



To apply, **please read the scheme guidance** and submit the following documents to fisheries_response_fund@marinemanagement.org.uk before the scheme closes at 12.00 midday on Monday 11 May.

1. This application form, completed, and signed at section F, section G and section H
2. A scan or photo of a statement of the bank account to which any funding approved under this scheme will be paid. The statement should be from the last three months prior to the date of this application.
3. Scans of photos of quotations received in support of the application (see guidance for details)
4. If you are a sole trader, you also need to provide a scan or photo of proof of your identity, either a current passport or driving licence.

Domestic Seafood Supply Scheme (DSSS)

The Domestic Seafood Supply Scheme (DSSS), administered by the Marine Management Organisation (MMO), has been set up to **help seafood businesses in England increase the supply of local seafood to domestic markets**.

All payments received through the DSSS are made under s.98 of the Natural Environment and Rural Communities Act 2006 and the Covid-19 Temporary State Aid Framework.

This grant scheme is aimed at supporting seafood businesses to adapt by helping to fund changes to businesses and/or infrastructure that allows businesses to rapidly develop domestic markets, and to support projects that increase domestic consumption of seafood landed or processed in England.

It will do this by funding projects that:

- Facilitate new growth in markets through innovative regional distribution
- Support the development of infrastructure to sell seafood landed into English ports, or seafood processed in England, to domestic consumers
- Help develop the infrastructure necessary for the catching and processing sectors to connect directly with consumers (e.g. either through online platforms or through facilitation on the ground).
- Has the potential to generate longer-term sustainable benefit to the seafood industry, creating supply chain resilience

The focus of the scheme is to help businesses adapt to the current situation, to support short-term and potentially longer-term seafood business viability.

Applications will be considered for grants up to a maximum of £100,000.

The scheme is open to applications from 29 April 2020 to midday (12.00) on 11 May 2020.

Applicants are advised to read the scheme guidance on eligibility and [criteria](#) before completing and submitting the form.

Data Protection Act 2018

MMO will use your personal information to assess your grant application for eligibility and for grant claims to determine that you have spent the eligible expenditure in accordance with the terms and conditions set out in the grant offer letter. MMO will use your personal information in the following circumstances:

- Where it is necessary for performing the contract we have entered into with you
- Where MMO needs to comply with a legal obligation
- Where it is in the public interest to do so
- Making a decision about your grant application
- Checking you are legally entitled to apply for a grant
- For any audit by DEFRA and/or the National Audit Office
- To prevent fraud

The MMO may be required to share information collected under the scheme with the Department of Environment Food and Rural Affairs (Defra) and Agencies to comply with the requirements of the scheme and to enable grant payments.

As a public authority, in certain situations, we may also be required by law to disclose information about you to other public authorities. For example, information may be disclosed where this is required to meet HMRC statutory requirements, any national security and/or law enforcement requirements. However, any personal data shared under this scheme is only to the extent, and in such manner, as is necessary for the purposes of the scheme or as is required by Law.

All information collected under this scheme will be processed in line with the principles set out in HM Government Security Policy Framework, issued by the Cabinet Office, when handling, transferring, storing, accessing or destroying information.

We will only hold the information collected under this scheme while there is an ongoing business need or statutory requirement to retain the information.

Section A: About you

Address:

Full name:

Telephone number:

Postcode:

Alternative contact
number:

E-mail:

Business name: (This must be
the same as the name of your business bank
account)

Company registration number (if applicable):

VAT registration number (if applicable):

Proof of ID:

(You only need to supply proof of identity if you are applying as a sole trader. Please tick to confirm you have included a photo or scanned copy of ONE of the following with your application:

Passport: ☐ Driver's Licence:

Proof of bank account:

Bank statement from the last three months:

Legal status:

Individual: Company:

If you are applying for this grant on behalf of your company, for example as a company director, tick to confirm that you have authority to commit your company:

Main contact person for the project

Please give details of the main contact, project manager or consultant for the project if it is NOT the same as the person named above:

Full name:

Telephone number:

E-mail:

Section B – About your project

Project details

Project Name (this should be a short title for use in correspondence):

Location of project:

Description

Give a description (no more than 500 words) of the proposed project, and outline how it meets all or any of the following criteria:

- Facilitates new growth in markets through innovative regional distribution.
- Supports the development of infrastructure to sell seafood landed into English ports, or seafood processed in England to domestic consumers.
- Helps develop the infrastructure necessary for the catching and processing sectors to connect directly with consumers (e.g. either through online platforms or through facilitation on the ground).
- Has the potential to generate longer-term sustainable benefit to the seafood industry, creating supply chain resilience
- See the [guidance notes](#)

Further information

In addition, please describe how your project will meet any or all of the following considerations which will be used by the judging panel:

(If you need more space for your reply, please continue on a separate sheet.)

Eligibility

Have you previously sought or been awarded a grant for this project or are you seeking or intending to seek a grant from any other public source?

If YES, please give details in the box below. Please note a project cannot be funded from this scheme if it is already funded by another scheme.

See [guidance](#) for further information on eligibility.

Supply and Demand

How does your project help to meet the demand to bring seafood to people who want it but can't access it in their homes?

Will it help increase demand for seafood in an area where there is supply?

Infrastructure

Does your project create physical or digital infrastructure that supports new routes to market?

Does your project improve regional distribution (if existing networks existed), or connect previously unconnected regions (if existing networks did not exist)?

Regional benefits

How will your project benefit your area, e.g. will it help to sustain or create employment? Does the project enable regional cooperation and if so, how?

Which other businesses or organisations, if any, does the project support?

Longevity

Does your project have the potential to scale up and grow?

