



## European Maritime and Fisheries Fund (EMFF)

### **THIS GUIDANCE NOTE SHOULD BE READ IN CONJUNCTION WITH THE EXPRESSION OF INTEREST FORM**

#### **SUMMARY**

Grant aid is available under the European Maritime and Fisheries Fund (EMFF) programme 2014-2020. The programme shall contribute to the achievement of the following objectives:

- a) promoting competitive, environmentally sustainable, economically viable and socially responsible fisheries and aquaculture;
- b) fostering the implementation of the Common Fisheries Policy (CFP);
- c) promoting a balanced and inclusive territorial development of fisheries and aquaculture areas; and
- d) fostering the development and implementation of the Integrated Maritime Policy (IMP) in a manner complementary to cohesion policy and to the CFP.

**The pursuit of those objectives shall not result in an increase in fishing capacity.**

**This guidance note is subject to change once the EMFF goes live, the version number is found at the bottom of the guidance.**

#### **USE THIS DOCUMENT FOR DETAILED GUIDANCE ON HOW TO COMPLETE THE EXPRESSION OF INTEREST FORM**

**Please note this form is optional to complete.**

**Use the Expression of Interest form if you would like an initial assessment of the potential eligibility of your project before submitting a full application form.**

The Expression of Interest form provides the Marine Management Organisation (MMO) with a summary of your project, which will be reviewed to determine if it might be eligible for a grant under EMFF.

Once you submit your Expression of Interest form, it will be considered and you will then be informed of our initial advice within 10 working days of receipt of a complete Expression of Interest form. If your project could be eligible for funding, you will be invited to apply formally for a grant under the EMFF using the appropriate application form. Please note, an invitation to submit a full application does not mean that your project is definitely eligible or that grant funding will be awarded. This can only be

decided after the application and all supporting documentation has been appraised.

## **TYPES OF PROJECTS YOU CAN APPLY FOR**

Projects must fall into one of the priority areas listed below. If your project does not or you are unsure please visit the MMO EMFF webpage <https://www.gov.uk/government/organisations/marine-management-organisation> for guidance and further advice.

Eligible activities (not exhaustive):

- Health and safety on board and on shore
- Added value, product quality and use of unwanted catches
- Fishing ports, landing sites, auction halls and shelters
- Innovation
- Marketing measures
- Processing of fishery and aquaculture products
- Advisory services
- Partnerships between scientists and fishermen
- Promotion of capital, job creation and social dialogue, includes support for spouses and life partners.
- Support for the systems of allocation of fishing opportunities
- Production and marketing plans
- Support for the implementation of conservation measures and regional co-operation
- Limitation of the impact of fishing on the marine environment and adaptation of fishing to the protection of species
- Innovation linked to the conservation of marine biological resources
- Protection and restoration of marine biodiversity and ecosystems
- Inland fishing and inland aquatic fauna and flora
- Productive investments in aquaculture
- Management, relief and advisory services for aquaculture farms
- Increasing the potential of aquaculture sites
- Innovation in aquaculture
- Promotion of human capital and networking in aquaculture
- Design and implementation of conservation measures and regional cooperation
- Collection of lost fishing gear and marine litter
- Support with the obligation to land all catches
- Support to systems of allocation of fishing opportunities

If you are unsure whether your project fits into these eligible activities then visit our website for guidance.

## **COMPLETING THE FORM**

This form can either be completed and e-mailed or printed and posted to the MMO.

- You must read every question in the form.
- You should read this guidance for each question before you complete it.
- If the question does not apply to you, then write N/A.
- This form must be completed using BLOCK CAPITALS and in black ink only.
- You should not use correction fluid on this form.
- If you make a mistake do not over-write.
- A line should be drawn through a wrong entry and the correct entry written clearly alongside. You should initial any amendments.

Each section gives you guidance for each of the questions on the Expression of Interest Form.

## DEFINITIONS

In these notes:

- **You** means the applicant. You can employ an agent or consultant to help you complete your expression of interest form but you as the applicant must sign the form. Your agent can only countersign it.
- **We** means the Marine Management Organisation.
- **Inland fishing** means fishing activities carried out for commercial purposes in inland waters by vessels or other devices.
- **Fisheries and aquaculture areas** means an area with a sea, river or lake shore, including ponds or a river basin, with a significant level of employment in fisheries or aquaculture, that is functionally coherent in geographical, economic and social terms and is designated as such by a Member State.
- **Fisherman** means any person engaging in commercial fishing activities, as recognised by the Member State.
- **Small-scale coastal fishing** means fishing carried out by fishing vessels of an overall length of less than 12 metres and not using towed fishing gear as listed in Table 3 of Annex I to Commission Regulation (EC) No 26/2004 (20).
- **Vessels operating exclusively in inland waters** means vessels engaged in commercial fishing in inland waters and not included in the Union fishing fleet register.
- **Beneficiary** means an applicant who has been awarded an EMFF grant.

