on the MFA's website (and, as European Funds are involved, on the EU Commission's website): Name of Grant beneficiary, port, amount of grant, date of award, vessel number and tonnage (where appropriate). For the purposes of audit and evaluation, information (including personal data and commercial information) may be disclosed to other Fisheries Departments in the UK, other Government Departments, the EU Commission, and their Agencies and authorized Agents.

Defra or the MFA may be required to release information, including personal data and commercial information, on request under the Environmental Information Regulations 2004 or the Freedom of Information Act 2000. However, Defra will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the Data Protection Act 1998.

Defra, the MFA, or its appointed agents may use the name, address and other details on your Application Form to contact you in connection with occasional customer research aimed at improving the services that Defra or the MFA provides to you.

If you wish to obtain a copy of your personal data held by Defra or the MFA, please follow the procedure at www.defra.gov.uk/corporate/opengov/personaldata.htm. Please note that you may be charged a fee of £10 for this service. You may also be asked to provide proof of your identity and for information that will help us locate the data you are seeking. Defra's public service guarantee on data handling, which gives details of your rights in respect of the handling of your personal data, is also available on this website. If you don't have access to the internet, you should contact the Data Protection Officer by telephoning the helpline number 08459-335577 or e-mailing the Data Protection Team at data.protection@defra.gsi.gov.uk.

If you believe that any of the information we hold concerning you is incorrect or out of date, please provide us with the accurate information in writing together with supporting evidence (if appropriate). You should address your correspondence to the Marine and Fisheries Agency, Business Relations Team, Area 4C, Ergon House, Horseferry Road, London SW1P 2AL or email us at: eff.projects@mfa.gsi.gov.uk or telephone us on 0207 270 8042/8384.

For further information about the processing of personal information in relation to Defra's online services, please see the 'privacy' link on the homepage.

