



European Union

European Structural and Investment Funds



Marine
Management
Organisation



European Maritime and Fisheries Fund (EMFF) E-system applicant user guide

Document Control

	European Maritime and Fisheries Fund (EMFF) applicant user guide
Author	Angela Matson
Approver	Mark Nicoll, Gary Daines, Ronnie McBride
Owner	EMFF UK Managing Authority
Created Date	12/10/2015
Last Updated Date	02/08/2016
Version Number	V1.0

Table of Contents

1. WHAT IS THE EMFF E-SYSTEM?	3
1.1 HOME PAGE	3
1.2 REGISTRATION	4
1.2.1 <i>Register</i>	4
1.2.2 <i>System Login</i>	9
2. APPLICATIONS	12
2.1 MAKING AN APPLICATION	12
2.2 INFORMATION REQUIRED	12
2.3 CREATE AN APPLICATION	13
2.3.1 <i>Create application screen</i>	13
2.3.2 <i>Project Description</i>	28
2.3.3 <i>Employment, Equality and Diversity</i>	30
2.3.4 <i>Application Details</i>	31
2.3.5 <i>Measure information</i>	31
2.3.6 <i>Project Finance</i>	32
2.3.7 <i>Claim and Reporting Schedules</i>	36
2.3.8 <i>Application Compliance and Declaration</i>	37
2.3.9 <i>Submit Application</i>	39
2.3.10 <i>Return Your Application</i>	39
2.3.11 <i>My Applications</i>	40
2.4 DELETE AN APPLICATION.....	41
2.5 WITHDRAW AN APPLICATION.	42
2.6 CHECKING PROGRESS OF A SUBMITTED APPLICATION	42
2.7 SUCCESSFUL APPLICATION	44
2.8 UNSUCCESSFUL APPLICATION AND APPEALS	44
3. MAKING A CLAIM	45
3.1 CLAIM DETAILS.....	46
3.2 CLAIM FINANCE.....	47
3.3 CLAIM DECLARATION	47
3.4 CLAIM SUBMISSION	48
3.5 VIEW CLAIM	49
4. PROGRESS REPORT SUBMISSION	51
5. NOTIFICATION OF CHANGE	53
5.1 CREATE A NOTIFICATION OF CHANGE	53
5.2 VIEW OR MODIFY A NOTIFICATION OF CHANGE.....	55
6. UPDATE REGISTRATION DETAILS	57
7. USERS	58
8. UPDATING YOUR DETAILS.	60
9. POST PROJECT MONITORING	61
10. CONTACT US	61

1. What is the EMFF E-System?

The European Maritime and Fisheries Fund (EMFF) scheme aims to support sustainable development and support growth and jobs in EU coastal communities. Through the scheme around £143 million is available across the UK.

The EMFF e-system allows applicants to apply online for European Maritime and Fisheries Fund (EMFF) support. It enables applicants to manage and track their applications on line, submit claims, progress reports and upload any documents directly on to the system.

The E-system is used by both applicants and the Intermediate Bodies who will process your applications and claims. The Intermediate Bodies using the e-system are as follows;

- Marine Scotland
- Marine Management Organisation
- Department of Agriculture, Environment and Rural Affairs

1.1 Home page

The main screen to access the EMFF e-system can be found here [EMFF e-system](#). The home page is shown below.

Homepage | Contact Us | Help | Accessibility Information | Privacy And Cookies Information

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

 **European Union**
European Structural and Investment Funds

Welcome to the European Maritime and Fisheries Fund (EMFF) scheme management system for Scotland, England and Northern Ireland. Wales use a different system to manage the EMFF scheme which can be accessed here: wales.gov.uk

Registered Users
If you are a registered user, [click here to login](#).

Registration
If your Organisation has not already completed the registration process, [click here to register](#).

FIG.1.1 Home screen

1.2 Registration

You need to register for an EMFF e-system account to apply for funding and make your claims, please note you will need an e-mail address to complete this step.

If you are a business who will have more than one applicant using the EMFF e-system for your organisation, you only need to register your business once. Additional users/applicants can be attached to your business account by following the guidance in section 7 of this document. This approach allows you to view and manage all of the EMFF applications for your business from one account.

1.2.1 Register

To do this, click the register link under Registration as shown in the screenshot below.

The screenshot shows the EMFF website interface. At the top, there is a navigation bar with links for 'Homepage', 'Contact Us', 'Help', 'Accessibility Information', and 'Privacy And Cookies Information'. Below this is a dark blue header with the text 'EMFF European Maritime & Fisheries Fund Online Applications & Claims'. The main content area features the European Union flag and the text 'European Union European Structural and Investment Funds'. Below the flag are logos for 'The Scottish Government', 'Marine Management Organisation', and 'Department of Agriculture, Environment and Rural Affairs'. A grey box contains the text: 'Welcome to the European Maritime and Fisheries Fund (EMFF) scheme management system for Scotland, England and Northern Ireland. Wales use a different system to manage the EMFF scheme which can be accessed here: wales.gov.uk'. Below this is a 'Registered Users' section with the text: 'If you are a registered user, [click here to login](#).' At the bottom is a 'Registration' section with the text: 'If your Organisation has not already completed the registration process, [click here to register](#).'

This will take you to the registration details screen as shown in the screenshots below, the red boxes represent mandatory fields. You will need to complete your details, these will be saved but can be changed at a later date if required (guidance on changing your registration details is covered in section 6 of this document).

Although the registration page is only one page long, it has been broken it down in the screenshots below to provide further information on the questions we ask.

- a) You will need to provide the applicants title, name and gender. Gender is split into four categories, these are male, female, other (for those who don't identify themselves as male or female) there is also a prefer not to say category in case you do not feel comfortable sharing this information.

We require the name of your business, if you don't have a business name or a registered trading name, please insert your first and last name here instead.

[Homepage](#) | [Contact Us](#) | [Help](#) | [Accessibility Information](#) | [Privacy And Cookies Information](#)

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

Applicant Registration

Applicant Registration

Applicant Title

Applicant First Name

Applicant Last Name

Applicant Gender

Business/Legal Entity Name

- b) Next we ask for the location of your project so that the system can assign you to an Intermediate Body, the Intermediate Body is the organisation who will process your application and claims if you are successful. These are as follows;
- Scotland – Intermediate Body is Marine Scotland (MS)
 - England – Intermediate Body is the Marine Management Organisation(MMO)
 - Northern Ireland – Intermediate Body is the Department of Agriculture, Environment and Rural Affairs (DAERA)
 - Wales – have a different EMFF system, if you would like to apply for a project in Wales, details of how to apply can be found on the [Welsh government website](#).

We also ask for your address and contact details to allow us to contact you regarding your application and claims. You need to have an e-mail address to use the EMFF e-system as this will be our primary way of communicating with you.

Location of Project
Please Select

Address Line 1

Address Line 2

Address Line 3

Address Line 4

County

Postcode

Contact Number

Fax

Email

- c) We ask for your company registration number, if you do not have a company registration number then leave this box blank.

We need to know the type of organisation you belong to as different organisation types can apply for different items supported by EMFF and are also eligible for different amounts of grants. By selecting the appropriate option the e-system will be able to guide you through what you can apply for and how much you could receive.

If you are a sole trader or a partnership you need to provide us with either a certified copy of your driving licence or passport, If you are not a sole trader or a partnership you will not see a 'Proof of identity' question.

If you do not have a driving licence or passport you need to provide us with two utility bills less than 3 months old which show the applicants name and address. Please let us know which you are attaching to your application, the local fisheries/coastal employees in your intermediate body will certify the copy for you free of charge, there is a fee for the post office or a solicitor to certify for you.

You need to tell us how you heard about the EMFF scheme, this will help us to plan the best way to promote the scheme in future.

We need to know if you are VAT registered. If you are VAT registered you will need to provide your VAT registration number.

You need to provide the names and relationships of any business related to yours to register any conflict of interest with your applications.

You will need to choose a unique username, this will be the username you log into the EMFF e-system with. Your username can be anything that is memorable to you, it doesn't have to be an e-mail address.

Company Registration Number

Type of Organisation

Proof Of Identity

How did you hear about the EMFF grant scheme?

VAT Registered

Give the names and relationships of any businesses which are related to yours, such as subsidiary or parent companies (if applicable)

Username

Only complete the table shown below if you would like someone else to be set up to manage your e-system account and make applications or claims on your behalf. Please provide this persons details, although someone can complete the information in your application and claims forms, as the applicant you will still need to sign the declarations on the forms as you are accountable for the information being accurate and responsible for any EMFF funds received.

Primary Contact Point

The Primary Contact is the person responsible for setting up and managing user accounts for applicants within a Business/Legal entity. If the Primary Contact is different to the details above please complete the information below, you will need to provide their details.

Title

First Name

Last Name

Email

Contact Number

The disclaimer details the data protection fair processing rules and you must tick to say you understand and accept this disclaimer statement before your EMFF e-system account can be set up. If you do not understand, please don't hesitate to contact us using the details in section 10 of this guide.


Once you are happy with the information provided please click 'submit' to complete your registration.

Declaration

To complete the registration you must understand and accept the following disclaimer statement.

[View disclaimer statement](#) (link opens in new window)

In order to view this PDF file, you must have a PDF reader program installed. If you do not already have such a reader, you can [download a free reader](#) from Adobe's website (link opens in new window)



I understand and accept the disclaimer statement

1.0.3.4 ©Crown Copyright. All rights reserved.

Once registration is complete, an email will be sent to the registered email address containing your username. A second will also be sent containing your temporary password. If you do not receive an e-mail, please check your junk mail and mark this as a safe sender so these appear in your in box in future.

*** THIS IS AN AUTOMATED E-MAIL. PLEASE DO NOT REPLY ***

You have been set up as a new user on the EMFF Grant Management System.

Please use the username outlined below in order to gain access to EMFF Grant Management System.

Your username is: Angela

Kind Regards,
 European Grants Team
 Marine Management Organisation
 West Wing
 Lancaster House
 Hampshire Court
 Newcastle Business Park
 Newcastle Upon Tyne
 NE4 7YH

Tel: 0191 376 2676
 Fax: 0191 376 2681

Web: www.gov.uk/mmo
 Enabling sustainable development in our seas.

 Username example mail

*** THIS IS AN AUTOMATED E-MAIL. PLEASE DO NOT REPLY ***

You have been set up as a new user on the EMFF Grant Management System system.

You will receive your user name in a separate email.

Please use the password outlined below in order to gain access to EMFF Grant Management System. As part of the EMFF Grant Management System password policies, you will be required to change this password at time of next login.

Your password is: p#4S2!NkbX=9-6WmGa3+

Kind Regards,
European Grants Team
Marine Management Organisation
West Wing
Lancaster House
Hampshire Court
Newcastle Business Park
Newcastle Upon Tyne
NE4 7YH

Tel: 0191 376 2676
Fax: 0191 376 2681

...
Password example mail

Note that the password generated on registration will need to be changed when you first log into the system.

1.2.2 System Login

To access the system and submit an application, click the **login** link under **Registered Users** and input the user name and password which you will have received by e-mail. If you have not received a username and password, please check your junk mail in case they have appeared in there and if you still can't find them please contact your Intermediate Body using the details in section 10 of this guide.

