



**Rural Affairs and the Environment**

**Marine Directorate**

# **AQUACULTURE SCHEME**

**EUROPEAN FISHERIES FUND (EFF)**

**APPLICATION FORM**

**RESTRICTED - COMMERCIAL**

Project Location: \_\_\_\_\_

Company: \_\_\_\_\_

This form is available in Word 97 format.

For official use only :

Date received : \_\_\_\_\_

Reference : \_\_\_\_\_

## INTRODUCTION

This application form is for those considering applying for grant aid towards an **aquaculture** project under EFF (European Fisheries Fund). It should be read in conjunction with the accompanying guidance notes - careful reading can save time and effort.

- Please give a full answer to each question. The processing of the application will be delayed if we need to seek further information from you.
- Please type your answers or write in dark ink using block letters.
- Where boxes are provided please tick ✓ the appropriate box(es).
- Do not leave blank spaces - mark N/A (not applicable) if appropriate.
- You should note that there is a checklist on the final page to ensure that you have included all the information which is required.

The Scottish Government Marine Directorate can only offer general advice on the completion of application forms. However, enquiries can be directed to the Fisheries Grants Team;

(Tel: 0131 244-6329)

(email : [EFF.ScottishGovernment@scotland.gsi.gov.uk](mailto:EFF.ScottishGovernment@scotland.gsi.gov.uk))

**Applicants are advised not to start work on, or commit expenditure to, your project before receiving acknowledgement of receipt of this application from Fisheries Grants Team.**

## SECTION A - APPLICANT'S DETAILS

A1 Contact Name: \_\_\_\_\_  
Gender: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

A2 Contact in case of enquiries (if different from A1).  
Contact Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

A3 Status of Applicant. (Tick)

Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Co-Operative	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>
Public Limited Company	<input type="checkbox"/>
Public Sector Organisation	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

A4 Size of Enterprise (Tick)  
Please refer to Annex C of the guidance note

Micro	<input type="checkbox"/>
Small	<input type="checkbox"/>
Medium	<input type="checkbox"/>
Medium +	<input type="checkbox"/>

A5 If a partnership, please list names and addresses of partners.

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A6 If a Limited company, please give your registration number and place of incorporation.

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A7 VAT registration number (if applicable)

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A8 If a Private Limited company, please list names of principal shareholders (those with a holding of more than 10%).

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A9 Names and addresses of principal holding companies.

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A10 If the business is part of a larger group, give the current turnover and employment details for the ultimate Holding or Parent Company

Enterprise	Turnover	Employment (full and part time)
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A11 List your 3 most recent European Fisheries Fund(EFF) or Financial Instruments for Fisheries Guidance (FIFG) awards.

Application No (if known)

Year

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A12 Please give a brief summary of the business' background.

A13 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                             | <input type="checkbox"/> |
| The Scottish Government: Fisheries website | <input type="checkbox"/> |
| Local Fishery Office                       | <input type="checkbox"/> |
| The European Commission website            | <input type="checkbox"/> |
| Word of mouth                              | <input type="checkbox"/> |
| Attended a trade show                      | <input type="checkbox"/> |
| Other (please tell us where this was)      | <input type="checkbox"/> |

## **SECTION B - THE PROJECT**

B1 General Title of the Project.

