

## Application form for Recreational Sea Fishing

### Application Information

Project title:

Please complete this application form and declaration and return it to [FaSS.queries@marinemanagement.org.uk](mailto:FaSS.queries@marinemanagement.org.uk) along with all the documents listed in the 'Documents to be Submitted' checklist. For further information please refer to the [FaSS General Guidance](#).

#### Documents to be submitted

##### All Applications

Application form (with declaration completed) ☐

Your company accounts for the last three years (unless a new business, then for all operational years) ☐

Correct number of quotes and/or tenders in line procurement guidance ☐

##### Sole Trader Only

A copy of Applicant's photographic ID (passport or driving licence) or two recent utility bills ☐

##### When Required – templates available on request

A business case and/or project plan (required if total project cost is in excess of £30,000) ☐

A discounted cashflow forecast (required if total project cost above £150,000) ☐

##### All applications from a Partnership

Written confirmation that you have the agreement from all parties to make this application ☐

We will notify you if any further information is required.

We will contact you within 5 working days to confirm receipt of your application. After this you can begin work on the project, but this is entirely at your own risk until a decision on your application is made.

Please note that this is a competitive process: meeting any or all of the criteria does not guarantee your project will receive funding.

You can also find further information on the FaSS application and claims processes in the [General](#) and [Post-application Guidance](#) documents

For more information contact  
Grants Team  
Marine Management Organisation  
Lancaster House  
Hampshire Court Newcastle upon Tyne  
NE4 7YH

Telephone: 020802 65539  
Email: [FaSS.queries@marinemanagement.org.uk](mailto:FaSS.queries@marinemanagement.org.uk)

## Applicant Details

Applicant Title:

Applicant First Name:

Applicant Second Name:

Applicant Business Name:

Address Line 1:

Address Line 2:

County:

Postcode:

Contact Number:

Email Address:

Company Registration Number (If Applicable)

Type of organisation (eg. Sole Fisher, Private Company)

Public or Private Body

Vat Registered (Yes or No)

VAT Registration Number (If Applicable)

## Project Description

Proposed Start Date

Proposed End Date

Project Description (If you reach the available size of the box, please refer to our additional page)

Will project go ahead if you do not receive grant funding?

List of all your organisations directors/ shareholders/ partners if applicable. If there are none please state this.

What are the targets and benefits for your project including time frame for achievement?

Please provide the post code of where your project is located

### Turnover

Current Annual Turnover (£)	Expected Annual Turnover (£)
<input type="text"/>	<input type="text"/>
Balance Sheet (£)	Expected Balance Sheet (£)
<input type="text"/>	<input type="text"/>
Profit (£)	Expected Profit (£)
<input type="text"/>	<input type="text"/>

## Employment Equality and Diversity

### Application Core Indicators and Targets

	Current	Post Projects	Employment Maintained
Male			
Female			
Other			
Total			

### Employment Through Complimentary Activities

	Employment Maintained
Male	
Female	
Other	
Total	

Does your project help to improve the employment opportunities or occupations for women in Maritime and fisheries sectors and/or help them return to work after a period of absence for domestic or family reasons?

If yes please provide details

Does your project help to improve employment opportunities for people who are part of minority groups? Such as people with disabilities people from an ethnic minority~ people who are lesbian, gay, bisexual and transgender; or people who are aged over 65

If yes please provide details

## Measure Information

PLEASE NOTE: You are only required to provide the information relating to the eligible activity you have selected. Not all questions listed will be relevant to your project, please provide answers for those that are applicable to you.

**Please tick which eligible activity you are applying under:**

- |                                                                                    |                          |                 |
|------------------------------------------------------------------------------------|--------------------------|-----------------|
| <i>Investments to improve the infrastructure of recreational fishing locations</i> | <input type="checkbox"/> | Head to section |
| <i>Innovation in gear and technology</i>                                           | <input type="checkbox"/> | Head to section |
| <i>Preparation of Environmental studies/professional advice</i>                    | <input type="checkbox"/> | Head to section |
| <i>Support for new entrants, promotion and educational awareness</i>               | <input type="checkbox"/> | Head to section |

### Investments to improve the infrastructure of recreational fishing locations

If your project relates to an increase in access by Recreational Fishers:

Please provide the number of recreational fishers that currently access the area

Please provide the number of recreational fishers your project will benefit

If your project relates to new charter boats based in the area:

Please provide the number of charter boats that are based in the area

Please provide the number of charter boats that will benefit from your project

Please provide the number of charter boats that could access the area after your project

## Innovation in gear and technology

Does your project relate to the purchase of equipment supporting environmental benefits? If so how many items will be purchased and what are their environmental benefits?

Please provide a brief description of the innovation you are proposing?

*If you exceed the text box above, please use the additional page at the end*

## Preparation of Environmental studies/professional advice

If your project relates to an increase in environmental studies and or provision of professional advice:

Please provide the number of consultant days that will be used on the project

Please provide an estimate of the number of businesses expected to receive advice as a result of the project

Please provide the number of studies, guides or marketing strategies produced as a result of the project

Please provide an estimate of how many stakeholders are likely to access the information produced because of the project (website hits for example)

*If you exceed the text box above, please use the additional page at the end*

Please provide the number of potential sites identified for mapping

Size (m2) of potential habitat identified for mapping

Please provide the number of new management or conservation initiatives created as a result of the project

## Support for new entrants, promotion and educational awareness

Please provide change in net profit expected post project (£)

Current Profit (£)	Expected Profit (£)

If your project relates to the number of commercial businesses moving to the charter boat industry:

Please provide an estimate of how many businesses will diversify as a result of the project

If your project relates to an increase in educational awareness and planning:

Please provide the number of training days provided as part of the project?