When first logging in, you will be presented with a Login Details section requesting the password is changed.

Username

Current Password

New Password

Confirm New Password

Enter the Username and Password from the received emails and choose a replacement. Your password must be at least 8 characters long and must include at least;

- 1 letter
- 1 number
- 1 non-alphanumeric character from () { } ! " \$ % ^ & * - _ + = [] ; : ' @ ~ # / ? . , \ .

When finished, click **Login**.

You will then be presented with the Applicant home page section of the system, as shown below.

Please note if you can't remember your password you can request a new password by clicking the link as shown in the screen print above. If you can't remember your username, please contact your Intermediate Body using the details in section 10 of this guide, they will verify your identification and provide you with your username.

The applicant home page is a central location from which to navigate. This includes:

- Creating, submitting and amending applications and claims;
- The ability to search applications and claims;
- Project monitoring;
- Notify changes
- Update Applicant Details and Users;
- Logout of the system.

The quick access menu will show you options as they become available, for example when you first log in you can access 'Create application and my details' however once you create your first application you will have an additional option called 'My applications as this/these are now in progress. Once you have accepted an offer you will have an option for my claims and so forth.

Homepage | Contact Us | Help | Accessibility Information | Privacy And Cookies Information

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

Homepage	Applications	Claims	Project Monitoring	Notify Changes	Registration Details	Users
My Details	Test Data	Logout				

Homepage

Applicant, Brian Bathgate [OrgAdmin] (Applicant DARD NI-1)

Quick Access Menu

- Create Application
- My Applications
- My Details

Last login date: Tuesday 13 October 2015 at 10:53AM © Crown Copyright. All rights reserved.

You can also use the buttons at the top of the screen to help you navigate as shown below. This toolbar is present at the top of all screens within the e-system to simplify navigation. Please note this guide has been developed using the EMFF test system and the option 'test data' will not appear on the live system.

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

Homepage	Applications	Claims	Project Monitoring	Notify Changes	Registration Details	Users
My Details	Test Data	Logout				

Homepage

Applicant, Brian Bathgate [OrgAdmin] (Applicant DARD NI-1)

FIG 2.1 Applicant home page

2. Applications

If you are interested in the funding available, you should read our general guidance and application guidance on our website before starting your application.

Funding is allocated from the European Maritime and Fisheries Fund on a competitive basis and only applications which best meet the aims of the scheme will be given EMFF funding.

We want to give your project the best possible chance at succeeding and have produced a range of resources and guidance which you might find useful, these can be found on our website.

To qualify for EMFF support you must apply for funding before any work takes place on your project or your project may be ineligible for support.

Please see links to application form guidance on your Intermediate Body website which contains eligibility criteria.

Scotland – <http://www.gov.scot/Topics/marine/grants-subsidies>

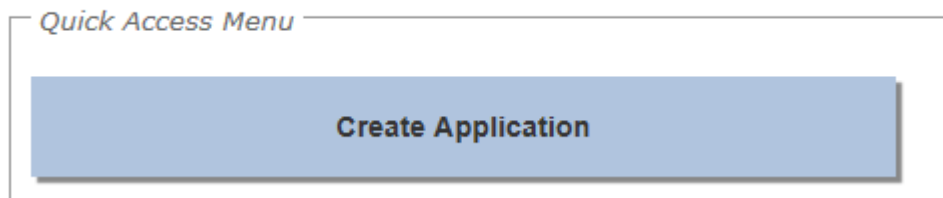
England - <https://www.gov.uk/topic/commercial-fishing-fisheries/funding>

Northern Ireland - <https://www.daera-ni.gov.uk/articles/european-maritime-fisheries-fund>

2.1 Making an Application

Once you are logged in you will be taken to the applicant home page, there will be a button to create an application as shown below.

Homepage



2.2 Information Required

Before you proceed with creating an application you may wish to have the following items at hand or be aware that they will be necessary to accompany your application when it is submitted.

- A Business Case – In England and Scotland you do not require a business case for projects costing less than £25,000, in all other circumstances a business case will be required;
- Financial Information: Current & expected turnover, balance sheets and profit;
- Quotes for costs to be incurred;
- Company and VAT Registration numbers if applicable to your circumstances.
- Organisation headcount numbers if applicable to your circumstances.

2.3 Create an Application

To create an application, select the 'Create' button on your homepage. The system will navigate to the Create Application screen to allow you to select an application form appropriate for your project.

2.3.1 Create application screen

Within this screen you must:

- Enter a unique Title for your application so this can be easily identified
- Choose which application form you require from the drop down list provided and choose one of the items supported on the application form which best describes your project.

The table below shows what you can apply for on each of the application forms, this may differ between countries and therefore this has been indicated. Please read the application form guidance to make sure your project is eligible for support before starting your application.

<p>New energy efficient fishing gear, engine replacements and modernisation, energy efficiency audits and schemes.</p>	<p>Who can apply: The owners of EU/UK registered fishing vessels where the individuals and/or partnership operate from a UK based port.</p> <p>What they can apply for;</p> <p>a) Investments in equipment or on board aimed at reducing the emission of pollutants or greenhouses gases and increasing the energy efficiency of fishing vessels.</p> <p>b) Investment in new fishing gear that contributes to energy efficiency as long as it does not undermine the size or species selectivity of that fishing</p>
--	---

<p>Supported by Fishing vessel energy improvements guidance on our website</p>	<p>gear. For applications for fishing gear contributing to reduction of discards use the ‘Investments on board’ application form.</p> <p>c) Projects in Scotland or Northern Ireland only - Replacing or modernising main or auxiliary engines on fishing vessels up to 24m in overall length.</p> <p>d) Energy efficiency audits and schemes.</p> <p>e) Studies to assess the contribution of alternative propulsion systems and hull designs to the energy efficiency of fishing vessels.</p>
<p>Investment on Board</p> <p>Supported by Investments on Board guidance on our website</p>	<p>Who can apply;</p> <ul style="list-style-type: none"> ○ owners of Union fishing vessels which are registered as active vessels and which have carried out fishing activities at sea of at least 60 days during the last two calendar years preceding the date of an application for EMFF funding. ○ Fishermen who own the gear to be replaced and who have worked on board of a Union fishing vessel for at least 60 days during the last two calendar years preceding the date of an application for EMFF funding. ○ Organisations of fishermen recognised by the Intermediate Body <p>What they can apply for;</p> <p>a) Scotland projects only - Diversification and new forms of income for fisherman. Please note support will only be given if the diversifying activity relates to your core fishing business. This includes: investments on board; angling tourism; restaurants; environmental services related to fishing; educational activities concerning fishing; and investments that add value to products.</p> <p>b) Improving health, safety and working conditions. This covers investments on board as well as individual equipment such as personal protection equipment (PPE). The EMFF will support investments provided they go beyond the requirements under Union or national law.</p> <p>c) Limitation of the impact of fishing on the marine environment and adaption of fishing to the protection of species. This includes investments in gear and equipment. EMFF Support can be offered to; improve size selectivity or species selectivity of fishing gear; eliminate discards by avoiding and reducing unwanted catches, or that deals with unwanted catches; limit and where possible eliminates the physical and biological impact of fishing on the eco system or sea bed and protect gear and catches from mammals and birds protected by the birds and habitats directives.</p> <p>d) Improving the value of your fisheries products, improving the quality of fishery products or how to use unwanted catches This includes investments that add value to fishery products; processing your own catches; marketing your own catches; directly selling your own catches; and innovative investments on board to improve the quality of fishery products. Projects of this nature must use selective gears to minimise unwanted catches.</p> <p>e) Innovation in fisheries. The EMFF supports developing or introducing new or substantially improved products; equipment or marketing systems. Also developing or introducing new or improved equipment; processes; techniques; management systems;</p>

	<p>organisation systems; or processing systems.</p> <p>f) Scotland projects only - Start-up support for young fishermen.</p> <ul style="list-style-type: none"> • Support may be granted for the first acquisition of a fishing vessel with an overall length of less than 24m; which is equipped for sea fishing; and which is between 5 and 30 years old. • The term ‘young fisherman’ means a natural person who seeks to acquire a fishing vessel for the first time and who, at the moment of submitting the application, is under 40 years of age and who has worked for at least five years as fisherman, or has acquired equivalent vocational training. The EMFF support under this Article shall not exceed 25% of the acquisition cost of the fishing vessel and shall in any event not be higher than €75,000 per young fisherman.
<p>Improvements to shore based facilities</p> <p>Supported by the Improvements to shore based facilities guidance note</p> <p>Please note there is a separate form for projects relating to aquaculture.</p>	<p>Who can apply? Producer Organisations and associations of producer organisations, Inter branch organisations, Fishermen and Processers.</p> <p>What they can apply for;</p> <p>a) Improving the value of your fisheries products or how to use unwanted catches. This includes investments that add value to fishery products such as processing your own catches; marketing your own catches; and directly selling your own catches.</p> <p>b) Supporting the production, processing and marketing activities for fishery products along the supply chain. This includes:</p> <ul style="list-style-type: none"> ○ creating Producer Organisations, associations of Producer Organisations or creating Inter-Branch Organisations; ○ finding new markets and improving conditions for placing on the market fishery species with marketing potential, unwanted catches landed from commercial stocks, or, fishery products obtained using methods with low impact on the environment; ○ promoting quality and value added of fishing products by facilitating the adaptation of concerned operators to the relevant compliance and certification requirements for quality schemes for [agricultural] products and foodstuffs regulations; ○ facilitating the certification and the promotion of sustainable fishery products, including products from small-scale coastal fishing; ○ facilitating the certification and promotion of environmentally-friendly processing methods; ○ facilitating the direct marketing of fishery products by small-scale coastal fishermen, or, on-foot fishermen; ○ facilitating the presentation and packaging of products; ○ contribution to the transparency of production and of the markets; ○ conducting market survey and studies on the dependence of the European Union on imports; ○ contributing to the traceability of fishery products; ○ contributing to the development of an eco-label for fishery products providing clear information on the ecological sustainability of such products; ○ drawing up standard contracts for SMEs which are compatible with