Does it have durability to continue beyond the current crisis and contribute to the long-term development of markets?

What potential is there for this project to continue to develop the domestic market for seafood when the current health emergency passes?

Legality

What legal and regulatory implications have you addressed in planning your project?

Safety

How have you considered and taken into account health and safety considerations required for this project?

Achievability

Do you have a clear management plan to ensure the project is achievable in the immediate to short term and will deliver benefits at pace?

Please provide details of the relevant skills, capabilities and experience you will bring to the management of the project:

Value for money

How will the project generate an economic return? For example, how much additional or new turnover will this project generate? Can you evidence that it will benefit a high number of people proportionate to the spend?

Why is this support needed? For example, does your project address any gaps in the business support that already exists?

Match funding

What match-funding, if any, is available? How much and where from? (Please note match funding is preferred but not essential)

Does the project bring any other added value?

Grant payment

If your application is successful you will receive 25% of the value of the grant to be paid in advance, to help start the project off. You will need to pay all other costs then submit claims for reimbursement with receipts for costs incurred to MMO, for this initial payment and the remaining 75%. Please confirm that you understand this.

Speed

How will you ensure that you can deliver this project at pace and have immediate impacts?

Innovation

How original is your project? Does it demonstrate innovative ideas or use of technology that will bring benefits to sustainability, productivity or new market development?

Project start and finish dates

Start date. Put the approximate start date if you do not know the exact date (dd/mm/yyyy):

Completion date, when all work is finished and all invoices relating to the work are paid in full. Put the approximate date if you do not know the exact date (dd/mm/yyyy):

Level of risk

Describe the key risks you have considered and how you will mitigate them. Please include consideration of the regulatory and legal requirements relating to the project, including for example environmental, health and safety, environmental health, and fishing regulatory considerations.

Section C – Your eligible project costs

Estimated project costs

Eligible item

Cost (£) Figures must not include VAT. Only include VAT if you are not registered for VAT and cannot reclaim your costs. Please see eligibility guidance and if applicable complete the VAT declaration.

Total (£)

Section D – Project benefits and targets

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

Please provide details of the expected benefits and targets as a result of this project. For example, you could show that by installing refrigeration equipment you are able to get domestically caught seafood sold locally, or using IT developments to increase the regional outreach and sale of locally caught fish.

If possible, include details on how your project:

- Creates infrastructure to support new routes to market
- Improves regional distribution (specify which regions)
- Is serving unmet domestic demand for seafood
- Is facilitating new growth in the domestic seafood market

Section E – Monitoring and evaluation

How will you monitor and evaluate the project?

Section F – Declaration and undertaking

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, the applicant declare that, to the best of my knowledge and belief, the information given in this application is correct.

I understand that all Domestic Seafood Supply Scheme grants are discretionary and there is no automatic entitlement to any grant. I know of no reason why I should not be granted a Domestic Seafood Supply Scheme grant.

Neither I nor a close relative has any financial interest in the companies that will supply goods and services to my project.

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

I understand that the information given will be treated in confidence, but may be submitted for checking against records held by other government departments, local authorities and the police, where it is necessary for the purposes of assessing my eligibility for a grant.

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 understand that the grant may be withheld or any paid monies recovered if it is found to have been obtained by fraud, was not used for the purpose for which it was granted or any condition of grant was not complied with., and that if the information provided is found to be incorrect, it may lead to a grant being recovered.

This form has been completed by:

Applicant name:

Signature:

Date:

If any part of this form has been completed by an agent for the applicant, the agent must also provide the below information and sign.

Agent name and
Company name:

Signature:

Date:

Section G - VAT Declaration

Grants claimed under the Domestic Seafood Supply Scheme must normally be based on expenditure net of VAT. However, if you or your company are not registered for VAT, you may claim grant on gross expenditure. Completion by you of the declaration below 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 because:

- a) I am/We are/The company is not eligible to register or
- b) I/We have decided not to apply for voluntary registration.

Further, I/we hereby declare that I am/we are not registered, nor have any application outstanding for the purposes of VAT and that I/we have not claimed and will not claim deduction or repayment as input tax for any amounts of VAT included in the price paid or expected to pay for the following works or facilities which are subject of the claim made by me/us.

I also understand that when examining the above-mentioned claim, the MMO may have to ask HMRC about my VAT registration status, and I have no objection to this.

Name of applicant:

Business name:

Signature:

Date:

Section H – state aid declaration under EC Covid-19 Temporary

Framework Please see [Guidance notes](#) for further information.

Under Section 3.1 of the Covid-19 Temporary Framework for UK Authorities measure and Undertaking in Difficulty Status Temporary Framework, (on the basis of Article 107(3)(b) TFEU) the maximum level of aid that a company may receive is €120,000 (about £105,000) per undertaking active in the fishery and aquaculture sectors, across all UK support measures. Further information can be found in the guidance notes and at this [link](#):

If you have received any aid provided under the Temporary Framework, and wish to apply, or have applied, for any other aid covered by the Temporary Framework, you will need to declare the amount you have received to the grant-awarding body you are applying to.

Please complete and sign the declaration below, confirming any aid you have received under the Temporary Framework between March 20 and December 20.

DECLARATION

I confirm that I have received the following allocation / allocations of aid under measures approved within Section 3.1 of the European Commission's Temporary Framework for UK Authorities and Undertaking in Difficulty status between March 2020 and December 2020:

Name of organisation/s
providing the aid:

Aid received:

Value of aid(€):

Date of assistance:

I confirm that my undertaking was not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation) on 31 December 2019.

Company:

Company
representative

Signature:

Date:

Additional information: