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Department
for Environment
Food & Rural Affairs

www.gov.uk/defra

Invitation to Apply

Grant for UK Seafood Fund: Infrastructure (round 2)
Defra **Grant Reference: C5292**

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Section 1: ITA response particulars and conditions of application

Please ensure you read and respond to this ITA for all round 2 applications. Changes for round 2 have been highlighted for your information.

Glossary

Unless the context otherwise requires, the following words and expressions used within this Invitation to Apply shall have the following meanings (to be interpreted in the singular or plural as the context requires):

TERM	MEANING
“Agreement”	means the agreement (substantially in the form set out in Annex B) to be entered into by the Authority and the Applicant if the Applicant’s Application is successful.
“Administrator”	the Marine Management Organisation (MMO)
“Applicant(s)” or “you” or “your”	means the organisation(s) who submits a completed application in accordance with this ITA.
“Application Process”	means the process by which Applicants apply for the Infrastructure Scheme, including completion of the application form on UK Fisheries Support System (UKFSS) and responses to the qualification questions and the technical questions. This is further explained in section 9 of the Statement of Requirements.
“Application”	means an Applicant’s formal proposal in response to this ITA.
“Authority” or “we”	Department for Environment, Food and Rural Affairs (Defra)
“branding manual”	means the ‘Funded by UK Government’ branding manual .
“Conditions of Application”	means the terms and conditions set out in this ITA relating to the submission of an Application.
“Conflict of Interest”	means an actual or potential conflict of interest on the part of the Applicant in connection with the ITA or the Agreement.
“Devolved Administrations” or “DAs”	means the legislatures and executives in Scotland (Marine Scotland), Wales (Marine and Fisheries Division, Welsh Government) and Northern Ireland (Department of Agriculture, Environmental and Rural Affairs).
“EIR”	means the Environmental Information Regulations 2004 (as amended) together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to those Regulations.
“FOIA”	means the Freedom of Information Act 2000 (as amended) and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant government department in relation to that legislation.

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TERM	MEANING
“Grant Recipient”	means a successful Applicant who subsequently receives funding from this scheme
“Infrastructure”	means the physical infrastructure required at ports, in processing and in aquaculture.
“Infrastructure Scheme”	has the meaning given to it in Section 2: Statement of Requirements.
“ITA”	means this invitation to apply and all related documents published by the Authority and made available to Applicant(s).
“Lead Applicant”	means the entity who makes the Application on behalf of a consortium and is responsible for delivery of the project.
“NI”	Northern Ireland
“Statement of Requirements”	means the requirements set out in Section 2
“Terms and Conditions”	means the terms and conditions of the Agreement
“Timetable”	means the timetable for the Application Process set out in paragraph 14 of Section 1: ITA Response Particulars and Conditions of Application (as may be updated from time to time by the Authority).
“UK Fisheries Support System” or “UKFSS”	means the system used by the Authority for conducting this Application Process.

References to a “Paragraph”, “Section” and to an “Annex” are references to a paragraph, section and to an annex of the ITA.

Reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted.

General

1. The Authority is looking to award grants through the UK Seafood Fund: Infrastructure Scheme. The Infrastructure Scheme is part of the £100 million UK Seafood Fund.
2. The Infrastructure Scheme will invest in the physical infrastructure required at ports and on shore, in processing and in aquaculture to increase capability in the UK supply chain. More detail can be found in Section 2: Statement of Requirements.
3. You can access the application pack via the [UK Seafood Fund: Infrastructure Scheme webpage](#).

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4. The Authority is using the [UK Fisheries Support System \(UKFSS\)](#) portal to conduct the application process for this grant competition.
5. The Marine Management Organisation (MMO) will be acting as the Administrator for this grant competition. The first point of contact for the Applicant at any stage in the application process is MMO via the UKFSS system.
6. It is important that your Application provides all the information asked for in the ITA in the order and format specified. This facilitates the Authority's evaluation process to consider applications fairly and equally. Failure to comply with the instruction may result in your Application being disqualified.
7. You should read the ITA carefully before submitting an Application.
8. The ITA sets out:
 - the Timetable and process for the Application;
 - information regarding the evaluation criteria and how funding decisions will be reached; and
 - the administrative arrangements for the submission and receipt of Applications; and
 - the information to allow you to submit a compliant Application
9. You are responsible for ensuring you submit a complete and accurate Application and that costs quoted are arithmetically correct.
10. Applications received after **midday GMT on 3 February 2023** may not be considered (see Paragraph 39). If you experience any technical problems submitting your application to the UKFSS you can contact the Administrator by calling 03300 416 579. Please leave sufficient time to submit your Application.
11. By applying, you agree to be bound by the terms of this ITA and accept the Terms and Conditions (Annex B) to this ITA. Failure to comply with the instructions set out in the ITA or the provision of false, inaccurate, or misleading information, may result in your exclusion from this Application Process.
12. The Authority may amend or withdraw all or any part of this ITA at any time. This could include by way of example amending the process for submitting Applications or extending the deadline. You can sign up for alerts to notify you of any changes on the [UK Seafood Fund: Infrastructure Scheme webpage](#).
13. If there is any conflict between the information set out in the ITA and the information displayed in the UK Fisheries Support System, the information set out in the ITA shall take precedence.

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Proposed Timetable

14. The Timetable below is subject to change by the Authority. You will be informed of any changes to the Timetable through signing up to alerts on the [UK Seafood Fund: Infrastructure Scheme webpage](#). If you have started an application for the Infrastructure Scheme on the UKFSS, we will contact you via email if any changes are made.

Application process	Date (and time where applicable)
Issue Invitation to Apply (ITA)	25 November 2022
Applicants can contact the Administrator if they have questions about the application process	Starts between 12 to 23 December 2022 Ends between 3 to 13 Jan 2023
Deadline for clarification questions from Applicants	20 Jan 2023 Midday GMT
Deadline for submission of Applications	3 Feb 2023 Midday GMT
Applicant Due Diligence Prior to Evaluation	3 February to 3 March 2023
Deadline for submission of tendering evidence (if applicable)	17 March 2023
Evaluation of Applications including enhanced Due Diligence and awards panel	Starts 6 March 2023 Ends 7 April 2023
Funding award notification	10 April to 28 April 2023
Site visits	1 May to 26 May 2023
Grant funding agreements issued and returned	26 May to 2 June 2023
Funding start date	2 June 2023

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Submission of Draft Reports	Project by project basis
Funding end date	Dependent on approved project timeline but no later than 31 March 2025
Submission of final reporting including grant usage certificate	Dependent on approved project timeline but no later than 31 May 2025

Submission of Applications

15. You must complete all parts of the Application in the UKFSS portal in accordance with the instructions on the UKFSS, and within Section 2: Statement of Requirements below.
16. To submit your Application you must also read and agree to the Form of Application (Annex A). Before submitting your Application on the UKFSS portal you will be asked to declare if you have read and agreed to it in the Qualification Questions.
17. The Application and any documents accompanying it must be in English and submitted in accordance with this ITA.
18. Costs must be submitted in pound sterling (£), inclusive of irrecoverable VAT.
19. Only Applications verified as complete and compliant, in accordance with Section 1: ITA Response Particulars and Conditions of Application, will be evaluated.
20. You must be explicit and comprehensive in your Application as the information contained in the Application will be used to score Applications. The Authority will only take account of information specifically asked for in the ITA.
21. You should answer each question as a stand-alone response. You should not cross-refer to answers given elsewhere in an Application as the same person may not evaluate every response. This may mean repeating information if required.
22. Where a length of response is stipulated, for example, a word count or page limit, only the information within the set limit will be evaluated.
23. Failure to provide the information, or supply documentation required in the Application within the deadline for submission of Applications set out in the Timetable may result in rejection of the Application.