	<p>European Union law; and</p> <ul style="list-style-type: none"> o conducting regional, national or transnational communication and promotional campaigns to raise public awareness of sustainable fishery products. (This doesn't cover commercial brands). <p>c) Processing of fishery products. Eligible projects can contribute to energy saving; reduce the impact on the environment, including waste treatment; improve safety, hygiene, health and working conditions; support the processing of catches of commercial fish that cannot be destined for human consumption; relate to the processing of by-products resulting from main processing activities; measures to lead to new or improve products, processes and management and organisation systems.</p> <p>d) Innovation in fisheries. The EMFF supports developing or introducing new or substantially improved products; equipment or marketing systems. Also developing or introducing new or improved equipment; processes; techniques; management systems; organisation systems; or processing systems.</p> <p>e) Fishing ports, landing sites, auction halls, shelters and facilities for waste and marine litter collection. The EMFF may support investments in; improving infrastructure of existing fishing ports; auction halls; landing sites or shelters for fishing vessels (such as boat ports or garages); modernisation of existing shelters or the construction of new shelters for fishing vessels (such as boat ports or garages) and facilities for waste and marine litter collection.</p> <p>f) Projects in Scotland only - Storage aid up to 31 December 2018. This is compensation to recognised Producer Organisations and associations of Producers Organisations which store fishery products listed in Annex II of the common organisation of the markets in fishery and aquaculture .</p>
<p>Partnerships, information sharing, advisory services, job creation and training.</p> <p>This includes production and marketing support and systems for the allocation of fishing opportunities.</p> <p>Supported by the partnerships and information sharing guidance</p>	<p>Who can apply; Public law bodies, public authorities, fishermen, organisations of fishermen recognised by the Intermediate Body, producer organisations and associations of producer organisations recognised by the Intermediate Body, Fisheries Local Action Groups, non-governmental organisations and legal or natural persons (such as a sole trader, a joint partnership or a limited company), spouses and life partners of self-employed fishermen.</p> <p>What they can apply for;</p> <p>a) Advisory Services , this includes; feasibility studies that increase the viability of projects potentially eligible for support; advisory services that increase the viability of projects potentially eligible for support; the provision of professional advice on environmental sustainability focusing on limiting and eliminating the negative impact of fishing activities on marine, terrestrial and freshwater ecosystems; and the provision of professional advice on business and marketing strategies.</p> <p>b) Partnerships between scientists and fishermen. This includes; the creation of networks, partnership agreements or associations between one or more independent scientific bodies and fishermen, or one or more organisations of fishermen, in which technical bodies may participate; and the activities carried out in the framework of these networks, or partnership</p>

	<p>agreements. This can cover data collection and management activities, studies, pilot projects, dissemination of knowledge and research results, seminars and best practices carried out under the above networks.</p> <p>c) Scotland and England projects only - Promotion of human capital, job creation and social dialogue. The EMFF may support;</p> <ul style="list-style-type: none"> • professional training, lifelong learning, joint projects, the dissemination of knowledge of an economic, technical, regulatory or scientific nature and of innovative practices, and the acquisition of new professional skills, in particular linked to the sustainable management of marine ecosystems, hygiene, health, safety, activities in the maritime sector, innovation and entrepreneurship; • networking and exchange of experiences and best practices between stakeholders, including among organisations promoting equal opportunities between men and women, promoting the role of women in fishing communities and promoting under-represented groups involved in small-scale coastal fishing or in on-foot fishing; and • social dialogue at Union, national, regional or local level involving fishermen, social partners and other relevant stakeholders. Social dialogue can refer to negotiation, consultation or simply an exchange of information and views. <p>d) Scotland and England projects only - Support for the systems of allocation of fishing opportunities. The EMFF may support the design, development, monitoring, evaluation and management of the systems for allocating of fishing opportunities.</p> <p>e) Production and marketing plans. This includes the preparation and implementation of production and marketing plans.</p>
<p>Support for the Marine Environment and Inland Fishing</p> <p>This includes: Innovation in fisheries;</p> <p>Conservation measures and regional cooperation;</p> <p>Limitation of the impact of fishing on the marine environment;</p> <p>Innovation linked</p>	<p>Who can apply? Fishermen, and associations of fishermen, Government organisations, Conservation and Environmental organisations and scientific bodies.</p> <p>What they can apply for;</p> <p>a) Innovation in fisheries. This includes:</p> <ul style="list-style-type: none"> • developing or introducing new or substantially improved products or equipment • developing or introducing new or improved processes, techniques, management systems, organisation systems, processing systems; and • developing or introducing new or substantially improved marketing systems. <p>These projects shall be carried out by, or in collaboration with, a scientific or technical body, recognised by the Intermediate Body. The scientific or technical body shall validate the results of your project.</p> <p>b) Support for the design and implementation of conservation measures</p>

to the conservation of marine biological resources;

Protection and restoration of marine biodiversity and inland fishing.

and regional cooperation. This Includes:

- The design, development and monitoring of technical and administrative means necessary for the development and implementation of conservation measures and regionalisation;
- Stakeholder participation and cooperation between Member States in designing and implementing conservation measures and regionalisation.

The EMFF may support direct restocking under this area only when it is provided for as a conservation measure in a Union legal act.

c) Limitation of the impact of fishing on the marine environment and adaptation of fishing to the protection of species.

Support will be granted to:

- Owners of fishing vessel(s) which are registered as active vessels and have carried out fishing activities at sea of at least 60 days during the last two calendar years;
- Fisherman who owns the gear to be replaced and who has worked on a fishing vessel for at least 60 days during the last two calendar years; and
- organisations of fishermen recognised by the Intermediate body.

The EMFF may support investments:

- In equipment improving the size or species selectivity of fishing gear;
- On board or in equipment that eliminates discards by avoiding and reducing unwanted catches of commercial stocks, or, deals with unwanted catches landed in accordance with the landing obligation (see Article 15 of the Common Fisheries Policy);
- In equipment that limits and, where possible, eliminates the physical and biological impacts of fishing on the ecosystem or the sea bed;
- In equipment that protects gear and catches from mammals and birds protected by the Habitats Directive or the Birds Directive, provided that it does not undermine the selectivity of the fishing gear and that all appropriate measures are introduced to avoid physical damage to the predators.

Support shall not be granted more than once during the EMFF scheme for the same type of equipment on the same fishing vessel. The same type of equipment means the same or similar item doing the same job or catching the same species using the same method.

Support shall only be granted where the gear or other equipment referred has a demonstrably better size-selection or a demonstrably lower impact on the ecosystem and on non-target species than the standard gear or other

equipment permitted under Union law, or under relevant national law adopted in the context of regionalisation as provided for in the Common Fisheries Policy.

d) Innovation linked to the conservation of marine biological resources.

The EMFF may support:

- Operations aimed at developing or introducing new technical or organisational knowledge that reduces the impact of fishing activities on the environment, including improved fishing techniques and gear selectivity, or aimed at achieving a more sustainable use of marine biological resources and coexistence with protected predators.
- These projects shall be carried out by, or in collaboration with, a scientific or technical body recognised by the Intermediate Body which shall validate the results of projects.
- Projects which do not qualify as fishing for scientific purposes and which consist of testing new fishing gear or techniques must be carried out within the limits of the fishing opportunities allocated to the Intermediate Body.
- The income of fishermen from the first sale of the fish or shellfish caught during the introduction and testing of the new technical or organisational knowledge less the selling costs such as auction hall fees, will be deducted from the eligible expenditure of your project in accordance with Article 65(8) of the Common Provision Regulation.

e) Protection and restoration of marine biodiversity and ecosystems in the framework of sustainable fishing activities. This includes:

- The collection of waste by fishermen from the sea such as the removal of lost fishing gear and marine litter;
- The construction, installation or modernisation of static or movable facilities intended to protect and enhance marine fauna and flora, including their scientific preparation and evaluation;
- Contributions to a better management or conservation of marine biological resources;
- The preparation, including studies, drawing-up, monitoring and updating of protection and management plans for fishery-related activities relating to NATURA 2000 sites and spatial protected areas referred to in the Marine Strategy Framework Directive and relating to other special habitats;
- The management, restoration and monitoring of NATURA 2000 sites in accordance with prioritised action frameworks established in the Habitats Directive and the Birds Directive.
- The management, restoration and monitoring of marine protected areas with a view to the implementation of the spatial protection measures referred to in Article 13(4) of the Marine Strategy Framework Directive;

	<ul style="list-style-type: none"> • Increasing environmental awareness, involving fishermen, with regard to the protection and restoration of marine biodiversity; and • The participation in other actions aimed at maintaining and enhancing biodiversity and ecosystem services, such as the restoration of specific marine and coastal habitats in support of sustainable fish stocks, including their scientific preparation and evaluation. • Projects described above may be implemented by scientific or technical public law bodies, Advisory Councils, fishermen or organisations of fishermen which are recognised by the Member State, or by non-governmental organisations in partnership with organisations of fishermen or in partnership with FLAGS. <p>f) Inland Fishing. This Includes:</p> <ul style="list-style-type: none"> • The management, restoration and monitoring of NATURA 2000 sites which are affected by fishing activities; • The rehabilitation of inland waters in accordance with the Water Framework Directive, including spawning grounds and migration routes for migratory species, without prejudice to the protection and restoration of marine biodiversity and ecosystems sustainable fishing activities; and • Construction, modernisation or installation of static or movable facilities intended to protect and enhance aquatic fauna and flora, including their scientific preparation, monitoring and evaluation. <p>Where relevant your project should be undertaken with the participation of inland fishermen.</p> <p>For projects relating to inland fishing, vessels must operate and continue to operate exclusively in inland waters. Funding for the purchase of inland fishing vessels is not available for projects based in England.</p> <p>It is the responsibility of the applicant to ensure that gear purchased with EMFF funding meets all necessary legal requirements. If a gear purchased subsequently becomes obsolete or illegal then this is at the applicant's own risk there can be no refunds or claims against the scheme.</p> <p>Applicants must comply with all relevant legal requirements of their projects.</p>
Support for Aquaculture, Processing and Marketing	<p>Who can apply?</p> <p>Unless otherwise stated, support will be limited to aquaculture enterprises.</p> <p>Where projects consist of investments in equipment or infrastructure ensuring compliance with future requirements relating to the environment, human or animal health, hygiene or animal welfare under Union law, support may be granted until the date on which such requirements become mandatory for the enterprises.</p>

Support shall not be granted to the farming of genetically modified organisms.

Support shall not be granted to aquaculture operations in marine protected areas, if it has been determined by the Intermediate Body on the basis of an environmental impact assessment, that the operation would generate significant negative environmental impact that cannot be adequately mitigated.

It is the responsibility of the beneficiary to ensure that gear purchased with EMFF funding meets all necessary legal requirements. If a gear purchased subsequently becomes obsolete or illegal then this is at the beneficiary's own risk there can be no refunds or claims against the scheme.

The Support For Aquaculture, Processing And Marketing Application Form should be used for productive investments in aquaculture; management, relief and advisory services for aquaculture farms; increasing the potential of aquaculture sites; aquaculture providing environmental services; innovation; production, processing and marketing activities for aquaculture products along the supply chain; human capital and networking in aquaculture; processing of aquaculture products and Processing and welfare measures.

What they can apply for;

a) Productive investments in aquaculture.

Aquaculture is the farming of aquatic organisms in inland and marine waters, involving intervention in the rearing process to enhance production and the individual or corporate ownership of the stock being cultivated
Therefore aquaculture is the farming of aquatic organisms in inland and marine waters. And there must be;

- intervention in the rearing process to enhance production and
- individual or corporate ownership of the stock being cultivated

This Includes:

- productive investments in aquaculture;
- diversification of aquaculture production and species cultured;
- the modernisation of aquaculture units, including the improvement in working and safety conditions of aquaculture workers;
- improvements and modernisation related to Processing and welfare, including the purchase of equipment aiming at protecting the farms from wild predators;
- investments reducing the negative impact or enhancing the positive effects on the environment and increasing resource efficiency;
- investments in enhancing the quality of, or in adding value to,

aquaculture products;

- the restoration of existing aquaculture ponds or lagoons through the removal of silt, or investments aimed at the prevention of silt deposits;
- the diversification of the income of aquaculture enterprises through the development of complementary activities (support shall only be granted to aquaculture enterprises if the complementary activities relate to the core aquaculture business of the enterprise, including angling tourism, environmental services related to aquaculture or educational activities concerning aquaculture);
- investments resulting in a substantial reduction in the impact of aquaculture enterprises on water usage and quality, in particular through reducing the amount of water or chemicals, antibiotics and other medicines used, or through improving the output water quality, including through the deployment of multi-trophic aquaculture systems;
- the promotion of closed aquaculture systems where aquaculture products are farmed in closed recirculation systems, thereby minimising water use; and
- investments increasing energy efficiency and promoting the conversion of aquaculture enterprises to renewable sources of energy.
- Support may be granted for the increase in production and/or modernisation of existing aquaculture enterprises, or for the construction of new ones, provided that the development is consistent with the multiannual national strategic plan, which can be found here:

https://consult.defra.gov.uk/fisheries/european-maritime-and-fisheries-fund-in-the-uk/supporting_documents

b) Management, relief and advisory services for aquaculture farms

This includes;

- the setting-up of management, relief and advisory services for aquaculture farms (support shall only be granted to public law bodies or other entities selected by the Intermediate Body to set up the farm advisory services); and
- the purchase of farm advisory services of a technical, scientific, legal, environmental or economic nature.
 - **Support shall only be granted to aquaculture SMEs or aquaculture organisations, including aquaculture Producer Organisations and associations of aquaculture Producer Organisations.**
- The advisory services purchased referred to above shall cover the management needs to enable aquaculture farms to comply with

Union and national environmental legislation, as well as with maritime spatial planning requirements; environmental impact assessment as referred to in the Habitats Directive and the Birds Directive; the management needs to enable aquaculture farms to comply with Union and national aquatic Processing and welfare or public health legislation; health and safety standards based on Union and national legislation and marketing and business strategies. You will not receive support more than once per year for each category of advisory services.

- The advisory services will be provided by scientific or technical bodies, as well as by entities providing legal or economic advice with the required competences as recognised by the Intermediate Body.

c) Increasing the potential of aquaculture sites

This includes;

- the identification and mapping of the most suitable areas for developing aquaculture, taking into account, where applicable, spatial planning processes, and the identification and mapping of areas where aquaculture should be excluded in order to maintain the role of such areas in the functioning of the ecosystem;
- the improvement and development of support facilities and infrastructures required to increase the potential of aquaculture sites and to reduce the negative environmental impact of aquaculture, including investments in land consolidation, energy supply or water management;
- action taken and implemented by competent authorities under Article 9(1) of the Birds Directive or Article 16(1) of the Habitats Directive, with the aim of preventing serious damage to aquaculture; and
- action taken and implemented by competent authorities following the detection of increased mortalities or diseases as provided for in Article 10 of the Processing requirements for aquaculture animals and products thereof and on the prevention and control of certain diseases in aquatic animals regulation. Those actions may cover the adoption of shellfish action plans aimed at the protection, restoration and management, including support to shellfish producers for the maintenance, of natural shellfish banks and catchment areas.

Support for these projects will only be granted to public law bodies or private bodies authorised to do so by the Intermediate Body.

d) Aquaculture providing environmental services. For projects based in Scotland and Wales only.

This includes;

- aquaculture methods compatible with specific environmental needs and subject to specific management requirements resulting from the areas in accordance with the implementation of the Habitats and Birds Directives. (Support shall take the form of annual compensation for the additional costs incurred and/or income foregone as a result of management requirements in the areas concerned);
- participation, in terms of costs directly related thereto, in ex-situ conservation and reproduction of aquatic animals, within the framework of conservation and biodiversity restoration programmes developed by government organisations, or under their supervision; and
- aquaculture operations which include conservation and improvement of the environment and of biodiversity, and management of the landscape and traditional features of aquaculture zones. (Support shall be granted only to applicants who commit themselves for a minimum period of five years to aqua-environmental requirements that go beyond the mere application of Union and national law). The environmental benefits of the operation shall be demonstrated by a prior assessment conducted by competent bodies designated by the Intermediate Body unless the environmental benefits of that operation are already recognised. Contact the Intermediate body for more information.

e) Innovation.

This includes;

- developing technical, scientific or organisational knowledge in aquaculture farms, which, in particular, reduces the impact on the environment, reduces dependence on fish meal and oil, fosters a sustainable use of resources in aquaculture, improves animal welfare or facilitates new sustainable production methods;
- developing or introducing on the market new aquaculture species with good market potential, new or substantially improved products, new or improved processes, or new or improved management and organisation systems; and
- exploring the technical or economic feasibility of innovative products or processes.
- Support for these projects must be carried out by, or in collaboration with, public or private scientific or technical bodies, recognised by the Intermediate Body who must validate the results of your project.

f) Supporting the production, processing and marketing activities for fishery and aquaculture products along the supply chain.

This includes;

- creating Producer Organisations, associations of Producer Organisations or Inter-Branch Organisations to be recognised in accordance with Section II of Chapter II of the common organisation of the markets in fishery and aquaculture products;
- finding new markets and improving conditions for the placing on the market aquaculture species with marketing potential;
- finding new markets and improving conditions for placing on the market unwanted catches landed from commercial stocks in accordance with technical measures in the landing obligation (Article 15 of the Common Fisheries Policy and Article 8(2)(b) of the common organisation of the markets in fishery and aquaculture products regulation;
- finding new markets and improving conditions for placing on the market fishery and aquaculture products obtained using methods with low impact on the environment, or organic aquaculture products produced combining best environmental practices, a high level of biodiversity, the preservation of natural resources, the application of high animal welfare standards and a production method in line with the preference of certain consumers for products produced using natural substances and processes.
- promoting quality and value added of fishery and aquaculture products by facilitating the adaptation of concerned operators to the relevant compliance and certification requirements in accordance with quality schemes for [agricultural products] and foodstuffs regulations (Regulation (EU) No 1151/2012);
- facilitating the certification and the promotion of sustainable aquaculture products, including products from small-scale coastal fishing;
- facilitating the certification and promotion of environmentally-friendly processing methods;
- facilitating the direct marketing of fishery products by small-scale coastal fishermen;
- facilitating the direct marketing of fishery products by on-foot fishermen;
- facilitating the presentation and packaging of products;
- contributing to the transparency of production and the markets;
- conducting market surveys and studies on the dependence of the European Union on imports;
- contributing to the traceability of fishery and aquaculture products;

- contributing to the development of an eco-label for fishery and aquaculture products providing clear information on the ecological sustainability of such products as referred to in point 22 of the common organisation of the markets in fishery and aquaculture products regulation;
- drawing up standard contracts for SMEs, which are compatible with Union law; and
- conducting regional, national or transnational communication and promotional campaigns, to raise public awareness of sustainable aquaculture products. **These projects will not be aimed at commercial brands.**

g) Human capital and networking in aquaculture.

Support shall be granted to public or semi-public organisations and to other organisations recognised by the Intermediate Body.

Support shall also be granted to spouses of self-employed aquaculture farmers or, where and in so far as they are recognised by national law, to the life partners of self-employed aquaculture farmers, who are not employees or business partners and regularly, under the conditions laid down by national law, participate in the activities of the self-employed worker and perform the same task or accompanying tasks.

The EMFF may support;

- professional training, lifelong learning, the dissemination of scientific and technical knowledge and innovative practices, the acquisition of new professional skills in aquaculture and with regard to the reduction of the environmental impact of aquaculture operations (support shall not be granted to large aquaculture enterprises, unless they are engaged in knowledge-sharing with SMEs);
- the improvement of working conditions and the promotion of occupational safety; and
- networking and exchange of experiences and best practices among aquaculture enterprises or professional organisations and other stakeholders, including scientific and technical bodies or those promoting equal opportunities between men and women.

h) Processing of fishery and aquaculture products.

Eligible projects can;

- contribute to energy saving;
- reduce the impact on the environment, including waste treatment;

- improve safety, hygiene, health and working conditions;
- support the processing of catches of commercial fish that cannot be destined for human consumption;
- relate to the processing of by-products resulting from main processing activities;
- relate to the processing of organic aquaculture products pursuant to Articles 6 and 7 (Specific principles applicable to the processing of organic food and feed) of Regulation (EC) No 834/2007;
- measures to lead to new or improved products;
- measures to lead to new or improved processes; and
- measures to lead to new or improved management and organisation systems.

i) Encouraging new aquaculture farmers practising sustainable aquaculture.

Eligible projects can;

- Set up sustainable aquaculture enterprises by new aquaculture farmers. This is only for new aquaculture farmers entering the sector who possess adequate skills and competence; are setting up for the first time an aquaculture micro or small enterprise as managers of that enterprise and they submit a business case for the development of the aquaculture activities.
- In order to acquire adequate specialist skills as outlined above, a new aquaculture farmer could apply on this form for 'Human capital and networking' as this covers training before applying to set up an aquaculture enterprise.

When you have completed the Create Application page, select the 'Submit' button at the bottom of the page. The system will automatically allocate a unique project reference number and take you to the first page of the application form.

While you are within an application form you will notice that every page displays a section showing your project title and reference number at the top of the page.

Application Form

Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Initial Application Information

Project Title	TestApplication
Reference	ENG1001

The Application form page displays summary information about the completeness of your application and links to all sections of the application form. You will notice that the 'Submit' button is not active until all sections of the application form have been completed.

Application Detail Sections

- [Project Description](#) (Complete)
- [Employment Equality and Diversity](#) (Complete)
- [Application Details](#) (Complete)
- [Measure Information](#) (Complete)
- [Project Finance](#) (Incomplete)
- [Claim and Reporting Schedules](#) (Complete)
- [Compliance and Declaration](#) (Complete)

[Submit](#)

[Project Summary](#)

[Return to Previous Page](#)

Please note that the e-system has been designed to allow an application to be completed over a number of sessions and once a section has been saved, the information will be retained until it is updated or removed by the applicant.

The e-system will attempt to validate each section of the application as it is completed to ensure that all mandatory fields have been populated and also to ensure that correct information has been entered into the more complex screens, such as the Project Finance screen. Please note that precise error messages will not be presented on this screen but they will be available by performing a check for errors within the section itself, as described below.

To access each of the sections click on the links in the application details section as. At the bottom of each page are four buttons:

- | | |
|--------------------------|---|
| Save: | This will save the application but the system will not navigate from the current screen. |
| Save and Return: | The application will save and the system will navigate back to the Application Detail screen. The system will also validate your application. |
| Check for errors: | This will check the application for completeness and correctness but the system will not navigate from the current screen. If there are any errors then a summary section will appear. Appropriate error messages will be displayed here to assist you with completing or correcting the information entered. |
| Return to previous page: | This will exit the screen without saving any changes. |

2.3.2 Project Description

The first application section to complete is the Application Project Details. This is to be used to provide an overview of your project and to explain why you are applying for funding.

All boxes outlined in red or noted with '(Required)' are mandatory and must be completed. Text Boxes that state that a Maximum of 2000 characters is permitted will allow you to exceed this limit but the application will fail when you check for errors. The number of characters used is therefore displayed for your convenience.

You are required to insert a project start and end date, there is no need for you to calculate the project duration as the e-system will do this automatically.