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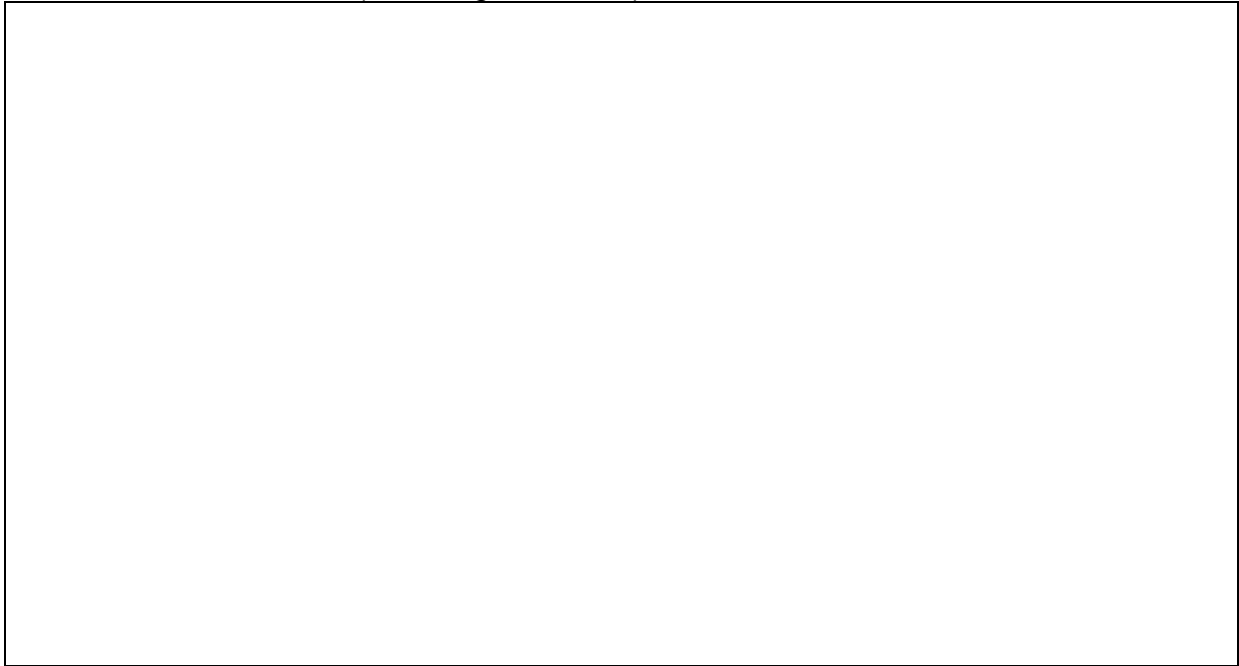
B2 Location(s) of Project Site(s).

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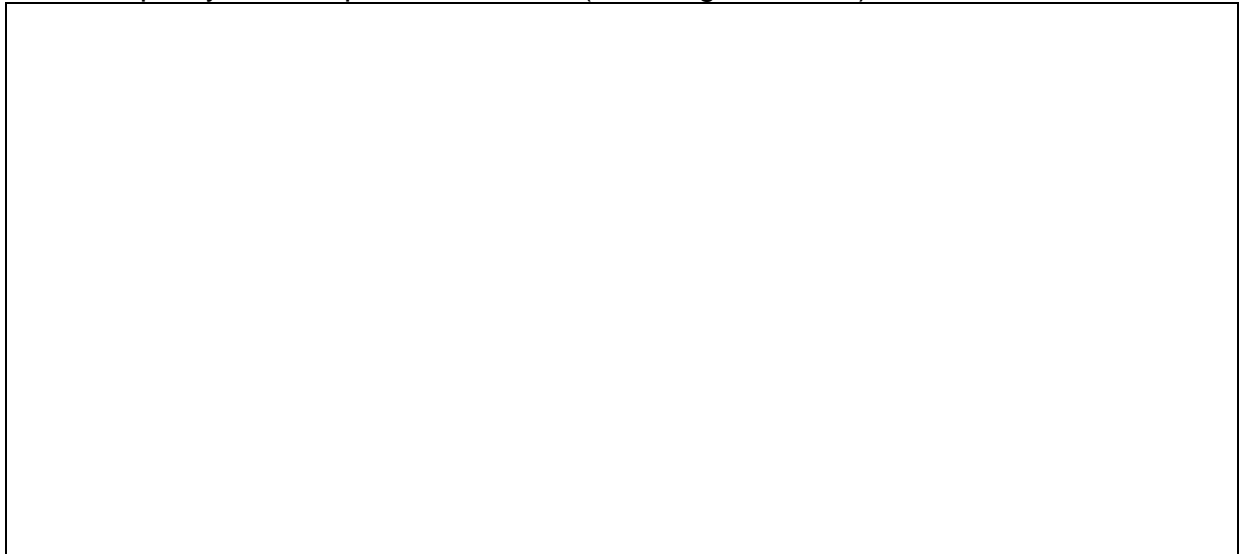
B3 Species farmed.

