

European Maritime and Fisheries Fund (EMFF)

THIS GUIDANCE NOTE SHOULD BE READ IN CONJUNCTION WITH THE SUPPORT FOR IMPROVEMENTS TO SHORE-BASED FACILITIES APPLICATION FORM

SUMMARY

Grant aid is available under the European Maritime and Fisheries Fund (EMFF) programme 2014-2020. The programme shall contribute to the achievement of the following objectives:

- a) promoting competitive, environmentally sustainable, economically viable and socially responsible fisheries;
- b) fostering the implementation of the Common Fisheries Policy (CFP);
- c) promoting a balanced and inclusive territorial development of fisheries areas; and
- d) fostering the development and implementation of the Integrated Maritime Policy (IMP) in a manner complementary to cohesion policy and to the CFP.

The pursuit of those objectives shall not result in an increase in fishing capacity.

This Guidance Note is subject to change. The date of the latest revision is shown in the footer of this document. The general guidance note & business case template mentioned in this guidance will be available in due course.

USE THIS DOCUMENT FOR DETAILED GUIDANCE ON HOW TO COMPLETE THE SUPPORT FOR IMPROVEMENTS TO SHORE-BASED FACILITIES APPLICATION FORM

You must also read the General Summary as this contains information for all EMFF applications.

We want to give your project the best possible chance at succeeding and have produced a range of resources and guidance which you might find useful. Links to additional guidance and where to go for further information have been included

throughout this guidance.

It is essential that the scheme delivers value for money and that applicants are open and honest when making applications under the scheme.

It is a criminal offence to supply information in the application knowing it to be false or not believing it to be true, and you may be liable for a fine or imprisonment if you do so.

Marine Scotland will scrutinise your application and may from time to time conduct random checks upon your application and the supporting documents, including contacting proposed suppliers and in the event of irregularities may in its absolute discretion refuse applications.

In the event that false or inaccurate information is discovered, Marine Scotland will give consideration to investigating the matter further and may take such enforcement action, including criminal prosecution as it considers appropriate. In such circumstances Marine Scotland may also seek to recover any grant paid.

You are reminded that if your 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, and if necessary Marine Scotland may seek recovery through appropriate criminal or civil action.

If the grant is not used for the purpose for which it was granted Marine Scotland may seek recovery of any grant paid through appropriate criminal or civil action.

Projects that have been physically completed or fully implemented prior to receiving a written acknowledgement from Marine Scotland even though they may meet the scheme objectives and priorities, cannot be funded.

Projects can commence after receiving a written acknowledgement from Marine Scotland.

In exceptional circumstances, costs incurred prior to submission of your application to Marine Scotland and can be considered eligible for reimbursement at the funding rate applied, providing they are directly related to your project you are applying for and essential to bringing the application to submission stage. The eligibility of these costs are at Marine Scotland discretion and are not guaranteed and are subject to the approval of the full project and are undertaken entirely at the applicant's own risk. Contact Marine Scotland for more details.

It is the responsibility of you as the applicant to ensure that the project which is the subject of this application is technically viable, complies with all relevant health and safety legislation and any other project specific safety requirements. This is not the responsibility of the Marine Scotland.

TYPES OF PROJECTS YOU CAN APPLY FOR

The Support For Improvements To Shore-Based Facilities Application Form should be used for projects relating to: innovation in fisheries; improving the value of your fishery products, improving the quality of your fishery products and how to use unwanted catches; ; investments in improving the infrastructure of fishing ports, auction halls, landing sites and shelters. **Please note there is a separate form for projects relating to aquaculture.**

Innovation in fisheries. This includes:

- developing or introducing new or substantially improved products;
- developing or introducing new or substantially improved equipment;
- developing or introducing new or improved processes;
- developing or introducing new or improved techniques;
- developing or introducing new or improved management systems;
- developing or introducing new or improved organisation systems;
- developing or introducing new or improved processing systems; and
- developing or introducing new or substantially improved marketing systems.

Projects funded under this Article shall be carried out by, or in collaboration with, a scientific or technical body, recognised by Marine Scotland. That scientific or technical body shall validate the results of the project.

Improving the value of your fisheries products or how to use unwanted catches.

This includes:

- Investments that add value to fishery products:
- processing your own catches;
- marketing your own catches; and
- directly selling your own catches.