Project Timescale



Proposed Start Date	<input type="text"/>
Proposed End Date	<input type="text"/>
Project Duration (days)	0

Next you will need to provide a brief description of your project, explain if your project will go ahead if you do not receive the funding and provide a list of your organisation directors/shareholders/partners, you will need to say 'none' if this doesn't apply to you.

Project Information

Project Description (Max 2000 Characters)






  Words: 0; Characters: 0 (Approximately)

Will project go ahead if you do not receive grant funding

No

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



  Words: 0; Characters: 0 (Approximately)

You will need to provide the targets and benefits for your project, our general guidance provides useful examples of good targets and benefits. This guidance can be found on our websites;

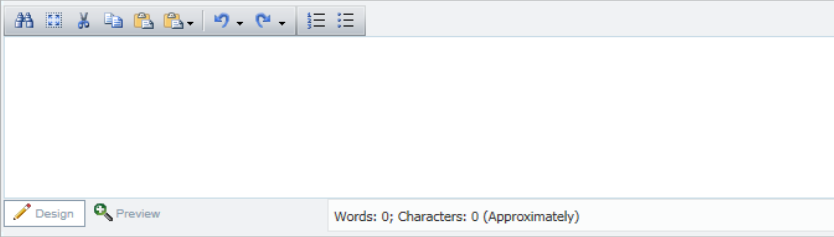
Scotland – <http://www.gov.scot/Topics/marine/grants-subsidies>

England - <https://www.gov.uk/topic/commercial-fishing-fisheries/funding>

Northern Ireland - <https://www.daera-ni.gov.uk/articles/european-maritime-fisheries-fund>

Lastly the system asks for information on your turnover, balance sheet and profit to calculate the size of your Organisation as the grant rates available differ. You can input £0 if this doesn't apply to you. Your application will still be considered if you are not in profit as delivery of this project may change your situation for the better.

What are the targets and benefits for your project including time frame for achievement? (Max 2000 Characters)



A rich text editor interface with a toolbar at the top containing icons for undo, redo, bold, italic, link, unlink, list, and bulleted list. Below the toolbar is a large, empty text area. At the bottom of the editor, there are two buttons: 'Design' and 'Preview', and a status bar showing 'Words: 0; Characters: 0 (Approximately)'.

Turnover

	Current (£)	Expected (£)	% Changed
Annual Turnover	<input type="text"/>	<input type="text"/>	0.00
Balance Sheet	<input type="text"/>	<input type="text"/>	0.00
Profit	<input type="text"/>	<input type="text"/>	0.00

[Save](#) [Save & Return](#) [Check for Errors](#) [Return to Previous Page](#)

2.3.3 Employment, Equality and Diversity

The employment, equality and diversity screen is used to highlight any changes to the headcount within your organisation, this allows the system to gather information to calculate the size of your enterprise (micro, small, medium, large) and to enable us to report equality and diversity information.

We appreciate it is difficult to estimate post project if you will have recruited male, female or other, however the European Commission have asked that you provide your best guess.

Full Time Equivalent

Please provide the number of employees in your business and their gender, this includes yourself. The 'other' category is for your employees who don't identify their gender as being male or female.
We need to know how many employees positions in your business will be maintained by delivery of your project, these are full time equivalent employees who would lose their jobs if your project did not proceed.

	Current	Post Project	Employment Maintained	Change (%)
Male			0.00	0.00
Female			0.00	0.00
Other			0.00	0.00
Total	0.00	0.00	0.00	0.00

Equality & Diversity Questions

This section asks you some questions about how your project might benefit women and minority groups. If your project doesn't benefit women and/or minority groups it won't count against you when we make our decision. This information is being gathered for European Commission reporting purposes.

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

Please Select

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

Please Select

Save

Save & Return

Check for Errors

Return to Previous Page

The questions on equality and diversity must be answered, this information is required for reporting to the European Commission. It will not count against a project if it does not support these areas. If you answer yes to these questions an extra box will appear which you must provide details. Please note for projects in Northern Ireland there are additional equality and diversity questions to be answered than those shown above.

2.3.4 Application Details

The information displayed on the Application details page is dependent on the application form you have chosen and the type of project you are undertaking.

All boxes outlined in red or noted with '(Required)' are mandatory and must be completed.

Full information relating to the different questions asked on this page can be found in the application form guidance which can be located at;

Scotland – <http://www.gov.scot/Topics/marine/grants-subsidies>

England - <https://www.gov.uk/topic/commercial-fishing-fisheries/funding>

Northern Ireland - <https://www.daera-ni.gov.uk/articles/european-maritime-fisheries-fund>

2.3.5 Measure information

The information displayed on the Measure information page is dependent on the application form you have chosen and the type of project you are undertaking. The information gathered on this page is required for reports to the European Commission.

All boxes outlined in red or noted with '(Required)' are mandatory and must be completed.

Full information relating to the different questions asked on this page can be found in the application form guidance which can be located on our website.

2.3.6 Project Finance

The Project Finance screen is used to tell us about how much your project will cost and how this will be funded. This screen is split into the following sections

2.3.6.1 Eligible Costs and Quote Details

We need to understand how much a project will cost, this section allows you to provide information for each cost related to your project.

Please see the application form guidance for eligible costs related to your project. This can be found on our websites.

Scotland – <http://www.gov.scot/Topics/marine/grants-subsidies>

England - <https://www.gov.uk/topic/commercial-fishing-fisheries/funding>

Northern Ireland - <https://www.daera-ni.gov.uk/articles/european-maritime-fisheries-fund>

Quotes

For all goods and services that you intend to claim for as part of your project, you need to send whichever of the following you have:

- quotes that a supplier of the product or service sent to you - the number of quotes you need to send depends on the value of the product or service
- photocopies or print-outs of catalogue listings for the product or service. We will accept catalogue quotes for small items sourced from online catalogues or websites and evidence of the price can be provided as a dated web page. The web page must include all the details necessary for the Intermediate Body to consider the quote; this includes item details and specification, price, date and full supplier details of company name, full address, contact number, name of staff member providing the quote and business number
- email quotes - Email quotes can be accepted however either the body of the quote or the attachment must follow the general quote guidance and contain the company name and address, date, name of the individual within the company supplying the quote, company number etc. Quotes that don't meet the requirements set out will be rejected by the Intermediate Body

- documents that prove you've issued a formal tender to register your interest in buying the item or service, scoring and decision making details

These documents are used to show that you're getting the best value for money in your project.

Information on the number of quotes required is shown at the top of the screen. This differs between public and private applicants. The number of quotes required is as follows;

PRIVATE APPLICANTS – Quotes required

Individual Items With a Value (excluding VAT) of:	Number of Quotes or Tenders
over £0 and up to £1,500	Single photocopy of print-out.
£1,500.01 and up to £5,000	At least two quotes photocopies or print-outs must be provided. If at least two photocopies or print-outs have not been provided, then an explanation why must be provided.
£5,000.01 and up to £60,000	At least three photocopies or print-outs must be provided. If at least three photocopies or print-outs have not been provided, then an explanation why must be provided.
equal to or over £60,000.01	You cannot provide photocopies or print-outs for items over £60,000.01, for these items a minimum of 3 quotes or evidence of tender must be provided including; <ol style="list-style-type: none"> 1) A detailed specification of the works to be undertaken 2) Evidence of the scoring used to select the company 3) A suitable rationale for the decision to select the chosen company.

PUBLIC APPLICANTS – Quotes required

Public applicants

Different rules apply to different applicants when obtaining quotes for projects. The rules for public applicants such as public authorities and government organisations and the rule for private applicants such as private businesses are below.

For Public Applicants Public procurement rules must be followed.

Public applicants - Externally procured services and items

The procurement of goods and services that are acquired externally must follow the procurement rules of the organisation applying and evidence of those procurement rules must be provided with the application.

An example of evidence required in support of a procurement policy is referenced below however organisational requirements will differ;

Value of goods and services	Evidence requirement
Goods and services up to £1,000 per item	1 quote is required
Goods and services between £1,000 and £10,000	3 quotes are required and a brief scoping document outlining the scope of the goods and services being requested
Goods and services over £10,000	A scoping document, formal tender with associated documentation including tender evaluations.
Good and Services Over £100,000	EU procurement rules apply

The first section to complete on this screen relates to the total cost of your project as shown in the screen shot below.

Costs for your project

Quotes for Eligible Item:

Company Name	Company Quote Reference Number	Cost Incl. VAT (£)	Preferred Supplier	Comments	Actions
		0.00	<input type="checkbox"/>		Remove
					Add Quote
					Remove Item
Total Forecast Costs (£)					0.00
					Add Item

The quotes for the eligible item box is where you put the name of the item, for example this could be equipment, the name of a training course or fitting of gear.

You then need to provide the name of the company providing the quote, your quote reference number will be either the reference number on the quote you have been provided with, or, this may be an item reference number from a website/retailer catalogue.

The cost of the item on your quote should be shown, to add further quotes please select the add quote button. You must select at least one supplier per item so we can see what the project will cost.

The comments box can be used to provide further information that supports and/or provides an explanation for the quotes provided. You MUST choose a preferred

supplier/quote so we know which one you are using; if you forget to choose a supplier you will receive an error message when you check for errors on the screen.

The total forecast costs will calculate once you have completed the screen and either selected check for errors, save and recalculate or save and return. This is the total of all of your preferred supplier quotes.

As with the Quotes; an additional cost can be created by selecting the Add Cost button. For example you may have a cost to purchase the item and a separate cost and quotes for fitting the item. The Add item button will generate another cost table.

2.3.6.2 Details relating to the funding of your project

This section is used to collect information on how the project will be funded. You need to provide information relating to any other sources of funding that is available to you to finance your project. This includes any funding that you will be expected to provide yourself.

There are some additional questions on this screen which can affect the rate of funding which can be provided. These must be answered and are shown below.

Questions

Is the proposed project supported by a number of stakeholders?

Will the proposed project benefit a number of individuals and/or organisations?

Does the proposed project have innovative features?

If you answered 'Yes' to all of the above questions, please provide the names of the stakeholders, plus the names of organisations/individuals and details of the innovative features.

The minimum and maximum funding rates are shown for information if these apply to the type of project you are undertaking as this may influence how you finance your project. Please note not all projects contain limits, for example Scotland have no min/max limits and England and Northern Ireland only have these for selected measures.

The funding rates will vary dependant on the type of applicant you are and the project you are undertaking. Therefore the funding rates shown below are for demonstration purposes only. When completing an application the correct grant rate will be shown for that specific project.

Details relating to the funding of your project

This section deals with how the eligible costs for your project are met. The predicted rate of funding under EMFF and National Funding will be applied automatically once you have completed the form below.

Potential Grant Amount

Minimum Grant	Maximum Grant
£200.00	£70,000.00

Private Funding

Your own money (for example savings or loans). You must enter a minimum of 50.00000000% of the Total Forecast Costs to qualify for this grant.

Source	Forecast Costs (%)	Amount (£)	Actions
	0.00000000%	0.00	Remove
Total:	0.00000000%	0.00	Add New Item

Other National Funding

This can come from another national organisation. Examples of national organisations include the Environment Agency, Natural England, Seafish, CEFAS or local councils/authorities, etc.