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24. Applicants should only refer to general marketing or promotional information/material if specifically required by the question. General marketing or promotional information/material not deemed specifically relevant to the question may not be accepted and/or evaluated.
25. Applications will be assessed against the evaluation criteria set out in Section 3: Evaluation Model of this ITA. All Applicants will be notified of the assessment outcome and given feedback on their Application. Please note that applying for this grant does not guarantee that you will be successful.
26. Applicants who submitted a bid in round 1 but were unsuccessful, may submit a revised version for round 2 but will need to create a new application in the UKFSS. Applicants who drafted an application in round 1 but choose not to submit may reopen their draft application from the 'Drafts' tab and choose round 2 from the 'Call Details' drop down and proceed to make any required amendments.
27. Applicants can be the Lead Applicant for up to 2 distinct Applications in round 2 and as part of a consortia for an unlimited number of other Applications.

Clarifications sought by Applicants

28. You are responsible for ensuring that you understand the requirements for this Application Process. If any information is unclear, you (including consortium members, consultants and advisers) can raise a query via the Ask a Question function through the [UK Fisheries Support System](#) unless stated otherwise by the Authority.
29. To do this you must create an account through the UKFSS. We strongly encourage you to view the [user guide video](#) which will walk you through this process.
30. The Authority will not respond to communications made by other means. You should not rely on communications from the Authority other than those made through the UKFSS.
31. Any question must be submitted no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.
32. The Authority will respond to all clarifications, through the UKFSS and as quickly as possible but cannot guarantee a minimum response time. Subject to paragraph 33 below, the Authority will share all clarifications and its responses to all Applicants through weekly or more frequent email updates other than in exceptional circumstances.

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33. If you believe that a request for clarification is commercially sensitive or that publishing the same together with the Authority's response as set out above would reveal confidential information, disclosure of which would be detrimental to you, as the Applicant, you should clearly state this when submitting the clarification request. However, if the Authority considers that:

- the clarification is not commercially sensitive or confidential; or
- all Applicants may benefit from its disclosure,

the Authority will inform you via the UKFSS, and you will have an opportunity to withdraw the request for clarification. If the request for clarification is not withdrawn within 48 hours of the notification, the clarification request and Authority's response will be published to all Applicants.

34. The Authority may not respond to a request for clarification or publish such a request where the Authority considers that the response may prejudice the Authority's commercial interests or be contrary to public interest. In such circumstances, the Authority will inform you of its view.

Further guidance sought by Applicants

35. The Administrator can provide further guidance and support on how to complete your Application.

36. If you require further guidance, you should request this through the Ask a Question functionality of the UKFSS where you can raise a new question and ask for pre-submission support. A member of the Administrator's grant team will contact you to make arrangements for a one-to-one call. We can only guarantee one call per Applicant.

37. This support will be available between 12 December 2022 and 23 December 2022 and between 3 January 2023 and 13 January 2023 as outlined in the timetable above and can only be provided to applicants who have not yet submitted their application.

38. Support will be limited to practical guidance on compliance with the ITA and covering the ground needed for a conforming application.

Changes to Applications

39. You may modify your Application(s) prior to the deadline for Applications. No Applications may be modified after the deadline for Applications unless agreed in writing by the Authority.

40. You may withdraw your Application(s) at any time by contacting the Administrator. Unless withdrawn, Applications shall remain valid and open to acceptance by the Authority in principle for 120 days from the deadline for Applications.

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Receipt of Applications

41. Applications must be completed and submitted through the [UK Fisheries Support System \(UKFSS\)](#) portal no later than the time and date set out in the Timetable.
42. Applications received before that deadline will remain unopened until that deadline or such time thereafter when all Applications are opened together.
43. The Authority will not consider Applications received after the deadline except in exceptional circumstances at the Authority's discretion. The Authority may also, at its own discretion, extend the deadline and in such circumstances, the Authority will notify all Applicants of any change via email. You can also be notified of any updates to the ITA by signing up to alerts on the [UK Seafood Fund: Infrastructure Scheme webpage](#).
44. If you are experiencing problems when submitting your Application, you should contact the Administrator for assistance by calling 03300 416 579.

Acceptance of Applications

45. By issuing this ITA, communicating with you or your representative or agents or any other communication in respect of this competition, the Authority shall not be bound to accept any Application or award any of the funding for which Applications are invited. The Authority reserves the right to withdraw or terminate the competition at any time.

Costs of Application

46. You shall bear your own costs and expenses incurred in the preparation and submission of your Application(s). The Authority will not be responsible or liable for those costs regardless of the outcome in relation to individual Applications, even if the Authority amends or terminates the competition.

Clarifications sought by the Authority

47. The Authority reserves the right (but is not obliged) to seek clarification of any aspect of an Application and/or provide additional information during the evaluation phase to carry out a fair evaluation. Failure to respond in a timely manner and/or to provide an adequate response to such a request may result in rejection of the Application.

Confidentiality of the ITA and related documents

48. The contents of this ITA and of any other documents or information published or provided by the Authority in respect of this competition are provided on condition that

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they remain the property of the Authority and are kept confidential (save in so far as they are already in the public domain). You shall take all necessary precautions to ensure that they remain confidential and not disclosed, save as described below.

49. You may disclose information relating to the grant Application Process to your advisers and sub-contractors in the following circumstances:
- a. disclosure is for the purpose of enabling an Application to be submitted and the recipient of the information undertakes in writing to keep it confidential on the same terms as you, the Applicant
 - b. the Authority gives prior consent to the disclosure
 - c. the disclosure is made for the purpose of obtaining legal advice in relation to the competition
 - d. you are legally required to disclose the information.
50. No Applicant will undertake any publicity activities with any part of the media in relation to this ITA without the prior agreement of the Authority, including agreement on the format and content of any publicity. For example, no statements may be made to the media regarding the nature of any Application, its contents or any proposals relating to it without the prior written consent of the Authority.
51. All central government departments, their executive agencies and non-departmental public bodies are subject to control and reporting within the UK government. They report to the Cabinet Office and HM Treasury for all expenditure. We may also be required as part of our transparency obligations to publish details of any Grants awarded to successful application on publicly available databases.
52. For the purposes outlined in paragraph 51 above, the Authority may disclose within UK government any of your documents and information (including any that you consider confidential and/or commercially sensitive) provided in your Application. The information will not be disclosed outside UK government during the Application Process. You consent to this disclosure as part of the Application Process.

Freedom of Information and Environmental Information Regulations

53. In accordance with the obligations and duties placed upon public authorities by the FOIA and the EIR, which provide a public right of access to information held by public bodies, the Authority may disclose information you have submitted as part of your Application.
54. If you consider any information which you supply to be commercially sensitive or of a confidential nature, you should:
- clearly identify such information as commercially sensitive;
 - explain the potential implications of disclosure of such information; and

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- provide an estimate of the period during which the Applicant believes that such information will remain commercially sensitive.

55. The Authority will endeavour to maintain confidentiality of information identified by an Applicant as being confidential in nature and/or commercially sensitive. Pursuant to a request for this information under FOIA and/or EIR, the Authority where practicable, will consult you before disclosure.

56. However, even where you identify information as being confidential or commercially sensitive, you acknowledge that there may be circumstances in which the Authority may be required to disclose such information in accordance with the FOIA or the EIR (in addition to any other transparency obligations). In particular, the Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the Authority cannot guarantee that any information marked “confidential” or “commercially sensitive” will not be disclosed and accepts no liability for any loss or prejudice caused by the disclosure of information.

57. If you receive a request for information relating to this competition under the FOIA or the EIR during the competition, this should be passed immediately on to the Authority and you should not attempt to answer the request without first consulting the Authority.

Disclaimers

58. Whilst the information in this ITA and any supporting information referred to herein or provided to Applicants by the Authority have been prepared in good faith, the Authority does not warrant (expressly or impliedly) or represent that this information is comprehensive reasonable nor accurate, or that it has been independently verified.