B4 Please provide a brief description of the project.

B5 How would the project contribute to increased efficiency and cost-effectiveness ? (Please give details)



B6 How would the project contribute to improvements in the health, welfare and quality of the species farmed ? (Please give details)



B7 How would the project provide better and/or safer working conditions for employees?  
(please give details)

B8 What is your project aiming to achieve and how will you measure its success?

*Please provide details of expected benefits and targets as a result of completion of this project and if the project will assist in achieving the Action Points in the [Strategic Framework for Scottish Aquaculture](#) and the aims of the [Scottish Food and Drink Policy](#)?*

**Equal Opportunities**

Describe any barriers to access and participation in this project or your business that you have identified e.g. for women, ethnic minorities or people with disabilities

B9

*Applicants are required to demonstrate that they have considered equal opportunities in the design of this project.*

B10 Describe the procedures in place to ensure your organisation meets its obligation as an employer under the appropriate equal opportunities legislation.

## **The Environment**

B11 Has an Environmental Impact Assessment (EIA) been conducted ? YES/NO

If YES, please provide a copy.

If NO, please answer question B12 below as fully as possible.

B12 Describe and, wherever possible, quantify the project's positive and negative impacts on the environment, and detail the steps to be undertaken to minimise, monitor and manage the negative effects, with particular reference to:

- a. Benthic impacts
- b. Water column impacts
- c. Interaction with predators
- d. Interaction with wild Salmonids
- e. Impacts upon species of habitats of conservation importance, including Sensitive Sites
- f. Navigation, anchorage, commercial fisheries, other non-recreational maritime uses (MOD)
- g. Landscape and Visual Impact Assessment
- h. Noise
- i. Marine cultural heritage
- j. Waste management (non-fish)
- k. Socio-economic, access and recreation
- l. Traffic and transport
- m. Any other issue

## SECTION C – IMPLEMENTATION OF THE PROJECT

- C1 Work on the project is scheduled to commence on ...../...../..... and be completed on ...../...../.....
- C2 Within the above timetable, please describe the schedule of works planned, from site clearance through to completion.

- C3 Please enclose a copy of detailed site plans (distinguishing between new and existing structures) and plans showing the layout of equipment to be purchased.
- C4 Please enclose a copy of the Planning Permission documents and any other consents and certificates required for the project e.g. CAR Licence for finfish; Coast Protection Act consent for finfish and shellfish in the marine environment
- C5 Does the project involve replacement/refurbishment of existing facilities?  
YES/NO  
(If yes, please give details.)

C6 Is the project part of a larger investment?  
(If yes, please give details.)

YES/NO

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C7 Please give details of anticipated expenditure (estimates/quotations should be attached)

Description of Work Planned	Estimate reference	Cost (ex VAT)
Infrastructure : <ul style="list-style-type: none"> <li>• Preparation of seabed</li> <li>• Roads etc</li> <li>• other</li> </ul>		
Construction of buildings : <ul style="list-style-type: none"> <li>• hatchery</li> <li>• store/food preparation area</li> <li>• processing/despatch</li> <li>• services</li> <li>• other</li> </ul>		
Rearing ponds/tanks/basins		
Cages		
Shellfish culture production/collection equipment		
Other equipment/machinery		
Boats		
Transport		
Other eligible costs		
Contingency (max of 5% of total project costs. (e.g. unforeseen technical costs)		
Ineligible costs (please specify)		
	Total Planned: £	

