

## **European Maritime and Fisheries Fund (EMFF)**

### **THIS GUIDANCE NOTE SHOULD BE READ IN CONJUNCTION WITH THE SUPPORT FOR PARTNERSHIPS, INFORMATION SHARING, ADVISORY SERVICES, JOB CREATION AND TRAINING 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 PARTNERSHIPS AND INFORMATION SHARING 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 started, 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. It is not the responsibility of Marine Scotland.**

## TYPES OF PROJECTS YOU CAN APPLY FOR

The Support For Partnerships, information sharing, advisory services, job creation and training Application Form should be used for projects relating to: advisory services; partnerships between scientists and fishermen; promotion of human capital, job creation, social dialogue, education and training; support for the systems of allocation of fishing opportunities and production and marketing plans.

**Advisory Services** in order to improve the overall performance and competitiveness of operators and to promote sustainable fisheries.

**Support shall be granted to operators, organisations of fishermen, including Producer Organisations, or public law bodies.**

This includes:

- feasibility studies that increase the viability of projects potentially eligible for support;
- advisory services that increase the viability of projects potentially eligible for support;
- the provision of professional advice on environmental sustainability focusing on limiting and eliminating the negative impact of fishing activities on marine, terrestrial and freshwater ecosystems; and
- the provision of professional advice on business and marketing strategies.

**These projects shall be provided by scientific, academic, professional or technical bodies, or entities providing economic advice that have the required competences. Contact Marine Scotland for further advice.**

**Partnerships between scientists and fishermen.**

**Funding under this article can be granted to public law bodies, fishermen, organisations of fishermen, Fisheries Local Action Groups and non-governmental organisations.**

This includes:

- the creation of networks, partnership agreements or associations between one or more independent scientific bodies and fishermen, or one or more organisations of fishermen, in which technical bodies may participate; and
- the activities carried out in the framework of these networks, or partnership agreements. This can cover data collection and management activities, studies, pilot projects, dissemination of knowledge and research results, seminars and best practices carried out under the above networks.

**Support for promotion of human capital, job creation and social dialogue** may be granted to self-employed fishermen, and may also be granted to spouses of self-employed fishermen or, where and in so far as recognised by national law, the life partners of self-employed fishermen, under the conditions laid down in point (b) of Article 2 of Directive 2010/41/EU of the European Parliament and of the Council.

The EMFF may support:

- professional training, lifelong learning, joint projects, the dissemination of

knowledge of an economic, technical, regulatory or scientific nature and of innovative practices, and the acquisition of new professional skills, in particular linked to the sustainable management of marine ecosystems, hygiene, health, safety, activities in the maritime sector, innovation and entrepreneurship; The support referred to above may be granted, for a maximum period of two years, for the training of people under 30 years of age, who are recognised as unemployed in the UK ('trainees'). Such support shall be limited to training on board a small-scale coastal fishing vessel owned by a professional fisherman of at least 50 years of age, formalised by a contract between the trainee and the owner of the vessel, including courses on sustainable fishing practices and the conservation of marine biological resources as defined in the Common Fisheries Policy. The trainee shall be accompanied on board by a professional fisherman of at least 50 years of age.

Support above shall be granted to professional fishermen to cover the trainee's salary and related charges, and shall be calculated in accordance with Article 67(5) of the Common Provision Regulation, taking into account the economic situation and living standards of the Member State concerned. That support shall not exceed a maximum amount of €40,000. Please be aware this is subject to fluctuations in the exchange rate).

- networking and exchange of experiences and best practices between stakeholders, including among organisations promoting equal opportunities between men and women, promoting the role of women in fishing communities and promoting under-represented groups involved in small-scale coastal fishing or in on-foot fishing; and
- social dialogue at Union, national, regional or local level involving fishermen, social partners and other relevant stakeholders. Social dialogue can refer to negotiation, consultation or simply an exchange of information and views.

### **Support for the systems of allocation of fishing opportunities.**

**Support shall be granted to public authorities, legal or natural persons (such as a sole trader, a joint partnership or a limited company) or organisations of fishermen recognised by the UK Member State, including recognised Producer Organisations** involved in the collective management of the systems referred to above.

- In order to adapt the fishing activities to the fishing opportunities, the EMFF may support:
  - the design, development, monitoring, evaluation and management of the systems for allocating of fishing opportunities.
- **Production and marketing plans.** This includes:
  - the preparation and implementation of production and marketing plans referred to in Article 28 of Common Provision Regulation. This support shall only be granted to Producer Organisations and associations of Producers Organisations.
  - Expenditure related to production and marketing plans shall be eligible for support from the EMFF only after approval by the Marine Scotland of the annual report referred to in Article 28(5) of the common organisation of the markets in

fishery and aquaculture products.