59. Neither the Authority, Administrator nor its respective advisors, directors, officers, members, partners, employees, other staff or agents:

- makes any representation or warranty (express or implied) as to the accuracy, reasonableness, or completeness of the ITA or of any other written or oral communication transmitted (or otherwise made available) to any Applicant;
- accepts any liability for the information contained in the ITA or any other written or oral communication (including any communications via the UK Fisheries Support System) transmitted (or otherwise made available) to any Applicant, or for the fairness, accuracy, or completeness of that information; or
- shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising because of reliance on such information or any subsequent communication.

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- Any party considering entering into an Agreement with the Authority following receipt of the ITA should make its own investigations and independent assessment of the Authority and its requirements and should seek its own professional financial and legal advice.

60. Neither the issue of the ITA nor any of the information presented in it should be regarded as a commitment or representation on the part of the Authority to enter into a grant funding agreement. Nothing in the ITA or in any other communication made between the Authority and any other party, should be interpreted as constituting an agreement or representation between the Authority and any other party (save for a formal award of grant funding) or as constituting an agreement or representation that grant funding shall be offered.

Canvassing

61. Any Applicant which directly or indirectly canvasses any officer, member, employee, or agent of the Authority or its members or any other relevant body or any of its officers or members concerning the Agreement or this Application Process or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee, or agent concerning any other Applicant, Application or proposed Application will be excluded from this competition and its Application rejected.

62. You shall not contact any other employee, agent or consultant of the Authority who is in any way connected with the Project during this Application Process, unless instructed otherwise by the Authority.

Conflicts of Interest

63. The concept of a Conflict of Interest includes any situation where relevant staff members of the Authority, involved in this grant Application Process have, directly or indirectly, a financial, economic, or other personal interest which might be perceived to compromise their impartiality and independence in the context of the grant Application Process and/or affect the integrity of the grant offer.

64. Where you are aware of any circumstances giving rise to a Conflict of Interest or if you have any indication that a Conflict of Interest exists or may arise you should inform the Administrator of this as soon as possible (whether before or after submission of an Application). You should remain alert to the possibility of conflicts of interest arising at all stages of the grant Application Process and you should update the Administrator if any new circumstances or information arises, or there are any changes to information already provided to the Administrator. Failure to do so, and/or to manage properly any conflicts of interest may result in rejection of an Application.

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Changes to an Applicant's circumstances

65. The Authority may:

- i. reject an Application where there is a change of identity, control, financial standing, or other factor which may affect the Authority's evaluation of the Application; or
- ii. revisit information contained in an Application at any time to take account of subsequent changes to an Applicant's circumstances; or
- iii. at any point during the Application Process, require you to certify there has been no material change to information submitted in its Application and in the absence of such certificate, reject the Application.

Joint Applications, Collaboration and Subcontracting

66. Where a consortia Application is proposed, the Lead Applicant is responsible for completing the relevant questions and submitting the Application on behalf of the consortium.

67. Where the composition of organisations within a joint Application change at any time during the competition, the Lead Applicant should inform the Administrator immediately via the UKFSS. In such circumstances, the Authority reserves the right to take such action, including excluding the Application from the Application Process, where the change in membership is in the Authority's reasonable view material to the Application.

68. The Lead Applicant shall ensure that its sub-contractors and advisers abide by the terms of the ITA.

Costs

69. As stated above, costs and any financial data provided must be submitted in £ Sterling, inclusive of irrecoverable VAT. Where official documents include financial data in a foreign currency, a Sterling equivalent must be provided, [calculated at the exchange rate](#) at the time you submit the Application.

70. The Value for Money question (TQ.3) in Section 3: Evaluation Model sets out the minimum cost information required for the Application. The Authority, through its Administrator, may request a more detailed breakdown of any cost information provided as part of an Application.

71. It is your responsibility to ensure your Application accurately reflects your VAT liabilities. If the application is successful and it subsequently transpires there has

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been an error in the Application, the Authority shall be under no obligation to increase Grant Funding to meet any VAT liability of the Applicant.

Notification of Award

72. The Authority will notify successful and unsuccessful Applicants via the UKFSS of the results of their Application.

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Section 2: Statement of requirements

This Section sets out the Authority's requirements.

UK Seafood Fund: Infrastructure Scheme specification

Please ensure you read and respond to this ITA for all round 2 applications. Changes for Round 2 have been highlighted for your information.

Background

- 1.1. This section outlines the Project Requirements for round 2 of the Infrastructure Scheme of the UK Seafood Fund (Infrastructure Scheme).
- 1.2. The Infrastructure Scheme aims to invest at least £65 million into infrastructure projects over 3 years. It will be administered by the Marine Management Organisation (the Administrator) however the evaluation of grant applications and final decisions about funding will be made by Defra.
- 1.3. The Scheme intends to strengthen the seafood supply chain through investment in infrastructure projects. The scheme will bring social and economic benefits, while reducing the seafood industry's impact on the environment.
- 1.4. The completion date for round 2 and all future rounds of the Infrastructure scheme is **31 March 2025**. This means that projects must be complete and all monies must be spent by this date.
- 1.5. Round 2 will focus on improved capability in ports, harbours, processing and aquaculture facilities as set out below. rounds 3 and 4 will focus on fleet modernisation and recreational sea fishing.

Infrastructure Pillar: Aims and Objectives

- 2.1. The objectives of round 2 of the Infrastructure Scheme are to:
 - Boost industry capability at ports, harbours and across processing and aquaculture and other onshore facilities to sustainably land, process and add value to produce
 - Contribute to levelling-up to support and develop coastal communities
 - Contribute to the Government's targets on Net Zero by investing in infrastructure projects that aim to offset carbon emissions over time

Who can apply

- 3.1. You can apply for funding for projects at ports, harbours and onshore, for processing facilities and in aquaculture if you are one of the following:

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- a [public body](#) (including local authority ports and public charities).
- a [private SME](#) (business or company that meets 2 or more of the following requirements: an annual turnover under £36 million, a balance sheet total under £18 million and/or no more than 250 employees).
- a [private non-SME](#) (a large business or company has 2 or more of the following requirements: an annual turnover above £36 million, a balance sheet total above £18 million and/or more than 250 employees).
- a **fisherman's association** is an organisation that acts to safeguard fishermen's rights and interests, enhance fishermen's knowledge and skills, increase fishermen's profits from production, improve fishermen's livelihood, promote the modernisation of fisheries and seek development of fisheries.
- a **private trust and foundation**
- a **trade association** (an organisation founded and funded by businesses that operate in the processing, aquaculture or commercial fishing industry)
- an [officially recognised producer organisation](#). Producer Organisations (PO) are officially recognised bodies set up by fishery or aquaculture producers. They play a role in managing quotas and marketing the fisheries products of their members.
- a **trust port** is an independent statutory body, governed by its own statutes and controlled by a local independent board. Although some trust ports are private, most are public bodies. Unlike normal public bodies they are not owned by or subsidised by Government.

Note 1: A public charity is a charitable body which receives its funding from more than one source, such as public donations and grants. This includes charities that are companies limited by guarantee and charitable incorporated organisations.

Note 2: A private trust and foundation is a body which has charitable purposes, but which receives funding from a single source.

Ineligible applicants

- 4.1. You cannot apply for and receive funding if you have been convicted of certain offences set out in Ground for Exclusion in the Qualification Questions.

Duplicate Funding

- 5.1. Applicants will be required to declare if they have received, been awarded, or applied for funding from other sources including government and non-government financial support schemes for any part of their proposed project.
- 5.2. Defra will ask Devolved Administrations and MMO to verify that project proposals are not already funded through other publicly funded grant schemes. Applications will be rejected if a proposal duplicates funding already in place via another source.

