

# Application for a grant

## Sustainable development of fisheries areas

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

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The European Fisheries Fund may give financial support to meet a number of economic, environmental and social goals. The sustainable development of fisheries communities is an important element of the UK's overarching objectives to be achieved within the context of the EFF and the delivery of the national fisheries policy which aim to promote the quality of the coastal environment and maintain and develop jobs in the fisheries areas through support for diversification. Support under in this area will target these communities as a priority. Support will be targeted at areas with:

- low population density; or
- fisheries in decline; or
- a small fishing community.

This Application Form can be used to apply for funding to cover things like:

- setting up a local area group;
- writing a development strategy for your area; and
- cross boundary working.

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 19 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
<b>South West Region:</b> From the Isles of Scilly to the Bristol and Hampshire border. <b>London</b> <b>All national and cross regional projects.</b>	Steve Bailey 07876 035733 or 01503 240384 E-mail: <a href="mailto:s_bailey@seafish.co.uk">s_bailey@seafish.co.uk</a>
<b>North Region:</b> From West Wirral to the Scottish Border. <b>East Region:</b> From Berwick-on-Tweed to Lincolnshire.	Richard Combe 07966 764154 or 01875 616473 E-mail: <a href="mailto:r_combe@seafish.co.uk">r_combe@seafish.co.uk</a>
<b>South &amp; South East Regions:</b> From Dorset/Hampshire border to East Anglia.	David Guy 07966 764152 or 01273 517987 E-mail: <a href="mailto:d_guy@seafish.co.uk">d_guy@seafish.co.uk</a>

Please read the Eligibility Guidance Notes on *Sustainable development of fisheries areas* when completing this form. Please read through the relevant Eligibility Guidance Notes to help you complete your application. 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 completing this form by hand please use BLOCK CAPITALS and **black ink**. 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 along side. You should initial any amendments. Please answer all the questions.

Any enquiries you have regarding completion of this form, or difficulty you have filling it in, must be directed in the first instance to your Local Area Facilitator.

**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 18

## 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>	
<i>First name:</i>	
<i>Last name:</i>	
<i>Business name (if applicable):</i> <i>This must be the same as the name of your business bank account</i>	
<i>Your position within the business</i>	
<i>Company Registration No (if applicable):</i>	
<i>VAT Registration No (if applicable):</i>	
<i>Charity Registration No (if applicable):</i>	

#### Legal status of those applying (tick more than one if applicable)

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"/>		

## 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	

## 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"/>
Title: Mr. Mrs. Miss Ms. Dr. Other (please specify):		
First name:		
Surname:		
Telephone no:		
If you have one please tell us your fax no:		
If you have one, please tell us your email address:		

#### 4. Organisations involved in, or sponsoring, your project

*Please tell us which organisation are involved in or are sponsoring your project*

Please tick (✓) here if this does not apply and go to the next question	<input checked="" type="checkbox"/>  <input type="checkbox"/>
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Name of person involved	Organisation they are representing	Public (✓)	Private (✓)
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

#### 5. Please tell us 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

### 6. 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 the last page of this form) and tick this box.*

*You will need to demonstrate in your business case that there is a genuine need to set up your group and that it will complement, rather than replace or duplicate, existing activities.*

My project is based in :

Cornwall or the Isles of Scilly

or

the rest of England

In which borough will your project be based?

## 7. Help applied for

**Which of the following will a grant help you to 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.

	<input checked="" type="checkbox"/>
Setting up a local area group	<input type="checkbox"/>
Writing a development strategy for your area	<input type="checkbox"/>
Cross boundary working	<input type="checkbox"/>

## 8. When will your project start and finish?

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



## Section D – Funding for your project

### 10. Sources of funds

*Please tell us how the funding for your project is made up. For example, set out how much private money will be put 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 Eligibility Guidance Notes.*

<b>Contribution from:</b>	<b>% of eligible costs</b>	<b>£</b>
EFF Grant		
Other public money (if any)		
Private sector		
Private Loan(s)		

<b>Total.</b> <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>	<b>%</b>	<b>£</b>
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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 the last page of this form) and tick (✓) this box →*



## Section F – Impact of making 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 the last page of this form) and tick (✓) this box →

## Section G – Project benefits and targets

### 14. Please provide details of expected benefits and targets as a result of completion of this project

Please look at the Eligibility Guidance Notes to help you complete this section. You only need to include a very short summary here, with some of your high-level targets – your Business Case will have more details.

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

### 15. Jobs

Will your project create new jobs or affect the number of people who are permanently employed in this area??

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 permanent jobs then please tick this box and go to the next question.

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

## Section H – Promoting equality and diversity

### 16. 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 the last page of this form) and tick (✓) this box →*

### 17. 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 the last page 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.



<b>This form has been completed by:</b>		<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 18 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 18.**

## Check List

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

A Business Case, project plan or both (where required)

A cash flow forecast (where required)

Any quotes, tenders or both in support of your project

Any other supporting documentation

Signed VAT Declaration that you or your company is not registered for VAT (if applicable)

**Please keep a copy of this Application Form and all the documents relevant to it.**

Please send your Application Form together with all supporting documents and information to the:

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](mailto: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](http://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](mailto: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](mailto:eff.projects@mfa.gsi.gov.uk) or telephone us on 0207 270 8042/8384.

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