## Top Tips

- **Read each question carefully and enter your answer in the box provided.**
- **You do not need to fill all of the space for each question as long as you think your answer provides enough detail for us to consider your application fully.**
- **If you need more space for your answers then continue on a blank sheet of paper. Make sure you write your name and the question number you are answering at the top of the piece of paper.**

## **1.1-1.7 Your Contact Details**

Provide us with your contact details. This should include your own title, first and last names, your address, telephone number(s) and email address if you have one. Your address and telephone number(s) can either be your personal contact details if you are applying on your own behalf, or those of your organisation if you are applying as part of or on their behalf.

## **1.8 Alternative Contact Details**

If you would like us to contact someone else about the progress of your Expression of Interest, perhaps because you might be away for a period of time, then enter their contact details into these boxes. Give their full name, address (including postcode), telephone numbers and email address, and state their relationship to you. For example this might be 'son', 'father', 'consultant' or 'agent'. This person cannot sign the form or any Acceptance of Grant made to you as the applicant. If you have used an agent or consultant to help you complete the form, then they must countersign the form alongside you as the applicant, to prove that they have been involved.

## **1.9 Organisation/business Name**

Give the name of the organisation that you are applying on behalf of, if this is applicable to you.

## **1.10 Type of Organisation**

Select the option which best describes your organisation. See the list below for the different options. Enter the number of the option you have chosen into the box on the Expression of Interest Form.

For example if the right option for you is 'Sole Trader' then put number 1 in the box provided.

1. Sole Trader	7. University or training establishment	12. Public Body
2. Joint Partnership	8. Government Department	13. Non Government Organisation
3. Private Company	9. Local Authority	14. Enterprise Company
4. Fishermen's association	10. Producer Organisation	15. Charity - Public
5. Port authority – Public	11. Inter-Branch Organisation	16. Charity - Private
6. Port Authority - Private		17. Other

If you answered 17 for 'Other', give a description of your organisation.

## **1.11 Is Your Organisation a Public or Private Body?**

Indicate whether your organisation is a public or private body. The following organisation types usually count as private bodies;

- Private companies
- Sole traders
- Fishermen's associations
- Port authorities- private
- Producer Organisations
- Inter-Branch Organisations

The following organisation types usually count as public bodies:

- Port authorities- E.g. Trust ports
- University or training providers
- Government departments
- Local authorities

If you are unsure please contact the MMO for advice.

### **1.12 Organisation Registration Number (if applicable)**

If you are a limited company or Limited Liability Partnership (LLP) then enter your company registration number in the box provided. It will consist of either 8 numbers or 2 letters followed by 6 numbers. If you are a charity, provide your charity registration number. If you are not a company or a charity, move on to the next question.

### **1.13 Value Added Tax (VAT) Number (If Applicable)**

If you are registered for VAT then enter your VAT number. To Note - funding claimed under EMFF schemes must normally be based on expenditure exclusive of VAT. If however, you or your organisation is not registered for VAT, you may claim grant including VAT.

### **1.14 Project Name**

Provide us with a short project name that we can use to refer to your project. This should be a simple description of what you intend to do, for example 'installation of new communication system' or 'upgrade of salmon processing facilities'. If possible you should make this name unique to you for example by using your boat name or business name

### **1.15 Project Duration**

Estimate your expected start and end dates for the project. This should be in the format DD/MM/YYYY. Think about how long your project will take to complete and make sure you add on a few days for possible delays. If your project takes less time than you think, it won't affect your ability to claim your funding when you are ready

to. Remember to allow time to submit an application and to receive a decision from the Marine Management Organisation.

## **1.16 Project Description**

Give a brief description of your project here. You should include information on:

- What your project is about?
- What you intend to do?
- What you hope to achieve?
- Where it will be taking place?
- Who will be involved in the project?
- Why the project is needed?

For example, you could be planning to install a new communication system. You should tell us how you plan to install the new communication system, who will be involved in delivering the project from your company, where your project will be taking place, what exactly you intend to do and why the project is needed for example to improve traceability.

## **1.17 What Is Your Total Project Cost?**

Put the total cost of your project in the box. This must include everything you want to apply for.

## **1.18 How Much Grant Funding Are You Applying For?**

Once you know the total cost of your project, decide how much grant funding you want to apply for under the EMFF. For example if your total project costs £10,000, and you are applying for 50% funding, then put £5,000 as the total funding amount asked for.

You need to tell us how much you funding you are applying for in pounds sterling (£) and as a percentage of the total costs of your project.