## SECTION D – FINANCING

D1 Please provide a breakdown of how the project is to be funded. Written details are required for all overdrafts/loans/other grants and sources of funding

Total planned expenditure: £\_\_\_\_\_

(This should equal 'Total Planned' at Section C7)

Funding will be secured as follows:

D2 Own Funds: £\_\_\_\_\_

Of which:	Own capital	£_____
	Loans	£_____
	Other	£_____

D3 Grants secured/anticipated: £\_\_\_\_\_

Of which:	EFF (European) Grant	£_____
	Other Public Bodies (please specify)	£_____

D4 Other Contributions: £\_\_\_\_\_

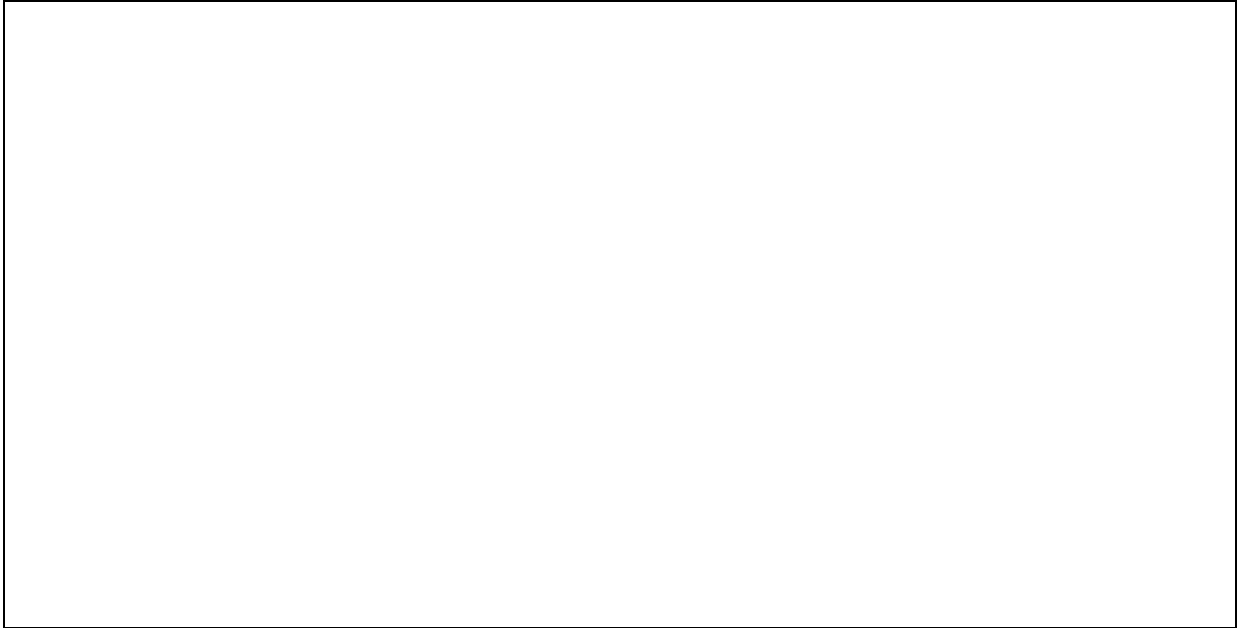
Of which (please specify):	£_____
	£_____

D5 If you are awarded grant, when will claim for payment be submitted? (Please note that any award and payment of aid will be based on the dates you give.) Beneficiaries have 24 months in which to drawdown the grant award, this target is known as N+2. Failure to meet the scheduled drawdown of grant may result in the offer of award being rescinded.

<u>Date of claim</u>	<u>Amount Claimed</u>
_____	_____
_____	_____
_____	_____

D6 Please explain what will happen to the project if grant is not awarded.

D7 Please explain how this grant would help the project and the business.



## SECTION E – ACCOUNTS

E1 Please supply copies of the audited accounts for the business covering the last three financial years. If these are not available, please explain why.