Source	Forecast Costs (%)	Amount (£)	Actions
	0.00000000%	0.00	Remove
Total:	0.00000000%	0.00	Add New Item

The funding summary is a useful tool, you will need to provide the private and/or other national funding information, this does not include Scottish, English or Northern Irish Government match funding. and this table tells you the % of your total project costs that is required. You can also hit the 'check for errors' button at the bottom of the screen and the error message will tell you in £ how much you need to provide.

Funding Summary

Source Of Contribution	Minimum Rate	Maximum Rate	Predicted Rate	Predicted Amount of Funding (£)
Private Funding	50.00000000%	N/A	0.00000000%	0.00
EMFF Funding	N/A	37.50000000%	0.00000000%	0.00
National Funding	N/A	12.50000000%	0.00000000%	0.00
Other National Funding	N/A	0.00000000%	0.00000000%	0.00
		Total:	0.00000000%	0.00

The e-system will automatically calculate the EMFF grant you could receive and any 'national funding' which is funding provided by your Intermediate Body to support your project.

2.3.6.3 Other European Applications

Only complete this section if you have made any other European funding applications. We need to check on the status of any funding applications for this project as well as any previous projects you have undertaken under the European Fisheries Fund Scheme.

2.3.7 Claim and Reporting Schedules

The Claim and Reporting Schedule page is to be used to tell us when you will be making your claims should your application be successful. This is to enable us to forecast the number of claims due in a period so we can plan our resources accordingly to process payments, however we would recommend you put down the

most achievable date possible and encourage you to submit your claims at the earliest opportunity.

EMFF
European Maritime & Fisheries Fund Online Applications & Claims

Homepage Applications Claims Project Monitoring Notify Changes Registration Details Users
My Details Test Data Logout

Claim And Reporting Schedules Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Initial Application Information

Project Title
Unwanted catches
Reference
ENG1005

Project Period And Cost Information

Project Start Date
Project End Date
Total Forecast Costs (£)
0.00

Claim Schedules
Please outline your preferred claim schedule below. You must enter a minimum of one claim date.

Forecast Date	Forecast Amount (£)	Actions
	0.00	Remove
Total Forecast Amount	0.00	Add New Item

Save Save & Return Check for Errors Return to Previous Page

Last login date: Thursday 03 December 2015 at 2:44PM © Crown Copyright. All rights reserved

FIG 3.12 Claim and reporting schedules

For ease of use your projects start and end dates are shown as well as the project costs which you will have input on the finance screen. You need to provide the dates you will make any claims, although if you are ready to claim earlier than you forecast please put your claim in at your earliest opportunity.

The forecast amount is the total amount that you expect to pay, you don't need to work out the EMFF funding element as the system will do that for you when you claim. Just provide the total cost which should match the costs you provided on the finance screen.

If you plan to make more than one claim, the 'Add New Item' button can be used to add an additional row. The Intermediate Body will either agree your claim schedule or propose a revised schedule in your offer of funding letter if your application is successful. The system will send you a reminder a couple of weeks before your claim is due and also if your claim becomes overdue. Further information on making claims can be found in section 3 of this guide.

2.3.8 Application Compliance and Declaration

The Application Compliance and Declaration screen is the final screen to be completed before the application can be submitted.

The first area contains a link to the full terms and conditions that are to be agreed as part of the application process. You need to confirm that you have read and understood these terms. Please do not hesitate to contact us if you have any questions or don't understand any of these and we will be happy to discuss. Contact details can be found in section 10 of this guide.

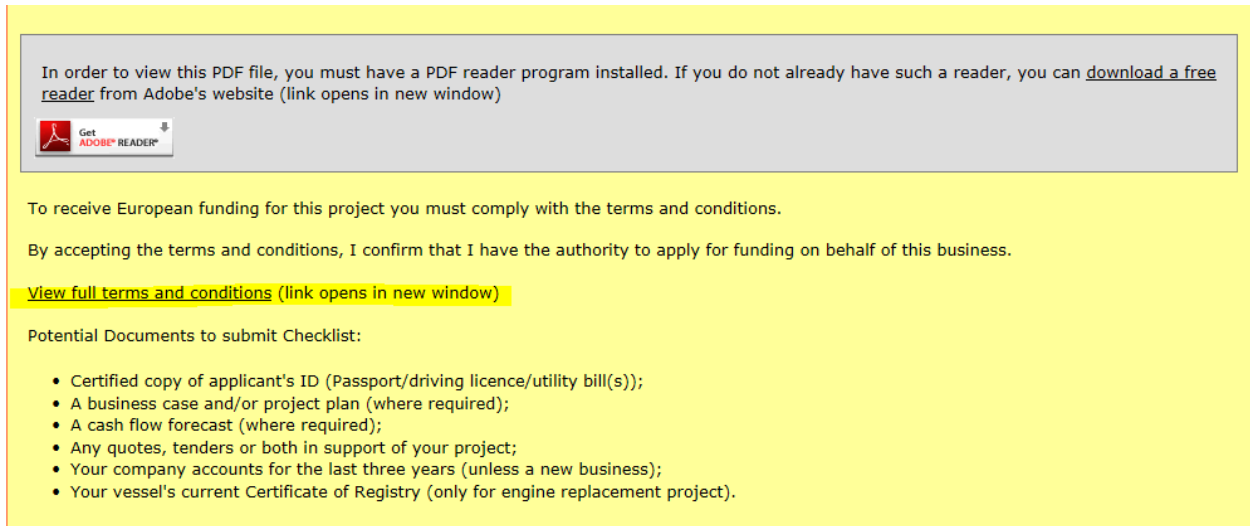


FIG 3.13 Compliance and Declaration

The Application Compliance and Declaration screen is also the screen where you can upload any electronic copies of documents, such as your business case. To upload a document you need to select 'Browse', this will allow you to browse your folders, once you have selected a document you must select the Upload button otherwise your documents will not be uploaded into the systems document folders.

You are required to enter your name and acknowledge and agree to these terms and conditions, as shown below.

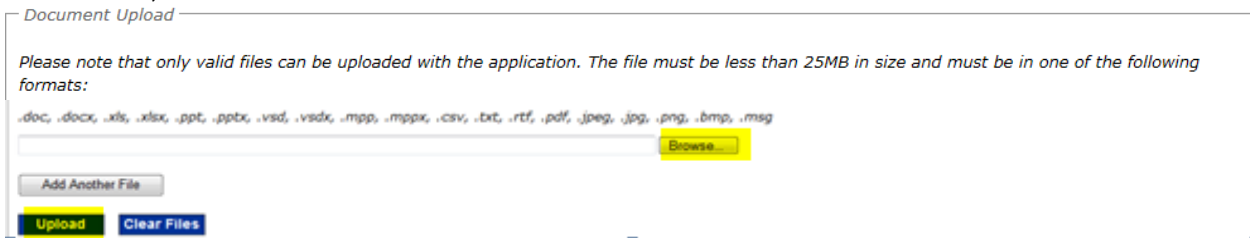


FIG 3.14 Compliance and Declaration

The final section on this page can be used to enter the contact details for any 3rd party, such as an Agent, that is handling this project on your behalf.

Agent/Project Contact Details

Agent/Project Contact Title	<input type="text"/>
Agent/Project Contact Name	<input type="text"/>
Agent/Project Contact Company	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>
Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
County	<input type="text"/>
Postcode	<input type="text"/>

FIG 3.15 Compliance and Declaration

2.3.9 Submit Application.

Once all sections of the application have been completed and successfully validated, the 'Submit' button will become available on the Application Detail screen. Once you select 'Submit' your application is locked down and you are unable to make changes, therefore please be sure you are happy with all of the information you have provided.

If you find that you need to add something to the application or make a minor amendment, contact your Intermediate Body who can make the change on your behalf.

Application Detail Sections

- [Project Description](#) (Complete)
- [Employment Equality and Diversity](#) (Complete)
- [Application Details](#) (Complete)
- [Measure Information](#) (Complete)
- [Project Finance](#) (Complete)
- [Claim and Reporting Schedules](#) (Complete)
- [Compliance and Declaration](#) (Complete)

Last login date: Thursday 03 December 2015 at 2:44PM © Crown Copyright. All rights reserved.

FIG 3.16 Applicant detail screen

2.3.10 Return Your Application.

After selecting the submit button you will be asked to print your application. Although the application has been submitted electronically we require a hard copy with an ink signature before we can process it. If you have problems printing please contact us and we will be able to send you a copy of your application to sign.

Selecting the print button will initiate a download of a pdf document that can be opened or saved to your computer. This file should be printed and checked to make sure there are no errors. If any errors are identified then please contact us using the details in details in section 10 of this guide.

To complete your application, please print this Application form using the "Print" button. You should review this Application form, sign and date the declaration on the final page and return it to the address shown on the form, along with all of the documents listed in the 'Documents To Be Submitted' checklist on the Application form

- [Project Description \(Complete\)](#)
- [Employment Equality and Diversity \(Complete\)](#)
- [Application Details \(Complete\)](#)
- [Measure Information \(Complete\)](#)
- [Project Finance \(Complete\)](#)
- [Claim and Reporting Schedules \(Complete\)](#)
- [Compliance and Declaration \(Complete\)](#)

Print

Project Summary

Return to Previous Page



Once you are happy with your printed application, complete the Compliance and Declaration details on Page 7 by:

- indicating whether the applicant or the applicant's agent completed the application
- Obtaining a signature and date of signature from the applicant
- Obtaining a signature and date of signature from the agent, where applicable.

If you have indicated that you are not VAT registered then you must also completed the VAT Declaration section on Page 8.

Once we receive your signed application we will record this in the system, you will be sent an application acknowledgement, this acknowledgement is important as your projects can commence after receiving this from your Intermediate Body but you are proceeding entirely at your own risk as your project may not be approved.

Once your application has been assessed you will receive confirmation of acceptance or rejection via e-mail, further details on the decision can be found by logging into your application on the e-system.

2.3.11 My Applications

Once you have submitted your application you can search for your application to see if there have been any progress updates. To do this you will need to log into the EMFF e-system and select the 'My applications' button on your home page.

European Maritime & Fisheries Fund Online Applications & Claims

Homepage Applications Claims Project Monitoring Notify Changes Registration Details Users
My Details Test Data Logout

Homepage Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Quick Access Menu

Create Application

My Applications

This takes you to the application search; the search screen uses a standard search form throughout the e-system application.

You are able to view all applications that you have created by leaving all of the search criteria blank (or as the default setting for drop down boxes) and selecting the Search button.

Application Search Applicant, connie Chisel [Applicant] (Applicant Marine Management Organisation-1)

Application Search

Application Reference Application Project Title Application Status
Any

Search for Application

Reference	Title	Status	Overview	Application	Withdraw	Documents
ENG1001	TestApplication	Offer Accepted - No Funding Drawn	Overview	Application	Withdraw	Documents
ENG1002	Test	Submitted to IB	Overview	Application	Withdraw	Documents
ENG1003	Eddie's Catch	Submitted to IB	Overview	Application	Withdraw	Documents
ENG1004	Redevelopment of Harbour and pontoons	Submitted to IB	Overview	Application	Withdraw	Documents
ENG1005	Unwanted catches	Submitted to IB	Overview	Application	Withdraw	Documents

Export

If you wish to narrow your search you can insert the application reference, title or filter on the status of the application.