Investments in fishing ports, landing sites, auction halls and shelters. For the purpose of increasing the quality, control and traceability of the products landed, increasing energy efficiency, contributing to environmental protection and improving safety and working conditions, the EMFF may support investments in:

- improving infrastructure of existing fishing ports;
- improving infrastructure of existing auction halls;
- improving infrastructure of existing landing sites;
- improving infrastructure of existing shelters for fishing vessels (such as boat ports or garages);
- modernisation of existing shelters for fishing vessels (such as boat ports or garages);
- construction of new shelters for fishing vessels (such as boat ports or garages); and
- facilities for waste and marine litter collection.

Construction of new ports, landing sites and auction halls will not be funded.

Investments in fishing ports, auction halls, landing sites and shelters for fishing vessels are to comply with the Common Fisheries Policy landing obligation and to support Producer Organisations in delivering objectives set down in the common organisation of the markets in fishery and aquaculture products regulation:

It is the responsibility of the applicant to ensure that gear purchased with EMFF funding meets all necessary legal requirements. If a gear purchased subsequently becomes obsolete or illegal then this is at the applicant's own risk there can be no refunds or claims against the scheme.

Applicants must comply with all relevant legal requirements of their projects.

ELIGIBLE COSTS

Please note this table is for guidance only and is not exhaustive or binding. If you are unsure whether an item is eligible please check the General Summary and if you are still unsure contact Marine Scotland.

Scheduled or preventive maintenance costs of any piece of equipment which keeps a device in working order shall not be eligible for support.

Only those costs necessary for and directly related to the installation of items to be funded shall be eligible for support.

Table A: Table of Eligible Costs

Item/Area	Eligible Costs	Ineligible Costs
Waste Management	The creation of schemes of waste collection for participating fishermen	
	the removal of lost fishing gear from the sea, in particular in order to combat ghost fishing;	
	the purchase and, if applicable, the installation of equipment on board for the collection and storage of litter;	
	the purchase and, if applicable, the installation of equipment based in fishing port facilities for the storage and recycling of litter;	
	communication, information, awareness raising campaigns, to encourage fishermen and other stakeholders to participate in projects to remove lost fishing gear;	
	training for fishermen and port agents.	

The purchase or leasing of vehicles is only eligible if the vehicle in question has a direct contribution to the project and is not used for any other purpose. Maintenance costs of any vehicles is not eligible for funding.

See the General Summary for a list of ineligible costs for all EMFF projects.

INFORMATION REQUIRED TO COMPLETE THE FORM

Before you proceed with creating an application you may wish to have the following items at hand or be aware that they will be necessary to accompany your application when it is submitted.

- A business case – if the total cost of your project is £25,000 or more then you will need to write a business case using the template provided in the Business Case Template document.
 - Financial information - current and expected turnover and balance sheets.
 - Quotes for costs to be incurred.
 - If the eligible cost quote is over £0 and up to £1,500 – At least one quote must be provided.
 - If the eligible cost quote is £1,500.01 and up to £5,000 – At least two quotes must be provided. If at least two quotes have not been provided, then a comment must be entered explaining why.
 - If the eligible cost quote is £5,000.01 and up to £60,000 – At least three quotes must be provided. If at least three quotes have not been provided, then a comment must be entered explaining why.
 - If any single eligible cost quote is equal to or over £60,000.01 –
- Public applicants** – A formal tender is required, you can contact us for advice on this before you go to tender. Evidence must be provided that a tender has taken place, including evidence of the evaluation system used, details of the chosen tender and scoring. The tendering must follow EU procurement rules.
- Private applicants** - 3 quotes or evidence of tender including evidence of the evaluation system used, details of the chosen tender and scoring.
- Company/charity and Value Added Tax (VAT) Registration numbers if applicable to your circumstances.
 - Organisation headcount numbers if applicable to your circumstances.

DEFINITIONS

In these notes:

- **You** means the applicant. You can employ an agent or consultant to help you complete your application form but you must sign the form. You will be responsible for ensuring that all of the terms and conditions for grant are fulfilled. Responsibility for the content of the application and any supporting information and documentation rests with you and cannot be transferred to your consultants. In particular, this means that you will be expected to retain ownership of the work which is being grant aided.
- **We** means Marine Scotland.
- **Fisheries area** means an area with a sea, river or lake shore, including ponds or a river basin, with a significant level of employment in fisheries, that is functionally coherent in geographical, economic and social terms and is designated as such by a Member State.
- **Fisherman** means any person engaging in commercial fishing activities, as

recognised by the Member State.

- **Small-scale coastal fishing** means fishing carried out by fishing vessels of an overall length of 11.99 metres or less and not using towed fishing gear as listed in Table 3 of Annex I to Commission Regulation (EC) No 26/2004.

- **Vessels operating exclusively in inland waters** means vessels engaged in commercial fishing in inland waters and not included in the Union fishing fleet register.

The information provided in this Guidance Note must only be taken as a guide to the grants which are available. The legal basis for the grants is Articles 26, 42, 43, 67, 68 and 69 of Council Regulation (EC) 508/2014, which can be found at <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014R0508&from=EN>

Grant Rates

Total public money in the tables below is the maximum grant rate for each category, the grant rate is variable up to this maximum and there is no guarantee of assistance. The next columns are for information and show how the maximum grant is split between European funds and national funds. The Private column shows the minimum amount of private money applicants will have to contribute to the project.

Most commercial projects will be eligible for a maximum of 50% grant support; the exceptions are detailed in the table below. Also some projects which can show they meet all 3 criteria in the last row may be eligible for higher rates of assistance, again these are maximums and there are no guarantees.

Some projects may have other national funding from bodies such as local authorities, coastal communities fund, enterprise companies. This is encouraged and must be entered on applications.

Grant Rates Key;

SSCF – Small scale coastal Fishing – vessels 11.99m or less not using towed gear

PO – Producer Organisation

SME – Micros, small and medium enterprises – see General Guidance note for further advice

Article 26 - Innovation in Fisheries				
Article 42 - Added value, product quality and use of unwanted catches – Improve the value of fisheries products & allow fishermen to process, market & sell their catch				
Type of Applicant	Grant Rates as Percentages of Eligible Costs			
	Total public money %	EMFF %	National % (SG and/or Other)	Private %
Public	100	75	25	0
Private	50	37.5	12.5	50
Private (non-SME) – 20%	30	22.5	7.5	70
Private (SSCF) + 30%	80	60	20	20
Private (organisations of fishermen/collective) +10%	60	45	15	40
Private (POs) +25%	75	56.25	18.75	25
If any of the types of applicant above has a project in which meets the criteria below, the grant rates above will be superseded by the rates below;				
Projects which meet all the following three criteria – see General Guidance for details; 1. Project has collective interests 2. Project has collective beneficiaries 3. Project has innovative features	50 - 100	0- 50	0-50	0-50

Article 43 Fishing ports, landing sites, auction halls and shelters – fishing ports, auction halls, landing sites and shelters				
Type of Project	Grant Rates as Percentages of Eligible Costs			
	Total public money %	EMFF %	National % (SG and/or Other)	Private %
Public	100	75	25	0
Private	50	37.5	12.5	50
Private (non-SME) – 20%	30	22.5	7.5	70
Private (organisations of fishermen/collective) +10%	60	45	15	40
Private (POs) +25%	75	56.25	18.75	25
If any of the types of applicant above has a project in the category below, the grant rates above will be superseded by the rates below;				

Projects which meet all the following three criteria – see General Guidance for details; 1. Project has collective interests 2. Project has collective beneficiaries 3. Project has innovative features (if applicable)	50 - 100	0- 50	0-50	0-50
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Article 66 Production and marketing plans				
Type of Applicant	Grant Rates as Percentages of Eligible Costs			
	Total public money %	EMFF %	National % (SG and/or Other)	Private %
Private (SSCF) + 30%	80	60	20	20
Private (POs) +25%	75	56.25	18.75	25
If any of the types of applicant above has a project in the category below, the grant rates above will be superseded by the rates below;				
Projects which meet all the following three criteria – see General Guidance for details; 1. Project has collective interests 2. Project has collective beneficiaries 3. Project has innovative features (if applicable)	50 - 100	0- 50	0-50	0-50

Article 69 Processing of fisheries and aquaculture products				
Type of Applicant	Grant Rates as Percentages of Eligible Costs			
	Total public money %	EMFF %	National % (SG and/or Other)	Private %
Public	100	75	25	0
Private	50	37.5	12.5	50
Private (SSCF) + 30%	80	60	20	20
Private (organisations of fishermen/collective) +10%	60	45	15	40
Private (POs) +25%	75	56.25	18.75	25

If any of the types of applicant above has a project in the category below, the grant rates above will be superseded by the rates below;				
Projects which meet all the following three criteria – see General Guidance for details; 1. Project has collective interests 2. Project has collective beneficiaries 3. Project has innovative features (if applicable)	50 - 100	0- 50	0-50	0-50

Contact details

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