## **What to do Now**

### **Top Tips**

- **Answer all of the questions that apply to you.**
- **Read all of the guidance notes so you know what is expected of you.**
- **Check you have signed and dated the declaration. If an agent or consultant has helped you complete or has completed the form on your behalf, they also need to countersign and date this declaration as well as yourself as the applicant.**

You must read the declaration in the Expression of Interest Form and make sure you understand and accept all of the clauses in it before signing the section at the bottom.

You must print, sign and date the form as the applicant. If you have used an agent they must sign below you in the section provided. **An agent cannot sign the form on your behalf.**

**You then need to either post or e-mail the completed ~~expression~~ Expression of Interest Form to the MMO.**

**Write to;**

European Grants Team  
Marine Management Organisation  
Lancaster House  
Newcastle Business Park  
Newcastle upon Tyne  
NE4 7YH

**Telephone;**

~~0208 026 5132~~  
~~0208 026 5320~~  
~~0208 026 5388~~  
020802 65539

**Email;**

EMFF.queries@marinemanagement.org.uk

Remember to include the title 'Expression of Interest' in the subject header if submitting your form by e-mail.

## **Next Steps**

After you have sent us your Expression of Interest form:

- We will check your eligibility for EMFF funding.
- If you are potentially eligible we will respond with an e-mail or letter confirming this.
- If you are not eligible we will respond with an e-mail or letter confirming the reasons why the project would not be eligible.
- We will inform you of our decision within 10 working days of receiving your Expression of Interest form, providing you have completed every question.
- If your project is considered potentially eligible then you will be invited to complete the appropriate full application form.

**Please note, an invitation to submit a full application does not mean that your project is definitely eligible or that grant funding will be awarded. This can only be decided after a full application and all supporting documentation has been submitted and appraised by the MMO. Any money spent by you on the project at this point cannot be claimed back.**

Based on your project description, if your Expression of Interest form is considered potentially eligible, we will make sure that you are invited to complete the most appropriate full application form for grant funding under the EMFF.

## **SERIOUS INFRINGEMENTS AND FRAUD**

**Please note that any individual who has committed a serious infringement or fraud in the 12 months prior to applying for a grant under the EMFF will not be eligible. This applies to the date of conviction not the date of committing the serious infringement.**

A serious infringement means:

- 1) the activities considered to constitute Illegal, Unreported or Unregulated (IUU) fishing in accordance with the following criteria:
  - does not hold a valid vessel licence;
  - has no registered flag state for the vessel;
  - fails to use compliant fishing gear;
  - breaks conservation and management rules;
  - does not properly record and report catches;
  - fishes in a closed area;
  - fishes for a stock which is subject to a moratorium or for which fishing is prohibited;
  - falsifies or conceals the vessels' markings, identity or registration;
  - conceals, tampers with or disposes of evidence relating to an investigation;
  - obstructs an inspection or observation;
  - takes on board undersized fish;
  - works with fishing vessels identified as having engaged in illegal, unreported or unregulated fishing; or
  - the manipulation of an engine with the aim of increasing its power beyond the maximum continuous engine power according to the engine certificate.
- 2) the conduct of business directly connected to IUU fishing, including the trade in/or the importation of fishery products;
- 3) the falsification of documents referred or the use of such false or invalid documents;
- 4) in addition, the following activities shall also be considered as serious infringements, depending on the gravity of the infringement in question which shall be determined by the Marine Management Organisation, taking into account criteria such as the nature of the damage, its value, the economic



situation of the offender and the extent of the infringement or its repetition:

- The non-transmission of a landing declaration or a sales note when the landing of the catch has taken place in the port of a third country;
- The manipulation of an engine with the aim of increasing its power beyond the maximum continuous engine power according to the engine certificate;
- The failure to land any species subject to a quota caught during a fishing operation, unless such landing would be contrary to obligations provided for in the rules of the common fisheries policy in fisheries or fishing zones where such rules apply;
- has been involved in the operation, management or ownership of fishing vessels included in the Union IUU vessel list as set out in Article 40(3) of Regulation (EC) No 1005/2008, or of vessels flagged to countries identified as non-cooperating third countries as set out in Article 33 of that Regulation;
- has committed a serious infringement of the CFP rules identified as such in other legislation adopted by the European Parliament and by the Council; or
- has committed any of the offences set out in Articles 3 and 4 of Directive 2008/99/EC of the European Parliament and of the Council (22), where the application is made for support for the sustainable development of aquaculture.

Fraud is, in the context of the EMFF means:

- any intentional act or omission relating to the use or presentation of false, incorrect or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds from the general budget of the European Communities or budgets managed by, or on behalf of, the European Communities, or
- non-disclosure of information in violation of a specific obligation with the same effect, or
- the misapplication of such funds for purposes other than those for which they were originally granted.

**See ‘Guidance on serious infringement and fraud’ available on the MMO website for full details.**