The '%' symbol can be used before or after your search criteria as a wildcard. For example entering '3' as search criteria under the Application Reference will only return an application where the Application Reference is '3'.

Entering '%3' will return all Applications where the Application Reference ends with '3' and entering '3%' will return all applications where the Application Reference starts with '3'.

Entering '%3%' will return any application where the reference contains '3'.

2.4 Delete an Application.

During the completion of the application you have the facility to delete it if you do not wish to proceed.

The facility to delete an application is held within the 'My applications' screen. After you log in and select the 'My applications' button your applications will be listed on this page. A Delete button will be available as shown below.

Reference	Title	Status					
SCO1001	Storage Aid for PO1	In Progress	Overview	Application	Withdraw	Documents	Delete App

This facility is removed and replaced by the ability to withdraw once the application has been submitted.

FIG 3.17 Application Search

2.5 Withdraw an Application.

Once an application has been submitted it will be processed by the Intermediate Body or Fisheries Local Action Group. If you decide not to proceed with the application at any time you are able to withdraw it.

To withdraw an application from your home page click on 'My applications'. This will take you to the application search screen. You must first search for the application you wish to withdraw by entering any appropriate search criteria. Once the application is present within the search results, the Withdraw button will be available.

Please note that withdrawing an application is permanent and cannot be reversed once the withdrawal has taken place. You will receive an e-mail to confirm the application has been withdrawn. If you have already been paid some EMFF funds for your project, we may ask you to re-pay these.

Application Search Applicant, Andrew Alexander [OrgAdmin] (Applicant Marine Scotland-1)

Application Search

Application Reference sco1006	Application Project Title	Application Status Any
----------------------------------	---------------------------	---------------------------

[Search for Application](#)

Reference	Title	Status				
SCO1006	Buy a fishing boat	Offer Accepted - No Funding Drawn	Overview	Application	Withdraw	Documents
						Export

2.6 Checking progress of a submitted application

You can check on the progress of your applications by selecting 'My applications' from the homepage. This will take you to the application search screen where you can either view all of your applications or search for specific applications. The 'application status' column (as shown below) will inform you what stage of the process your application is at.

Application Search

Applicant, Andrew Alexander [OrgAdmin] (Applicant Marine Scotland-1)

Application Search

Application Reference	Application Project Title	Application Status Any
<input type="button" value="Search for Application"/>		

Reference	Title	Status					
SCO1001	Storage Aid for PO1	In Progress	Overview	Application	Withdraw	Documents	Delete App
SCO1002	Portobello oyster farm	Received	Overview	Application	Withdraw	Documents	
SCO1003	Musselburgh Seafood Project	In Progress	Overview	Application	Withdraw	Documents	Delete App
SCO1004	Upgrade onboard facilities	In Progress	Overview	Application	Withdraw	Documents	Delete App
SCO1004	vistor centre	Submitted to FLAG	Overview	Application	Withdraw	Documents	
SCO1005	aquaculture	In Progress	Overview	Application	Withdraw	Documents	Delete App
SCO1006	Buy a fishing boat	Offer Accepted - No Funding Drawn	Overview	Application	Withdraw	Documents	
SCO1007	aquaculture 1	In Progress	Overview	Application	Withdraw	Documents	Delete App
SCO1008	forms	Rejected	Overview	Application	Withdraw	Documents	Appeal

Explanation of the statuses shown

Application Status	What this means
Submitted to IB (or FLAG)	Your application has been sent electronically however the application is not considered a live application until the signed hard copy is received in the Intermediate Body.
Received	The signed hard copy application has been received in the Intermediate Body and the application is now ready to be assessed for completeness. At this stage the Intermediate Body may contact you for further information.
Returned to FLAG	The application has been sent back to the Fisheries Local Action Group for further information.
Returned to IB	The application required further information and a member of the EMFF Intermediate Body team will request the information required from you.
T and E reviewed	This means the technical and eligibility checks have been conducted to ensure your application contains all of the required information and is eligible for EMFF support.
T and E checked	A further check of the technical and eligibility has been conducted to confirm the application can proceed.
Specialist reports received	This shows the specialist information has been received and is being checked by the intermediate body. Some examples of specialists who provide information are Intermediate Body fisheries or coastal teams, Licensing teams or a Harbour Master.
Application checked	Your application and any specialist reports have been checked and your application is now ready for a decision on EMFF funding to be made.
Approved	Your application has been approved and is ready for an offer of funding to be issued.
Rejected	Your application was unsuccessful; you will be notified of the reasons why.
Offer in Principle issued	An offer 'in principle' letter has been issued to you, this is by post as you must sign and return the letter. Once you have met any of the conditions laid down in this offer you will receive a full offer.
Offer	Your signed offer in principle letter has been received by the Intermediate Body and we

accepted/ declined/ amendment requested	have noted your decision as to whether you accepted, declined or requested an amendment to this offer. Once you have met any of the conditions laid down in this offer you will receive a full offer.
Offer issued	An offer letter has been issued to you, this is by post as you must sign and return the letter.
Offer accepted/ declined/ amendment requested	Your signed offer letter has been received by the Intermediate Body and we have noted your decision as to whether you accepted, declined or requested an amendment to your offer.
Offer accepted no funding drawn	This means you have not yet made any claims following acceptance of your offer. Once you make your first claim this will change to 'Offer accepted – funding drawn'

2.7 Successful application

If your application is successful you will receive an offer of funding letter from your Intermediate Body, this may not be for the full amount of EMFF funding support you requested.

You must choose to either accept or reject the offer and notify us of your decision by signing and returning the declaration on your offer letter.

2.8 Unsuccessful application and appeals

If you do not agree with the decision made by the Intermediate Body you can appeal this decision through the Intermediate Body if you think that:

- it was based on a factual error
- it was legally wrong
- the IB made an error in processing your application

You have 28 days after the date of the decline e-mail or letter to ask the Intermediate Body to review their decision.

If you want to appeal you will need to select the 'My applications' option on your homepage and search for the application you wish to appeal. There will be an option to appeal as shown below.

Application Search

Applicant, Andrew Alexander [OrgAdmin] (Applicant Marine Scotland-1)

Application Search

Application Reference	Application Project Title	Application Status
sco1008		Any

Search for Application

Reference	Title	Status					
SCO1008	forms	Rejected	Overview	Application	Withdraw	Documents	Appeal
							Export

Select this appeal button and provide the reasons for your appeal, the appeal can only be made on the information and supporting documents in the application, you cannot add new information here that the decision makers were previously unable to consider.

Appeal Application

Applicant, Andrew Alexander [OrgAdmin] (Applicant Marine Scotland-1)

Initial Application Information

Project Title	forms
Reference	SCO1008

Appeal application

Appeal Comments (Max 2000 Characters)

Design Preview

Words: 0; Characters: 0 (Approximately)

Appeal **Cancel**

An Independent Appeal Officer will consider your application in full against the selection criteria. The appeal will either pass which means the original decision is overturned or fail and the original decision is upheld.

We will notify you of the outcome of your appeal within 6 weeks of receiving it.

If your appeal is successful and the original decision is overturned you will be issued with either an offer of funds letter or a partial offer letter.

If your appeal is unsuccessful the appeal decision is final and no further correspondence will be entered into. However you can reapply and your new application will be considered without prejudice unless fraud has been committed.

3. Making a claim

To make a claim you will need to click on 'My claims' from your home page. This will take you to the claim search screen where you can search for the application on which you wish to submit a claim.

The system will have created a claim schedule using the information you provided in the application form.

Homepage	Applications	Claims	Project Monitoring	Notify Changes	Irregularities	Applicants
My Details	Reports	Maintenance	Test Data	Logout		

Claim Search IB, Steven Shepard [Admin] (Marine Scotland)

Claim Search

Application Reference:

Application Project Title:

Business/Legal Entity Name:

Programme:

Priority:

Objective:

Claim Status:

Claim Type:

Reference	Title	Org.	Claim Number	Status	Due Date	Type	Action			
SCO1002	Portobello oyster farm	Applicant Marine Scotland-1	1	In Progress	08 Oct 2016	Final	<input type="button" value="View"/>	<input type="button" value="Modify"/>	<input type="button" value="View Overall Assessment"/>	<input type="button" value="Export"/>

Select the modify button as shown above and you will be presented with the claim detail screen, if you do not wish to proceed you can select the cancel button at the bottom of the screen.

3.1 Claim details

There are two sections to complete in the claim detail screen, these are claim finance and claim declaration. The summary will advise you which sections are incomplete, you must complete these screens in order to submit your claim.

Claim Detail

IB, Steven Shepard [Admin] (Marine Scotland)

The screenshot displays the 'Claim Detail' interface. It is divided into three main sections:

- Claim Information:** A table of fields with their values:

Applicant Name	Applicant Marine Scotland-1
Reference	SCO1002
Project Title	Portobello oyster farm
Applicant Name	Marine Scotland
Claim Number	1 (Final Claim)
Status	In Progress
- Claim Sections:** A list of sections with their completion status:
 - Claim Finance (Complete)
 - Claim Declarations (Incomplete)
- Validation Summary:** A red warning message: "The following sections must be completed before you progress this Claim:" followed by a bullet point: "The Declaration Part is invalid."

At the bottom left, there is a 'Cancel' button.

3.2 Claim Finance

To complete the claim finance section click on the first bullet in the claim sections table as shown in Fig 4.2

You will need to complete the following fields on the screen finance screen;

- Invoice number
- Invoice date
- Expenditure this claim (excl VAT), this is the total amount you have paid on the invoice not the amount of EMFF funds you are claiming.

The system will display the approved forecast amount for this claim, if this claim does not match then a warning message will be displayed advising action to take. There is also a field for any comments you may wish to provide when submitting the claim.

In order to complete the screen you must select the "check for errors" button prior to saving and returning to the claim detail screen where the section will be shown as complete

FIG 4.3: Claim Finance Screen

3.3 Claim Declaration

From the claim details screen shown in fig 4.2 select the claim declaration section.

Existing documents will be displayed here but you will also have the option to upload additional documents such as invoices.

You must read the declaration terms and conditions which are shown in a yellow box. The tick below must be selected to show you have understood and accepted the disclaimer statement.

Additional information can be provided in the comments box up to a maximum of 2000 characters. A word count is shown for your convenience as the screen will contain an error if the 2000 characters are exceeded.

Select the 'check for errors' button to complete the screen and then you can return to the claim detail screen. You can also cancel out of this stage at any time by selecting the cancel button.

Claim Information

Applicant Name
Applicant Marine Scotland-1

Reference
SCO1002

Project Title
Portobello oyster farm

Applicant Name
Marine Scotland

Claim Number
1 (Final Claim)

Status
In Progress

Existing Documents

There are no documents saved.

