



European Fisheries Fund (EFF)

Claim for EFF Grant



Before you start to complete this form, please read the EFF Guidance Notes for Claimants.

This form is to be used for projects in England. Please read the guidance notes for claimants before completing this form.

Any enquiries on the completion of this form or requests for further copies should be made to:

**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

Filling in the form

This form is for claiming for grants in **England** only.

Please answer all questions and use BLOCK CAPITALS and **BLACK** ink. The use of correction fluid on this form will render it invalid. Any amendments should be crossed through and initialled and the correct information written alongside.

Please send completed forms to the address above.

The claim form starts on page 2.

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 may lead to recovery of any grant paid.

Data Protection Act 1988 – DEFRA undertakes to comply with these principles in all matters relating to the processing and storing of personal information. Page 11 gives you more information on how Defra uses and protects your personal data



Please complete all sections and post the completed form to the address on page 1

Section 1 – About you

a) Details of Claimant(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): This must be the same as the name of your business bank account</i>	
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<i>Status (e.g. partner):</i>	
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<i>Full postal address:</i>	
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<i>Contact name:</i>	
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<i>Telephone number: (including national dialling code)</i>	
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<i>Fax number: (incl. national dialling tone)</i>	
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<i>E-mail address:</i>	
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b) Title and location of the project

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Project number:

Title of the project:

Project location:

Date project approved:

Date project started:

Date project completed:

If the above dates differ from those in the offer letter, please give an explanation:



Section 2 – Claim Details

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a) Offer Letter Details

<i>Is this:</i>	(i) an interim claim?	
	(ii) a final claim?	

Please provide details of the funding package for the whole project

- eligible expenditure only
- all figures must exclude VAT

Total Project Cost:	£		
Contribution from:	EFF	%	£
	MFA	%	£
Other public money		%	£
		%	£
		%	£
		%	£
		%	£
Private (applicants own money)		%	£
Private loan		%	£
Total		100%	£



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b) Claims made and remaining

Please set out details of the EFF grant available and claims made and remaining.

Maximum EFF Grant available (as set out in the Offer Letter)	= £
a) National grant available (from MFA)	= £
*Other	= £

*If funding is being received from a source other than MFA, please specify:

The source:	
The expected payment date:	

Previous claims (if any)

a) EFF grant already received:	= £
b) National grant already received: from MFA	= £
a) Other:	= £

This claim

a) EFF grant:	= £
b) UK grant: from MFA	= £
Other:	= £

Remaining claims

a) EFF grant available:	= £
b) UK grant available: from MFA	= £
Other:	= £

£ _____



Claim for EFF Grant

C) 2 Work carried out (cont) - Payment In-Kind (if applicable)

Please see Guidance Notes for Claimants

Work carried out	Document number	Supplier / Contractor	Date of Documentary Evidence	Item Description	Contribution in-kind (£) (excl VAT)
				Total costs (£) B	

When completing the total below, make sure the total costs of **A** are taken from page 6 if continued.

Total eligible costs (£)	A = £	+	B = £	=	£
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Section 3 – Project changes

a) Changes in cost

Please provide details of any significant increase or decrease in the costs of individual items as set out in the Offer Letter.

Work Planned	Expected Cost £	Actual Cost £	Reason For Change
Total Cost (£)			

Section 4 – Progress Report

a) Progress made

Please indicate progress made against each of the indicators set out in the Offer Letter.

Indicator	Target Set	Target achieved	Reason for not meeting target

If you need more space for your reply please continue on the last page of this form and tick (✓) this box to indicate you have done so: →

Does your installation need an inspection report from the local environment Health Officer confirming that it meets health and hygiene requirements?	YES <input type="checkbox"/> (if 'yes', please provide a copy)	NO <input type="checkbox"/>
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Section 5 - Declaration

(a) Declaration

I/we declare that:

- I/we have read the guidance notes relevant to this claim and I/we have understood and complied with the conditions of the grant enclosed with the offer letter
- I/we have completed and paid for all the items for which I/we am/are claiming grant and my/our claim covers only that spent on the items described in this form. My/our claim is for the net cost of the items. I/we have deducted all actual or expected discounts, trade-in or other allowances including the value of gifts or other incentives), receipts from sales of replaced items, credit charges, interest and financial costs, insurance or compensation payments and where applicable VAT;
- I/we will keep accounts for the duration of the project and invoices, receipts and the relevant documents for at least 6 years after the last payment of grant in respect of this project, and make them available for inspection on request of the MFA;
- I/we am/are aware of the need for planning permission and other legal requirements and have met them where appropriate;
- I/we have read and understood the warning below. The information on this form is correct to the best of my/our knowledge and belief and I /we accept full responsibility for it.

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

Signature of Claimant:

Date: / /

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

Agent's Company Name:

Signature of Agent:

Date: / /

<p>WARNING</p> <ul style="list-style-type: none"> • If you obtain or attempt to obtain by deception grant for yourself or anyone else, you may be liable for a fine. • A false or misleading statement, whether made by the claimant or authorised agent, may mean that your claim will be rejected and any grant may be withheld or recovered and may lead to prosecution. • Any breach of the conditions set out in the Offer Letter may lead to withdrawal, withholding or recovering of grant and/or prosecution.



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.



Check List

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

Completed Claim Form	<input type="checkbox"/>
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Invoices	<input type="checkbox"/>
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Progress Report	<input type="checkbox"/>
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Other supporting documentation: (e.g. Certificate of Registry; Letter from Surveyor etc). Please list below.	<input type="checkbox"/>
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