Support granted per Producer Organisation per year shall not exceed 3 % of the average annual value of the production placed on the market by that Producer Organisation during the preceding three calendar years. For any newly recognised Producer Organisation, that support shall not exceed 3 % of the average annual value of the production placed on the market by the members of that organisation during the preceding three calendar years.

Applicants under production and marketing plans may apply for an advance of 50 % of the financial support after approval of the production and marketing plan in accordance with Article 28(3) of the common organisation of the markets in fishery and aquaculture products.

**It is the responsibility of the beneficiary 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 beneficiary'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 peice 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 shall be eligible for support.

**Table A: Table of Eligible Costs**

Item/Area	Eligible Costs	Ineligible Costs
Advisory services	feasibility studies and advisory services that assess the viability of potential projects which contribute to sustainable development of fisheries.	
	the provision of professional advice on environmental sustainability, with a focus on limiting and, where possible, eliminating the negative impact of fishing activities on marine, terrestrial and freshwater ecosystems;	

	<p>the provision of professional advice on business and marketing strategies.</p>	
	<p><b>The feasibility studies, advisory services and advice referred to above shall be provided by scientific, academic, professional or technical bodies, or entities providing economic advice that have the required competences.</b></p> <p><b>The support shall be granted to operators, organisations of fishermen, including producer organisations, or public law bodies.</b></p>	
<p>Partnerships between scientists and fishermen</p>	<p>the creation of networks, partnership agreements or associations between one or more independent scientific bodies and fishermen, or one or more organisations of fishermen, in which technical bodies may participate;</p> <p>the activities carried out in the framework of the networks, partnership agreements, or associations referred to above</p> <p><b>The types of projects referred to above may cover data collection and management activities, studies, pilot projects, dissemination of knowledge and research results, seminars and best practices.</b></p> <p>The projects referred to under <i>Partnerships between scientists and fishermen</i> may be granted to public law bodies, fishermen, organisations of fishermen, FLAGs and non-governmental organisations</p>	

Promotion of human capital, job creation and social dialogue	professional training, lifelong learning, joint projects, the dissemination of knowledge of an economic, technical, regulatory or scientific nature and of innovative practices, and the acquisition of new professional skills, in particular linked to the sustainable management of marine ecosystems, hygiene, health, safety, activities in the maritime sector, innovation and entrepreneurship;	
	social dialogue at Union, national, regional or local level involving fishermen, social partners and other relevant stakeholders.	
	<b>support referred to under <i>Promotion of human capital, job creation and social dialogue</i> may also be granted to spouses of self-employed fishermen or, where and in so far as recognised by national law, the life partners of self-employed fishermen</b>	
Support for the systems of allocation of fishing opportunities Production and marketing plans	<b>In order to adapt the fishing activities to the fishing opportunities, the EMFF may support the design, development, monitoring, evaluation and management of the systems for allocating the fishing opportunities.</b>	
	<b>Funding under <i>Support for the systems of allocation of fishing opportunities</i> shall be granted to public authorities, legal or natural persons or organisations of fishermen recognised by the Member State, including recognised producer organisations involved in the collective management of the systems</b>	

	<p><b>Marine Scotland may grant an advance of 50 % of the financial support offered after approval of the production and marketing plan providing the PO implements the plan immediately</b></p>	
	<p>The EMFF shall support the preparation and implementation of production and marketing plans referred to in Article 28 of Regulation (EU) No 1379/2013.</p>	
	<p><b>Support granted per producer organisation per year under this Article shall not exceed 3 % of the average annual value of the production placed on the market by that producer organisation during the preceding three calendar years. For any newly recognised producer organisation, that support shall not exceed 3 % of the average annual value of the production placed on the market by the members of that organisation during the preceding three calendar years.</b></p>	
	<p>Funding for Production and marketing plans shall only be granted to producer organisations and associations of producers organisations</p>	

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

For health and safety measures items and services that are statutory or mandatory requirements of law and byelaws cannot be funded by the EMFF scheme

### **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.
- **Fisherman** means any person engaging in commercial fishing activities, as recognised by the Member State.
- **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, which is functionally coherent in geographical, economic and social terms and is designated as such by a Member State.
- **Inland fishing** means fishing activities carried out for commercial purposes in inland waters by vessels or other devices.
- **Vessels operating exclusively in inland waters** means vessels engaged in commercial fishing in inland waters and not included in the Union fishing fleet register.
- **A public law body** is an organisation financed, managed or supervised by the government.
- **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.

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 27, 28, 29, 36 & 66 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

<b>Article 27 Advisory Services</b>				
<b>Article 28 Partnerships between scientists and fishermen</b>				
<b>Article 29 Promotion of human capital, job creation and social dialogue</b>				
<b>Article 36 Support for the systems of allocation of fishing opportunities</b>				
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 (if applicable)	50 - 100	0- 50	0-50	0-50

<b>Article 66 Production and marketing plans</b>				
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

**Contact details**

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