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Projects that will be funded in round 2

- 6.1. Round 2 is seeking a range of large-scale infrastructure projects with multiple and far-reaching beneficiaries. These should include individuals and organisations directly involved in the industry and/or coastal communities.
- 6.2. We expect to fund infrastructure projects that will improve:
 - capability at ports and harbours and onshore
 - processing facilities
 - aquaculture capability
 - the use of renewable energy in the above
 - the social and economic welfare of coastal communities

Freehold and Leasehold Land

- 7.1. The proposed infrastructure project can be situated on both freehold and leasehold land and property subject to proof of agreement from the land/property-owner to the use of the land/property for the funded activities. In respect of leasehold land or property, the Lead Applicant must have permission from the lease holder to complete their project. The length of the lease on the land/property, must exceed the length of time it will take to complete the project. This is further detailed in the Terms and Conditions (Annex B).
- 7.2. Purchase of land or real property will not be funded by this scheme.

Funding amounts

- 8.1. You can request between **£150,000** and £5 million funding as the Infrastructure Scheme contribution to your project. While the overall total cost of your project may be significantly higher than our cap, please be aware that the most we will fund any project in round 2, is £5 million.
- 8.2. Requests for funding outside of these thresholds will not be considered.
- 8.3. When evaluating your Application and the financial information supplied regarding your organisation (e.g. accounts submitted) we will take into consideration whether your organisation already has the funding required to deliver the project in lieu of public assistance.
- 8.4. The Infrastructure Scheme will not fund activities already carried out or items already purchased. Only work taking place or items purchased after the grant agreement is issued (the commencement date) are eligible to be funded through this grant.

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Match funding

- 9.1. You must secure match funding to be eligible to receive a grant under the Infrastructure Scheme.
- 9.2. Evidence of this match funding commitment is required as part of the online application. This is expected to be in the form of a letter from the contributor confirming their intent to provide the stated amount, signed by persons authorised to do so.
- 9.3. Match funding must be in the form of a fiscal contribution. In-kind contributions, such as staff time, assets or the use of existing equipment, is not considered to be match funding. You may wish to seek independent financial advice before committing any private resources.
- 9.4. The level of funding you can apply for depends on your business or organisation type. Please note, notwithstanding and irrespective of the percentages in paragraph 9.5 below, the maximum amount awarded to any project will be £5 million.
- 9.5. The amount of money you can apply for will depend on your organisation type. There are maximum allocations allowed for each applicant and these are outlined below. It is your responsibility to source the remaining contribution.
 - public bodies and public charities: 75%
 - public body trust ports: 75%
 - private trust ports: 50%
 - private, small and medium sized enterprises (SMEs): 50%
 - private, non-SME: 30%
 - private, fisherman's associations: 75%
 - private, producer organisations: 75%
 - private foundations and trusts: 50%

If you are unsure as to what type of trust port you are, or the level of matching you're entitled to, please raise a clarification question on the UKFSS 'Ask a question' service.

- 9.6. You cannot match fund your project through public funding unless you are a publicly funded body and using your own revenue or reserves.

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What to include in your application

10.1. Part One - Application form on UKFSS

10.1.1. You must register and start an application on the [UK Fisheries Support System \(UKFSS\)](#). All online fields and pages must be completed, and the documents requested below must be uploaded before you submit your Application. Please read the information on the [UK Seafood Fund: Infrastructure Scheme webpage](#) and watch the [user guide video](#) before applying.

10.2. Part Two - Qualification Questions

10.2.1. You must complete the qualification questions and upload to your application at page 10 in your UKFSS account. The questions can be found on the [UK Seafood Fund: Infrastructure Scheme webpage](#).

10.2.2. You must receive a “pass” mark on each qualification question to proceed to the next stage of the evaluation (please see Section 3: Evaluation Model of this ITA for details).

10.3. Part Three – Technical Questions

10.3.1. In addition to the qualification questions, you must answer technical questions on the following areas:

- Project summary
- Strengthening the supply chain
- Value for money
- Deliverability of proposal, effectively and within set timeframe
- Fisheries health and environmental sustainability
- Social and economic sustainability
- Project location

10.3.2. Please see Section 3: Evaluation Model of this ITA for details. **You should present this information using the templates provided** and you must not exceed the maximum page limits stated. Answers should be uploaded to page 10 in your UKFSS account.

10.3.3. Please note, we may conduct a site visit as part of the assessment process. We will inform you by letter if this is the case and provide details of what the site visit will consist of.

Other Documents you must submit

11.1. In addition to the documents listed above, you must submit the following. Failure to submit these documents, if applicable, will result in your application being rejected:

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- Total Project Cost Template (Annex C): this can be downloaded from the [UK Seafood Fund: Infrastructure Scheme webpage](#) and should include a full breakdown of the costs of your project. Details of what can be included in these costs and how quotes should be provided are detailed below. Costs and any financial data provided must be submitted in £ Sterling, inclusive of irrecoverable VAT.
 - The completed Total Project Cost template (Annex C) should also include details of match funding and intended claim amounts and dates throughout the lifetime of the project. **Please note** - claims can only be made on work which has completed; therefore, the claim dates and amounts must be for work which is expected to have completed by that date.
- Cost benefit template (Annex D): this can be downloaded from the [UK Seafood Fund: Infrastructure Scheme webpage](#).
- Evidence of match funding commitment: this is expected to be in the form of a letter from the contributor confirming their intent to provide the stated amount, signed by persons authorised to do so.
- If applicable, the past 3 years of your financial accounts (audited or non-audited).
- If applying as a consortium, letters from partnerships or consortia confirming authority for the Lead Applicant to make the application on their behalf.
- Details of necessary permissions, or proof that this is being sought, such as planning, building warrants, Crown Estates, Marine Licenses and Harbour Revision Orders - if permissions have been sought, evidence should be provided including the expected timescale for decision.
- Evidence of land ownership or permission from the landowner, or proof that this is being sought. If the land is a leasehold, then the lease must exceed the project length.
- If applicable, an expected energy performance certificate (EPC) of the infrastructure project.
- A Project Management Plan of no more than 10 A4 pages. This will be expected to include key milestones in the project and projected dates for completion of each milestone, with details evidencing how the project will be delivered at each milestone.
- A detailed risk log and identification of strategies for managing any relevant risks, including legal risks and risks relevant to operations, delivery, land use/planning issues, supply chain or otherwise.

Withdrawn

- Evidence of self-certified statements in the Qualification Questions. This includes evidence that your organisation and consortium members (if applicable):
 - Meets the UK Government standards on Safeguarding (add link)
 - Complies with the Modern Slavery Act 2015 by providing a modern slavery statement, and if available a Modern Slavery policy.
 - Has already, or can commit to obtain, prior to the commencement of the approved project, the levels of insurance cover required by the country you are based in and operating within to deliver your proposed project by law.
 - Has a Health and Safety Policy that complies with current legislative requirements.

Quotes

12.1. To support your Application you must provide quotes for all goods and services that are part of your project to verify the costs and to demonstrate value for money.

12.2. Quotes supplied must include:

- a detailed and itemised breakdown of costs,
- the supplier's address, phone number and a contact name,
- the supplier's VAT number, if they are VAT registered and they have included VAT on the quote,
- the supplier's company registration number, if they are a limited company,
- date of quote

12.3. Quotes should be provided in one of the following formats:

- email quotes that show the email trail (where applicable) from supplier to applicant
- a scanned copy of the original signed quote
- electronic copies/scanned images of publicly accessible catalogues or websites which contain the specification of the item
- documents that prove you have issued a formal tender, scoring and decision-making details

12.4. The quotes and tenders you submit must:

- come from suppliers that trade independently of each other and do not share any ownership
- come from companies that are independent of yourself, and not from suppliers that you are related to or that your business is linked to
- be from the last 3 months and be valid
- be comparable in terms of the quality, size, quantity and type of product if you are using multiple quotes to show you will get value for money when buying a product

Withdrawn

12.5. You must make sure that the companies who quote for items or services for your project know that it is being submitted as part of an Application for funding under the scheme. They must consent to their information being shared as part of your Application.