E2 Please complete the following table to show the projected financial situation for the business and (if possible) the project over the first 3 financial years after completion of the project.

	Forecast for whole business			Forecast for project		
Year						
	£000	£000	£000	£000	£000	£000
<b>Profit &amp; Loss:</b>						
Turnover						
Gross margin						
Net margin before depreciation						
Profit/loss before tax						
Profit/loss after tax						
<b>Balance Sheet:</b>						
Fixed assets						
<b>Liquid Assets:</b>						
Bank						
Other						
Other current assets						
<b>Current Liabilities:</b>						
Bank overdraft						
Other						
Net current assets/ (liabilities):						
Long term liabilities:						
Net Assets:						

## SECTION F – PRODUCTION CAPACITIES/EMPLOYMENT

F1 Please complete the table below to show facilities at the project site and the production capacity for each of the species produced both before and after the implementation of the project.

Existing situation	Planned after completion of the project
Facilities at site (description and numbers/sizes of cages, tanks, rafts etc).	
Production Capacity (tonnes/year).	
Cost of production (£/tonne).	
Number of Hatchery-produced fry (number/year)	

F2 Please complete the table to show employment before and after the project.

Employment before project	Employment after project
Full Time: Skilled Unskilled	Full Time: Skilled Unskilled
Part Time: Skilled Unskilled	Part Time: Skilled Unskilled
Seasonal/casual: Skilled Unskilled	Seasonal/Casual Skilled Unskilled

## SECTION H - DECLARATION

### H1 To be completed by the consultant, where appropriate.

I confirm that the guidance notes accompanying this application, and the explanatory notes within this application, have been read by and fully explained to my client whose signature appears below.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name (Print): \_\_\_\_\_

Company: \_\_\_\_\_

### H2 To be completed by the applicant.

I confirm that the information contained in this application is true to the best of my knowledge and belief.

I confirm that I have read the Guidance Notes accompanying the application and the explanatory notes within the application.

I undertake to meet any obligations in relation to planning permission and any other certificates/consents required. I also undertake to meet any obligations regarding hygiene and environmental protection that exist at present or in the future.

I undertake to notify The Scottish Government Fisheries Grants Team in advance of making any changes to the nature or construction of this project.

I confirm that no work on this project has been carried out other than consultants' work, site purchase, obtaining quotations, obtaining planning permission, or the drawing of site plans. Physical work on the project will not commence before the date specified in writing by The Scottish Government Fisheries Grants Team.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name (Print): \_\_\_\_\_

Position in company \_\_\_\_\_

**WARNING: If you obtain or attempt to obtain by deception grant for yourself or anyone else you may be liable to a fine. A false or misleading statement, whether made by the applicant or their authorised agent, may mean that approval of any grant offer will be revoked and any grant withheld or recovered with compound interest applied. Applicants are reminded that if the project is approved and grant offered, 'Conditions of Grant' will apply which will be sent out with award letter. Any breach of these conditions may lead to withdrawal of the offer/recovery of any grant/or prosecution.**

**Data Protection Act 1988 – The Scottish Government undertakes to comply with these principles in all matters relating to the processing and storing of personal information.**

VAT Declaration for EFF Grants
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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:

## SECTION I - CHECKLIST

Please ensure you have correctly completed this form and enclosed, where appropriate, evidence relating to the following questions, along with any other information you feel may support your application.

Tick

- B11 Copy of Environmental Impact Assessment
- C3 Plans of new and existing site facilities and equipment
- C4 Planning permission, warrants, other consents etc
- C7 Quotations/estimates covering the estimated expenditure
- D2 Bank overdraft/loan agreement
- D2 Agreements for any other private sector funding
- D3 Award letters for any other grant(s)
- D4 Confirmation of any other funding
- E1 Copy of accounts for the last 3 financial years

## **APPLICANT FEEDBACK**

If you have any comments or suggestions regarding this application form please provide them below. Please note that the majority of the information gathered by this application is a requirement of the EFF Regulations.