Please provide the number of fishers engaged as part of the project?

Please provide the number of strategies produced as part of the project?

If your project relates to promotion:

Please provide an estimate of the number of projects/promotions or people reached by the project/promotion particularly from underrepresented groups?

*If you exceed the text box above, please use the additional page at the end*

If your project relates to health and safety:

Please provide the number of purchases of health and safety equipment as part of the project?

Please provide the number of (non-mandatory) training courses attended

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## Project Finance

PLEASE NOTE: The funding rate you will receive for your project will depend on the type of organisation applying and the activities being undertaken as part of the project.

Once your project has been submitted and we have reviewed the costs you have entered, we will contact you and advise of the funding rate for your project and the amount you would be awarded if your application was to be successful.

If you're VAT registered please enter your quotes in the table excluding VAT. If you're not VAT registered please include VAT (if applicable) on items or services in the table below

Please refer to the [general guidance](#) (on our FaSS website for advice on quotes/costs and what you are required to provide).

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### Costs

VAT Registered? (Y/N)

[illegible]

## Claims and Reporting Schedule

All FaSS funds must be paid out by **31 March 2022**, to allow us to pay your claim/s we would advise that you submit your final claim no later than 8 weeks before 31 March 2022. We cannot pay any funds out after this date and if a project misses this deadline the funding will be withdrawn.

Project Start Date

Project End Date

Total Forecast Costs (£)

## Claims Schedules

[illegible]

## Compliance and Declaration

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 I have read and understood the Fisheries and Sea Food Scheme (FaSS) guidance and application form.

I declare that the information given in this application is true and accurate to the best of my knowledge and belief.

If an agent or someone acting on my behalf has completed this application or submitted documents in support of the application, I can confirm that I have checked the information provided in the application form and its supporting documents and I am satisfied that it is true and accurate to the best of my knowledge and belief.

I confirm that all the quotes for work that accompany this application have been supplied by the parties concerned and have been provided independently and as part of a genuine competitive tendering process. If any quotes have been obtained through a third party such as a project manager, I confirm that I am satisfied that they have been supplied in this manner.

I declare that I have the permission from any other partner(s) in the project to sign the application on their behalf.

I understand that all FaSS funding awards are discretionary and there is no automatic entitlement to any funds.

I know of no reason why I should not be granted FaSS funding.

I confirm that neither I nor a close relative has any financial or other material interest in the companies that will supply goods and services to my project. If that is not the case, I confirm that I have explained this within the application form.

I undertake to inform the Marine Management Organisation (MMO) in writing of any change in circumstances which may affect the accuracy of the information given whilst this application is being considered by the MMO.

I understand the FaSS funding may be withheld or any paid monies recovered if it is found to have been obtained by the provision of false, untrue, or inaccurate information, was not used for the purpose for which it was granted or if any condition of fisheries funding was not complied with.

If my application relates to investments on board my vessel, I confirm that the proposed investment detailed in this application will not increase the ability of my vessel to catch fish.

I understand that responsibility for ensuring 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 is my responsibility and not the responsibility of the MMO.

I understand that the 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, for the purposes of assessing my eligibility for fisheries funding or for the purposes of the prevention and detection of crime.

I authorise HM Revenue and Customs to provide the MMO 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, as the applicant declare that, I (or my organisation), as the applicant for a grant on this project, declare that I am (tick as appropriate):

- ☐ Registered for VAT
- ☐ Not VAT registered
- ☐ In the process of registering for VAT

☐  
☐  
☐

Funding claimed under FaSS must normally be based on expenditure net of VAT. If however, you or your company are not registered for VAT, you may apply for funding based on your gross expenditure (inclusive of VAT).

I understand that when examining the above-mentioned claim, the Department for Environment, Food and Rural Affairs (Defra) and/or the MMO may have to ask HM Revenue and Customs about my VAT registration status and I have no objection to any such enquiry.

**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.**

## VAT Declaration for FaSS Grants

**If you are not registered for VAT you will need to complete this declaration.**

Grants claimed under FaSS 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 **not registered** nor have any applications 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 not subject of the claim made by me/ us.

I understand that when examining the above-mentioned claim Defra and/or Marine Management Organisation may have to ask HMRC about my VAT registration status, and I have no objection to any such enquiry.



Applicant Name

Signature of applicant:

Date:

## Declaration and Undertaking

Terms and Conditions Acknowledged and Agreed

Total Forecast Costs (£)

Applicant Name

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/Project Contact Name

Agent/Project Contact Email

Telephone Number

Signature of agent

Date

## Data Protection Act 1988 – 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 Marine Management Organisation, an executive agency at Defra.

Defra or Marine Management Organisation will use your personal data for the purposes of assessing your eligibility for a grant under the Fisheries & Seafood Scheme (FaSS). In the interests of accounting for taxpayer's money, the following information will be published on Marine Management Organisation 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 and their agencies and authorised agents.

Defra or Marine Management Organisation 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, Marine Management Organisation, 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 Marine Management Organisation provides to you.

If you wish to obtain a copy of your personal data held by Defra or Marine Management Organisation, please follow the procedure at [www.defra.gov.uk/corporate/engov/personaldata.htm](http://www.defra.gov.uk/corporate/engov/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 335 577 or emailing 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:

**MMO Grants Team**  
**Lancaster House**  
**Hampshire Court,**  
**Newcastle upon Tyne**  
**NE4 7YH**

**Telephone: 0208 026 5539**

**Email: [FASS.queries@marinemangement.org.uk](mailto:FASS.queries@marinemangement.org.uk)**

**Website: [www.gov.uk/mmo](http://www.gov.uk/mmo)**

For further information about the processing or personal information in relation to DEFRA's online services, please see the privacy link on the homepage.

Additional Page