12.6. The number of quotes you need to send will depend on the cost of the product or service.

12.7. Individual items with a value (excluding VAT) of:

- up to and including £1,500 one quote is required
- over £1,500 and up to and including £5,000, two quotes required
- over £5,000 and up to and including £60,000, three quotes required

12.8. For items above £60,000:

- **public sector** applicants should provide evidence of a formal tender including evidence of the evaluation method used, details of the chosen tender and scoring.
- you are obliged to follow PCR2015 regulations when procuring goods and services covered by the regulations and to provide evidence of such on completion of any such procurements.
- **private sector** applicants must send 3 quotes or tender exercise including evidence of the evaluation method used, details of the chosen tender and scoring.
- **all applicants** – if you cannot provide tender evidence by the application deadline, you have additional time to submit this. You should still provide as much information as you can by the application deadline and where tendering costs aren't known include best estimates based on quotes, baselining, or other proof to support your figures. Outstanding tender evidence and finalised costings including an updated Annex C must be submitted to UKFisheriesSupport@marinemanagement.org.uk no later than **17 March 2023**. If not provided, then the information submitted at the application deadline will be used to assess your bid.

12.9. If it is not possible for an Applicant to obtain the required number of quotes you should explain and justify this and your costs in your application and this will be considered when assessing your bid. In such circumstances we would expect you to provide estimated costs based on current market information and including any assumptions that have been used.

12.10. If your Application is successful, it is your responsibility to ensure the quotes and costings submitted in your Application are adhered to throughout the grant funding period. The Authority may consider adjusting the funding amount, however, the

Withdrawn

Authority reserves the right not to accept change requests. Any change to the approved project costs must be agreed in writing by the Authority following Defra approval.

12.11. If you have a quote in a foreign currency, you must [calculate the exchange rate](#) at the time you submit the Application.

12.12. The Authority will not pay VAT that you can recover from HMRC. Any irrecoverable VAT must be expressed as a cost in your proposal. No element of profit may be included in your application and will not be funded.

Government Buying Standards

13.1. All applicable procurements must be in line with the minimum standards set out in the [best practice government buying standards \(GBS\)](#). If successful in your application evidence must be submitted at the claim stage of your project.

Inflationary pressures

14.1. You must provide costings that are as accurate as possible for the lifetime of your proposed project. Additional funding from the UKSF is not guaranteed. Therefore, all costings should be based on justifiable and evidenced information. Any additional funding requests throughout the lifetime of any project funded by the UKSF will be carefully reviewed taking into consideration progress reports to date and overall benefits of the project, and will be subject to budget availability. Applicants should not assume that further funding beyond that which is awarded to successful applications will be made available.

14.2. In the event of project costs increasing during the funding period, we expect successful applicants to follow these steps as a minimum:

- Review whether there is any additional match funding that can be provided to cover an increase in project costs.
- Look to reduce costs that do not negatively impact on the outcomes of the project.
- Engage with the Authority as early as possible to explore other changes that can be made in order to deliver the project within budget whilst meeting the aims and objectives of the scheme.
- Submit evidence to the Administrator to show that all courses of action have been exhausted and that a variation is required. Any benefits of the change should be at least the same (or preferably greater) than in the original approved project.

Withdrawn

Due diligence

15.1. We will look at your Application to make sure that the:

- required sections of the application have been completed and that the correct information has been provided
- application passes the general eligibility checks and financial checks in the qualification questions

Any missing information we identify must be provided within the specific time frame set out by the Administrator when requested.

15.2. We will check all applications for fraudulent information as part of our standard due diligence responsibilities.

15.3. You must declare what government funding you have received in connection with the proposed project.

Notification of outcome

16.1. All Applicants will be notified of the outcome of their application at the same time and once all award decisions have been made, in line with the timetable in paragraph 14 of Section 1. You can check the status of your Application at any time via the UKFSS.

If unsuccessful

17.1. You will be given feedback on your Application if unsuccessful.

17.2. you can make a complaint if you believe an administrative or factual error was made in the way your Application was handled. Please provide any evidence you have of the error. Any complaints should be submitted via the Ask a Question page on the UKFSS.

If successful

18.1. You will receive an award offer notification letter. This offer may be subject to a satisfactory site visit and other conditions, which will be notified in the letter.

18.2. If you pass the site visit, if applicable, you will then receive a Grant Funding Agreement and will agree a claims schedule with the Administrator in accordance with the proposals set out in your Application.

Salary costs

19.1. Staff costs are not considered eligible costs for this round of funding.

Withdrawn

Expenses

20.1. All Travel and Subsistence should be in line with Defra's travel and subsistence allowances as detailed below.

20.2. Claims for expenses must be supported by valid receipts and must not exceed the rates stated in the Policy. If you exceed the stated rate, the Authority will only reimburse up to the stated rate.

Travel allowance

21.1. All rail journeys should be standard class rail unless a clear business case demonstrating value for money can be presented. This includes international rail journeys by Eurostar and other international and overseas rail operators.

21.2. Mileage allowance:

- private cars and vans (no public transport rate): 45 pence per mile for the first 10,000 miles in a tax year and 25 pence for additional miles
- private cars and vans (public transport rate): 25 pence per mile
- private use car scheme rate: 15 pence per mile
- private motorcycles: 24 pence per mile
- passenger supplement: 5 pence per mile
- equipment supplement: 3 pence per mile (under HMRC rules this expense is taxable)
- bicycle: 20 pence per mile

21.3. Grant recipients can only claim the 'no public transport rate' for car and van travel where the use of a private vehicle for the journey is essential. For example, on grounds of disability or where there is no practical public transport alternative. If the use of the vehicle is not essential, you should claim the 'public transport rate'.

Subsistence

22.1. Accommodation (bed and breakfast) allowance:

- London: £140
- Key locations- Bristol, Cardiff, Edinburgh, Reading, Truro, Warrington, Weybridge and Weymouth: £100
- All other locations: £85 per night

Claiming for your funding

23.1. All funding will need to be claimed in arrears. Claims can only be made once costs have been incurred and the related works completed. To support a claim the Applicant will need to submit:

Withdrawn

- original dated invoices showing the amount of money paid for each product or service (email invoices can be accepted but they must show the email trail from the supplier to you).
- proof of payment (this should be a bank statement clearly showing the transaction between your bank account and the supplier. Any unrelated transactions can be redacted). Payment for items made from a bank account not connected to you will not be acceptable.
- payments will only be made to the Grant Recipient for each project.

23.2. We may decline to pay all or part of the funding if the information on the invoices is believed to be inaccurate, or if the products or services in the claim do not match what was approved in your grant award.

23.3. No grant funding will be paid out for work or activities purchased before the funding start date which will be taken as the commencement date of the grant agreement

Property assets

24.1. Where the Grant includes a payment towards development or improvements to a Property Asset, the Grant Recipient must provide to the Authority a valuation of that Property Asset. The valuation must be obtained in the 4 weeks prior to the grant agreement being issued as indicated in the timetable in paragraph 14 of Section 1 above and must be from an independent chartered surveyor or (as appropriate) independent valuer.

Report progress

25.1. You will need to provide written progress on your project to the Authority, through its Administrator, in June, September and December to UKFisheriesSupport@marinemanagement.org.uk. You will also need to provide an annual report in March 2024. These reports are separate from any requests made to update on progress when you make a claim.

25.2. Updates on progress in June, September and December can include but are not limited to:

- an overview of how the project has progressed over the reporting period, including a summary of the construction work undertaken
- any unanticipated delays or challenges with detailed impacts on progress and mitigation efforts
- an updated risk register or outline of any problems or issues you have encountered
- a brief overview of how work is expected to proceed in the next quarter, including any anticipated delays or challenges
- an update on progress towards meeting key scheme objectives (boosting the supply chain, environmental and fisheries health sustainability, and economic and social sustainability)

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25.3. The Authority will review this project as part of its annual responsibilities at the end of the 2023-24 financial year (March 2024). The end of financial year report should include:

- an overview of how the project has progressed over the reporting period, including a summary of the construction work undertaken
- a breakdown of costs associated with the specific work activities for which the Authority is funding
- a breakdown of authorised match funding
- any unanticipated delays or challenges with detailed impacts on progress and mitigation efforts
- an updated risk register or outline of any problems or issues you have encountered
- an update on whether you are on track to meet the key objectives of the Infrastructure Scheme (boosting the supply chain, environmental and fisheries health sustainability, and economic and social sustainability)

25.4. The Authority through its Administrator will undertake at least 2 site visits per project, one before work begins and one when the project has completed. The Authority reserves the right to undertake more site visits on any one project if it deems it necessary.

Submit final report

26.1. You will need to provide a final update on your project to Defra in line with your final claim.

26.2. This final report must include (but is not limited to) independent assurance that the grant has been used for the Funded Activities.

26.3. The cost of an auditor is an eligible cost under the scheme, and therefore, must be included within your project costings.

26.4. The Authority and the Administrator reserves the right to contact the applicant at any point during the life of the project to review the projects outcomes and grant usage.

Subsidies

27.1. Payments under this scheme are subject to relevant subsidy control principles where applicable including the World Trade Organisation Agreement on Subsidies and Countervailing Measures and Article 10(2) of the Northern Ireland Protocol.

For further information on subsidy control requirements, see:

- [Guidance on the UK's international subsidy control commitments](#)
- [24-scm.wpf \(wto.org\)](https://www.wto.org/)

Withdrawn

- [Microsoft Word - Decision of the Withdrawal Agreement Joint Committee on agricultural subsidies.docx \(publishing.service.gov.uk\)](#)

27.2. Subsidies will not be granted under this scheme:

- for fishing that negatively affect fish stocks that are in an overfished condition
- for the transfer of fishing vessels from England to other States, including through the creation of joint enterprises
- for operations that increase the fishing capacity of a fishing vessel, or for equipment that increases the ability of a fishing vessel to find fish, except where they meet legitimate public policy goals such as improved safety or sustainability
- for fishing for fish stocks managed by a Regional Fisheries Management Organisation or Arrangement to which the UK not a member or cooperating non-member of the Organisation or Arrangement
- for fishing or fishing-related activities conducted without the permission of the flag State where required and, if operating in another State's waters, without permission of that State
- to any fishing vessel or operator while listed by the flag State, the subsidising Party, the FAO or a relevant Regional Fisheries Management Organisation, or Arrangement for IUU fishing in accordance with the rules and procedures of that State, Party, organisation, or arrangement and in conformity with international law; or to any vessel or operator that has been found to have committed a serious violation of conservation or management measures within the preceding 12 months

27.3. The scheme will be overseen by Defra's Marine and Fisheries Funding Governance structure.

Scheme evaluation

- 28.1. All Applicants are invited to take part in an evaluation of the Infrastructure Scheme. By applying to the scheme you agree that the information you provide in your application may be used by the Authority or its contractors to evaluate the scheme.
- 28.2. The information you provide will be treated in the strictest of confidence and not shared further without your permission. In applying, you also agree to being contacted by the Authority or its contractors to optionally participate in the evaluation. The Authority routinely evaluates its programmes in order to learn how to best deliver future such interventions. For further information on how your application information will be used please see the scheme Privacy Notice which can be found on the [UK Seafood Fund: Infrastructure Scheme webpage](#).

Withdrawn

Further assistance

29.1. For any further assistance consult the [user guide video](#) or 'Ask a Question' service on the [UK Fisheries Support System \(UKFSS\)](#). For any technical issues you can contact the Administrator's grants team by calling 03300 416 579.

'Funded by UK Government' branding manual

30.1. If your application is successful, you will be required to follow the [branding manual](#) at all times during and following the funding period.

Withdrawn

Section 3: Evaluation model

Please ensure you read and respond to this ITA for all round 2 applications. Changes for round 2 have been highlighted for your information.

Once you have submitted your Application via the UK Fisheries Support System and uploaded all required documents, your Application will be assessed in 3 stages. Applications will not be reviewed until the application window closes.

- **Stage One:** Due Diligence. The Authority will assess your responses to the qualification questions, which operate on a pass/fail basis.
- **Stage Two:** Subject matter experts including independent, external assessors, will score your responses to 5 of the technical questions (TQ2 to TQ6) and supporting evidence.
- **Stage Three:** The Defra Awards Board will make the final funding decisions on projects that score 50 or more for each of the technical questions TQ2 to TQ6. In making the final funding decisions, the Defra Awards Board may take into account some or all of the following considerations:
 - geographic spread across the UK to make sure all countries are represented in the awards;
 - allocation of grant monies across sectors to make sure all sectors are represented in awards;
 - significant increase in costs after final tenders are submitted; and
 - fit with the strategic aim of the fund (boosting capability across the UK supply chain).

Stage One - Qualification Questions

The qualification questions can be accessed through the [UK Seafood Fund: Infrastructure Scheme webpage](#). If you and/or your Application(s) fails **any** of the qualification questions, your Application will be deemed ineligible, and it will not proceed to Stage Two.

Reference in form	Evaluation Criteria
Lead Applicant Information and Application Model	All information requested must be provided. Failure to provide all information will constitute a 'fail' and elimination from the Application Process.
Group	All information requested, if applicable, must, be provided. Failure to provide all information will constitute a 'fail' and elimination from the Application Process.
Grounds for Exclusion	All sections must be completed. Failure on mandatory eligibility criteria will result in elimination from this Application Process.

Withdrawn

Reference in form	Evaluation Criteria
Economic and Financial Standing	Financial information is assessed to determine the economic and financial standing of the organisation. A 'fail' will result in elimination from this Application Process.
General Declarations	Failure on mandatory criteria will result in elimination from this Application Process.
Conflict of Interest	The identification of an actual / potential conflict of interest will be assessed. If conflicts of interest are identified, this may result in a "fail" and elimination from this Application Process.
Safeguarding	Failure on mandatory criteria will result in elimination from this Application Process.
Modern Slavery Act 2015	Any potential issue identified in this stage will be assessed to determine whether it will result in a "fail" and elimination from this Application Process.
Insurance	Any potential issue identified in this stage will be assessed to determine whether it will result in elimination from this Application Process.
Mandatory Requirements	Failure on mandatory criteria will result in elimination from this Application Process.
Other Related Grants and Grant Funding Applications	Any potential issue identified in this stage will be assessed to determine whether it constitutes duplicate funding. If so, it will result in a "fail" and elimination from this Application Process.
Form of Application	Failure to accept the Form of Application will result in a 'fail' and elimination from the Application Process.
Declaration	Failure to confirm declaration statements will result in a 'fail' and elimination from the Application Process.
Privacy Notice	Failure on mandatory criteria will result in elimination from this Application Process.
Permissions	Please provide evidence that you have all the required permissions to undertake your project. These might include permission from the landowner and approved planning application. Failure to provide such evidence will constitute a "fail" and result in elimination from this Application Process.

Withdrawn

Stage Two – Technical Questions (TQs)

- If you pass each of the qualification questions set out above, your Application will move to Stage Two where subject matter experts including independent, external assessors will assess your response to the 5 technical questions set out below.
- Each of the technical questions will be scored separately. Each question is initially scored following the scoring matrix indicated below and then the specified weighting applied to indicate the relative importance of that issue in the overall assessment.
- With the exception of technical question TQ7, (which will be scored using the Indices of Multiple Deprivation), Applications will be scored using the scoring matrix below by independent assessors, who will be selected based on their skills and knowledge of port, processing and aquaculture infrastructure. There will be a minimum of 3 assessors per technical question.
- These assessors will attend a consensus panel, chaired by Defra, to agree a final moderated score for each of the technical questions. The weighted scores for each of the technical questions will be totalled to give an overall score out of 100 for each Application.
- Only Applications that score a minimum of 50 on each of the following technical questions will be considered for funding: TQ2, TQ3, TQ4, TQ5 and TQ6.

Technical Questions - *Breakdown* of assessment criteria requirements and weightings allocated to each.

All responses must be submitted using the relevant TQ template with an Arial font size of 11 or more. The template can be found on the [UK Seafood Fund: Infrastructure Scheme webpage](#).

Please note that the TQ templates have a separate section for you to include figures, pictures and tables. These do not count towards the word count. Please do not include any additional papers, articles and/or promotional materials other than those stated in paragraph 11 of Section 2 on pages 20-22 as these will not be assessed.

You are encouraged to make use of the full page count available and to provide evidence to support your responses.

Withdrawn

TQ1. Project summary

Weighting **0%**

In no more than 250 words, please provide a brief overview of your project.

This question is not scored.

If successful, this summary may be used in internal and external communications and promotional material, as well as for used in public government databases.

TQ2. Contribution to scheme objective: Strengthening the supply chain

Weighting **15%**

In no more than five A4 pages, describe how your proposal enhances, expands, or facilitates an increase in capability through at least one of the areas listed below.

You should cover the areas below that are most relevant to your project proposal. If an area below is not relevant, we expect you to provide a brief explanation as to why in your response.

- The nature and extent of the current industry capability shortfall, including a narrative about what the current situation is and what the gap in the market or market demand is.
- How much the project is expected to increase capability, efficiency, or product value, stated as empirically as possible and including a baseline. For example, the increase in tonnage or landings that can be handled by the expanded harbour or processing facility.
- How the increase in capability will affect the rest of the supply chain, including your organisation's supply chain and how your proposed project will affect the wider UK supply chain.
- Evidence that there are achievable markets for the increased seafood production. You are expected to demonstrate that your project can sell or export more seafood or attract more landings

Withdrawn

TQ3. Value for money

Weighting **40%**

In no more than five A4 pages, please demonstrate how your project provides value for money both in terms of:

- **delivering individual project objectives; and**
- **the benefit cost ratio of the project proposed for funding as a whole** (which considers the total value of benefits derived through delivering project outcomes and compares this to the total cost).

Your response must include:

- A clear statement (in £s) of the total funding requested.
- Detail (in £s) of match funding contributions (which must be in the form of a fiscal contribution) and evidence of this confirmation.
- Quantification, in £s, of the likely benefits which would be delivered through project completion.
- The Benefit-Cost Ratio of the proposed project. A simple benefit-cost ratio calculator (Annex D) has been provided to help you calculate a benefit to cost ratio for your project. If you choose to undertake your own analysis, with your own calculations and assumptions, you must be able to justify it. Applicants should refer to the [HM Treasury Green Book \(2022\)](#) for support.

Your response should cover the following:

- A breakdown of how funding will be spent including detailed justification for the costs included in your application.
- Details of any strategies and methods that will be used to deliver value for money. For example, the strategies you might use to adapt to changing project costs.
- A description of why current support packages or grant schemes are insufficient to support business viability.
- A description of why support is needed to support business viability or what will happen if funding isn't provided
- Demonstrate that plans are fully costed.
- Demonstrate how the project may lead to non-fiscal (e.g. social or environmental) benefits to the sector as well as fiscal benefits. Where benefits are difficult to quantify, you should provide a description of likely benefits and comparison with project costs. You can use a relevant and comparable case study if appropriate.
- Demonstrate that the likely benefits and savings provide value for money in relation to the total project costs.
- Provide clear justification that cost estimations deliver value for money by using relevant benchmarking data or evidence from previous projects/quotes.
- Demonstrate the assurance process in place to ensure that funds are spent in a correct, transparent, and effective way.

Withdrawn

- Demonstrate how inflationary pressures will be managed and reconciled.

Note, there will be a minimum of £150,000 and a maximum budget of £5,000,000 for each project and projects must complete by **31 March 2025**. Proposals that are below the minimum threshold or exceed this amount in grant funding or duration will result in your Application being rejected.

Completed Annexes C and D do not contribute towards the 5 A4 page limit and should be submitted as separate documents to the TQ template. Tables should be submitted at the end of the TQ template in the space provided.

TQ4. Deliverability of proposal, effectively and in proposed timescale

Weighting **15%**

In no more than five A4 pages, please provide a description and evidence demonstrating your ability to complete the project as expected and in the proposed timescale.

Your response must include:

- A Project Management Plan of no more than ten A4 pages (this is separate to the 5 page word count of TQ4)
- A detailed risk log and identification of strategies for managing the risks (this is separate to the 5 page word count of TQ4)

Your response (within the five A4 page limit) should cover the following:

- The complexity of the project
- The number and availability of suppliers
- The number of items you wish to purchase within the timeframe of the project and their availability
- Whether the completion of any part of your project seasonally dependent
- Details of the processes that are in place to ensure project milestones and outputs are achieved.
- The project team's relevant experience and expertise to deliver the project
- Details of non-staff resource required in the delivery of the project (do not include costs) and who will provide this.

When demonstrating that you and the project team have the relevant experience and expertise to deliver the project, your response should cover the following:

- Demonstration of the necessary experience and skills for quality and timely project delivery.
- Skills and expertise reflect the proposed areas of work and can deliver the proposed project and relevant evidence to support this
- Details of the time allocated to each team members to fulfil their specified roles within the project.

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- Identification of additional partners who may be key in agreeing and defining key challenges, objectives, evidence.

When providing details of non-staff resource required in the delivery of the project (do not include costs) and who will provide this, your response should include reference to the following information which should be evidenced:

- Details of necessary permissions, or proof that this is being sought, such as planning, building warrants, Crown Estates, Marine Licenses and Harbour Revision Orders - if permissions have been sought, evidence should be provided including the expected timescale for decision
- Evidence of land ownership or permission from the landowner, or proof that this is being sought. If the land is a leasehold, then the lease must exceed the project length.

Please note that the Project Management Plan and risk log do not contribute to the five A4 page limit and should be submitted as separate documents to the TQ template. Tables should be submitted at the end of the TQ template in the space provided.

TQ5. Contributing to scheme objective: Fisheries health and environmental sustainability

Weighting **15%**

In no more than four A4 pages, please provide a description of how your project seeks to offset carbon emissions produced by the seafood industry.

Applications should describe and quantify as far as possible how the project will meet at least one of the following objectives for sustainability:

- reduce the number of resources (other than labour) used for example for landing, processing or getting product to market
- improve the efficiency of your organisation/ business
- support decarbonisation and the transition away from fossil fuels in line with the UK's net zero ambitions through:
 - i. the use of renewable energy sources; and/or
 - ii. the use environmentally friendly materials; and/or

Not all project proposals may be able to achieve all objectives for sustainability. Applicants can still score 50 or above if only one of the objectives is well demonstrated. However, projects that cover 2 or more may have a greater opportunity to secure higher scores.

Applications should provide evidence from specialists, demonstrating how any expected reductions will be achieved and by what amount.

Evidence could include:

- Expected reduction in energy use compared to current practice

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- Expected energy performance certificate (EPC) of the infrastructure project
- Expected reduction in waste volumes and/or improved efficiency in waste disposal
- A table showing the Government Buyer Standards applicable to the project and the project elements these will be applied to, along with what measures will be put in place to meet the Standards

Non quantifiable evidence

Proposals should detail benefits and contributions quantitatively where possible. Where benefits are difficult to quantify, please provide detailed description of expected benefits. The way in which these contributions are expected to be achieved must be clearly demonstrated.

Please set this out in the format of:

Benefit area

Expectation if no funding is received

Expectation if funding is received

This can be done as a table or other reasonable form.

Please note that evidence such as an Energy Performance Certificate (EPC) does not contribute to the four A4 page limit and should be submitted as a separate document to the TQ template. Tables should be submitted at the end of the TQ template in the space provided.

TQ6. Contributing to scheme objective: social and economic sustainability

Weighting **10%**

In no more than four A4 pages, please describe how your project will contribute to social and economic sustainability.

On increasing social sustainability, please describe how your project will lead to positive outcomes locally and for the industry. Please refer to the following areas, and/or any others you think relevant:

- health, such as benefits to health of UK public
- safety in the workplace (beyond regulatory requirements)
- quality of life, such as improving the wellbeing of residents in coastal communities or wellbeing of employees
- equality of opportunity, such as attracting new entrants and highly skilled people into the sector
- community relation building

Withdrawn

On increasing economic sustainability, please describe how your project will lead to positive outcomes locally and/or for the industry. Please refer to the following areas, and/or any others you think relevant:

- commitments to job provision, such as number of jobs protected and created
- work related skills, such as commitment on training for use of new equipment
- levels of innovation, such as the use of new technologies, equipment or ways of working

For all of these, it should be detailed both where contributions are made as part of the project being undertaken, as well as its outputs.

Non quantifiable evidence

Proposals should detail benefits quantitatively where possible. Where benefits are difficult to quantify, please provide detailed description of expected benefits. The way in which these contributions are expected to be achieved must be clearly demonstrated.

Please set this out in the format of:

Benefit area (e.g. public health benefits, work related skills)

Expectation if no funding is received

Expectation if funding is received

This can be done as a table or other reasonable form.

Community Engagement

There is also an expectation of engagement with relevant local stakeholders and evidence of support for your project and the **expected outcomes**.

We request, where possible, 2 signed declarations from community leaders (who are not themselves applicants) that the project will have benefits as described by the applicant in this section. These may be IFCA officials, local authority members, harbour authorities, local educators (e.g. school teachers), charity/NGO workers, community group leads, youth organisation members, or other community leaders from the local area.

Please note that any signed declarations from community leaders do not contribute to the four A4 page limit and should be submitted as separate documents to the TQ template. Tables should be submitted at the end of the TQ template in the space provided.

Withdrawn

TQ7. Project location

Weighting 5%

The Indices of Multiple Deprivation will be used to score this question. This process is detailed below.

Each nation's Index of Deprivation has its own interactive tool that can measure where a location sits on the scale of deprivation. Using the postcode from each Application and inputting this into the toolkits we can see where projects will be located and where it is ranked in terms of deprivation.

Northern Ireland - <https://deprivation.nisra.gov.uk/>

England - <https://imd-by-postcode.opendatacommunities.org/imd/2019>

Wales - <https://apps.dataunitwales.gov.uk/welshindexofmultipledeprivation/>

Scotland - <https://www.gov.scot/publications/scottish-index-of-multiple-deprivation-2020v2-postcode-look-up/>

You will be scored based on this ranking using the indices scoring matrix below. For example, postcodes ranked the lowest number, i.e., 1 (Band one), are considered the most deprived areas and will be given the full 5%. Postcodes with the highest ranking (Band five) are considered the least deprived and will be given the lowest weighting of 1%. The table below highlights the deprivation bands for each nation and the proportion of funding allocated.

Please provide a postcode for the location of the infrastructure of your project.

If your project will be delivered in multiple locations, please provide the postcodes for these along with an estimate for the proportion of the project's capital spend that will be delivered at each location.

If your project is being delivered in multiple locations, score would be determined through a calculation based on the apportionment of funding to different banded locations.

Indices scoring matrix

Country	Small area used	Number of areas	Deprivation bands in order from highest to lowest	Allocation per band of deprivation
England	Lower Layer Super Output Areas	32,844	Band one: 1 – 6,569	5%
			Band two: 6,570 – 13,138	4%
			Band three: 13, 139 – 19,706	3%
			Band four: 19,707 - 26, 275	2%
			Band five: 26, 276 - 32,844	1%
Wales	Lower Layer Super Output Areas	1,909	Band one: 1-381	5%
			Band two: 382-763	4%
			Band three: 764-1,145	3%

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			Band four: 1,146-1,527	2%
			Band five:1,528- 1,909	1%
Scotland	Data Zones	6,976	Band one: 1- 1,395	5%
			Band two: 1,396-2,790	4%
			Band three: 2,790- 4,186	3%
			Band four: 4,187- 5,581	2%
			Band five: 5,582- 6,976	1%
Northern Ireland	Super Output Areas	890	Band one: 1- 178	5%
			Band two: 179- 356	4%
			Band three: 357- 535	3%
			Band four: 536- 714	2%
			Band five:715- 890	1%

Scoring Matrix

The following scoring matrix will be used for TQ2, TQ4, TQ5 and TQ6

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good understanding and provides details on how the requirement will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response addresses some elements of the requirements but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

The following scoring matrix will be used for TQ3

For a score of 100: Excellent - Response is completely relevant and excellent overall. The response is comprehensive and very detailed and demonstrates excellent value for money and provides details of how the requirement will be met in full.

For a score of 70: Good - Response is relevant and good. The response demonstrates a good value for money and provides full details of how the requirements will be fulfilled.

For a score of 50: Acceptable - Response is relevant and acceptable. The response provides sufficient evidence of value for money and evidence to fulfil basic requirements.

For a score of 20: Poor - Response is partially relevant and/or poor. The response contains insufficient/limited detail or explanation to demonstrate value for money and how the requirement will be fulfilled.

For a score of 0: Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to deliver value for money and meet the requirements.

Withdrawn

Stage Three

Defra Awards Board

All Applications that score 50 or higher for each of the technical questions TQ2 to TQ6 will be considered for funding by the Defra Awards Board.

Please note, awards of grant funding will not necessarily be made solely by reference to overall weighted score. When making decisions on which projects will be funded Defra will may consider some or all the following considerations:

- Sectoral spread
- Geographic spread
- Fit with the strategic aim of the fund (boosting capability across the UK supply chain)

The Authority may award grants to Applicants that achieved a lower score than other Applications, where, for example, theirs was the only Application or the highest scoring Application proposing intervention in that geographical area (England, Scotland, Northern Ireland or Wales) and or sector.

The decision of the Defra Awards Board is final. Feedback on your Application will be provided when the decision to fund or not is notified to you.

You can make a complaint if you believe an administrative or factual error was made in the way your application was handled. Please provide any evidence you have of the error.

Any complaints during the application window should be submitted via the “Ask a Question” page on the Online Application Form and will be treated as clarification questions. The Authority will aim to acknowledge the complaint within 2 working days from receipt via the online application portal and allow up to 14 days to consider a substantive response.

Withdrawn

Annexes

Please refer to the templates located on the UK Seafood Fund Infrastructure pages on GOV.UK:

ANNEX A: [Form of Application](#)

Please refer to the UK Seafood Fund: Infrastructure Scheme agreement and terms page on GOV.UK

ANNEX B: [Terms and Conditions](#)

Please refer to the UK Seafood Fund: Infrastructure Scheme agreement and terms page on GOV.UK

ANNEX C: [Total Project Cost](#)

Please refer to the UK Seafood Fund: Infrastructure Scheme qualification questions and cost templates page on GOV.UK

ANNEX D: [Cost Benefit Calculator](#)

Please refer to the UK Seafood Fund: Infrastructure Scheme qualification questions and cost templates page on GOV.UK