Document Upload

Please note that only valid files can be uploaded with the application. The file must be less than 25MB in size and must be in one of the following formats:

.doc, .docx, .xls, .xlsx, .ppt, .pptx, .vsd, .vsdx, .mpp, .mppx, .csv, .txt, .rtf, .pdf, .jpeg, .jpg, .png, .bmp, .msg

Add Another File

Upload Clear Files

3.4 Claim Submission

Once the claim finance and declaration screens are complete you can choose to submit or if you want to leave the information saved and go back to this later you can select the cancel option to return to the claim search screen. Please note once you select submit your claim will be locked down and any changes will have to be made by contacting your Intermediate Body, therefore make sure you thoroughly check your claim before you decide to submit.

Claim Sections

- [Claim Finance \(Complete\)](#)
- [Claim Declarations \(Complete\)](#)

Validation Summary

✓ The Claim is valid and can be submitted.

Submit **Cancel**

If you select submit the system will confirm that your claim has been submitted and will ask you to print and sign the claim forms. Although your claim has been submitted electronically your Intermediate Body require a hard copy with an ink signature before we can process it.

Selecting the print button will initiate a download of a pdf document that can be opened or saved to your computer. This file should be printed and checked to make sure there are no errors. If any errors are identified or you have problems printing then please contact us using the details in section 10 of this guide and we can send you a printed copy of the claim form to sign.

Once you are happy with your claim, complete the compliance and declaration details and return to your Intermediate Body at the address provided:

Once your claim has been assessed you will receive confirmation of approval via e-mail, furthers details on the decision can be found by logging into your application.

Claim Sections

Thank you. In order to complete the submission of your Report, please select the "Print" button to print a copy of this Report. Please sign and return this Report with supporting evidence to the address indicated on the printed Report.

- [Claim Finance \(Complete\)](#)
- [Claim Declarations \(Complete\)](#)

Validation Summary

✓ The Claim has been submitted.

Print **Cancel**

3.5 View Claim

You can view progress of your claim at any time by logging into the system and selecting the claims tab on the console function, you can either search by claim number, or search all claims.

The following status updates may be shown against your claim and a snapshot of the status updates is shown in Fig 4.7 below.

Claim status	What this means
Not Started	Your claim form is ready and waiting for you to complete

In progress	This is when you have partially completed the form but not submit it to the Intermediate Body.
Submitted to IB	You have completed the form on line and posted the signed copy to us, however it has not yet been received.
Received	We have received the claim form you posted to us and it is ready to be assessed.
Assessed	We have assessed your claim to ensure the correct information has been provided
Specialist Reports Received	If we require further information from a specialist in relation to your claim we will note when we receive the information.
Checked	We have checked you claim and it is ready for an approval decision
Approved	We have approved your claim and it is ready for payment
Not approved	We have been unable to approve your claim and will contact you regarding this.
Payment processed	We have processed your approved claim for payment you will either receive your money very soon if you haven't already.

Reference	Title	Org.	Claim Number	Status	Due Date	Type				Action
SCO1006	Buy a fishing boat	Applicant Marine Scotland-1	1	Checked	08 Nov 2016	Final	View	Modify	View Overall Assessment	
SCO1011	Running and animation	Applicant Scotland FLAG 1-1	1	In Progress	31 Dec 2020	Final	View	Modify	View Overall Assessment	
SCO1002	Portobello oyster farm	Applicant Marine Scotland-1	1	Submitted to IB	08 Oct 2016	Final	View	Modify	View Overall Assessment	Receipt
										Export

4. Progress Report Submission

If your application is successful we will tell you in your offer letter when we need you to send us a progress report.

The system will have created a reporting schedule using the information you provided in the application form and will send you a reminder a couple of weeks before your progress report is due.

To submit a progress report you will need to select the 'My progress reports' button from your home page, or, the project monitoring option from the toolbar at the top of your screen.

This will take you to the project monitoring search screen as shown below. Here you can view progress reports you have already provided, or select 'modify' to provide an update.

Project Monitoring Search Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Project Monitoring Reports Search

Application Reference

Application Project Title

Programme

Priority

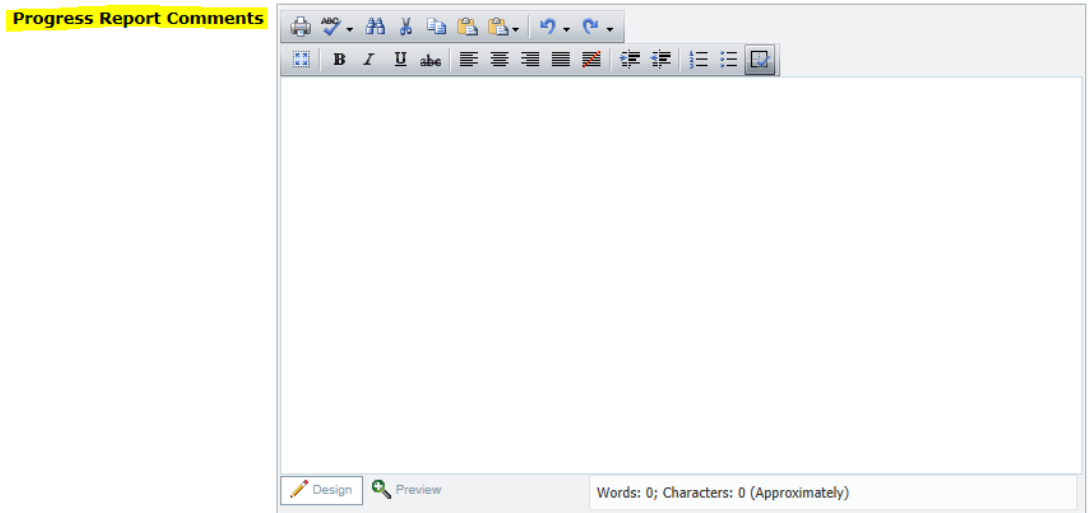
Objective

Type

Project Monitoring Status

Application Reference	Application Title	Project Monitoring Type	Report Number	Status	Due Date		
ENG1001	TestApplication	Progress Report	1	Accepted	28 Nov 2015	<input type="button" value="View"/>	<input type="button" value="Modify"/>
							<input type="button" value="Export"/>

The modify progress report screen will allow you to enter your progress report details via a comments box, you can view existing documents and upload new progress report documents. You need to ensure you include specific information relating to progress towards achieving the project targets.



Existing Documents

There are no documents saved.

Document Upload

Please note that only valid files can be uploaded with the application. The file must be less than 4MB in size and must be in one of the following formats:

.doc, .docx, .xls, .xlsx, .ppt, .pptx, .vsd, .vsdx, .mpp, .mppx, .csv, .txt, .rtf, .pdf, .jpeg, .jpg, .png, .bmp, .msg

FIG 5.2: Modify Progress Report

Once you are satisfied with your comments and the documents you have uploaded you must read the disclaimer and select the box to confirm you understand and accept this. At any time you can select cancel to exit the screen, otherwise you need to either save or submit the progress report.

Declaration

You are satisfied that you have reported accurate progress towards achieving project targets using the appropriate measurement statistics.
 You declare that, to the best of your knowledge and belief, the information you have reported is correct.
 You undertake to inform the Marine Management Organisation in writing of any change in circumstances which may affect the achievement of the project targets.
 You understand that you may be liable for prosecution if you have knowingly provided false information or do not believe it to be true.

I understand and accept the disclaimer statement

FIG 5.3: Modify Progress Report

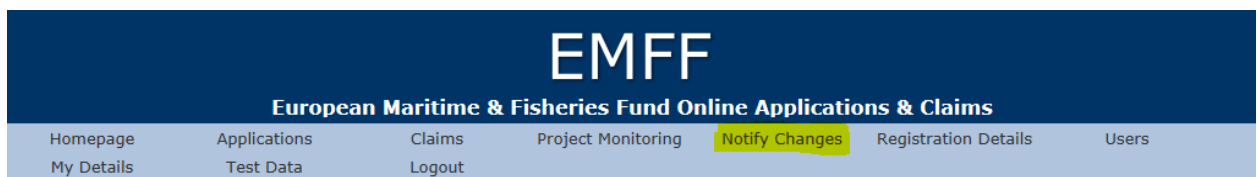
If additional information is required following submission of your progress report you will be notified via email. You will need to view the report and re-submit once you have addressed any comments in the mail.

5. Notification of Change

Follow acceptance of your offer you will need to notify us of any changes.

By selecting the option “Notify changes” from the home page you can;

- create a new notification of change
- search for an existing notification of change using the application reference number
- search all notifications of change to view the status.



5.1 Create a Notification of Change

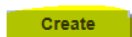
First select the ‘create’ option as shown below, if you have already created some changes these will be shown at the bottom of this screen.

Notification of Change Search Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Notification of Change Search

Application Reference	<input type="text"/>
Application Project Title	<input type="text"/>
Programme	Any <input type="button" value="v"/>
Priority	Any <input type="button" value="v"/>
Application Status	Any <input type="button" value="v"/>
Status	Any <input type="button" value="v"/>

No Notifications of Change found.



This will take you to the notification of change screen. You will be provided with a drop down list of all of your applications and you need to select which application the change refers to.

Notification of Change Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Notification of Change Application

Application

Please Select

You must then enter a title for your change in “description of notification of change” and select which sections of your application need to be changed. There are then three tables to complete as follows.

- Details of changes requested

- Justification for change
- Impact of changes on project

Notification of Change Details

Description of Notification of Change

Sections required to be changed

- Project End Date
- Total Funding Amount
- Suppliers
- Claim Schedule Dates
- Claim Schedule Amounts
- Targets and Benefits
- Cost Items
- Other

Details of Changes Requested (Max 2000 Characters)

Justification for Change (Max 2000 Characters)

Please give details to show how any changes to the approved project will impact on the project

Impact of Changes on Project (Max 4000 Characters)

Once you have completed details of the change you must tick the declaration before choosing to save or submit the notification. As with other screens there is also the option to cancel out of the notification at any time.

Notification of Change Certification

You are satisfied that you have provided accurate details of the change required and you declare that, to the best of your knowledge and belief, the change you are requesting is correct.

Declaration Confirmed

Save Submit Cancel

You will receive an e-mail confirming that the change has been received.

5.2 View or modify a Notification of Change

Following submission of a request for change you can view the status of this at any time by accessing the notification of change screen from your console and performing a search.

The following are status fields which may apply to your change;

Status	What this means
In progress	You have created a change and this is your work in progress
Returned to applicant	We have come back to you or your agent for more information.
Deleted	You have chosen to delete the change
Submitted	You have notified your Intermediate Body of the change and it is ready to be assessed
Assessed	Your Intermediate Body have assessed the change and it is ready to be checked
Checked	Your Intermediate Body have checked the change and it is ready for a decision.
Rejected	The change has been rejected, we will discuss if you can still meet the original intended benefits for the project. We will try and work with you to come to a resolution for your project.
Approved	Your change has been approved and the Intermediate Body will make the changes to your application form.
Completed – offer unchanged	The Intermediate Body have made the change to the application and your offer of funding remains unchanged. No further action is required.
Amended offer issued	The Intermediate Body have made the change to the application and a revised funding offer letter has been issued by post.
Amended offer declined	You have returned your offer letter declining the amended offer. Please note any EMFF funds paid to date will need to be returned to the Intermediate Body.
Completed – Amended offer accepted.	You have signed and returned your offer letter accepting the revised offer.

Deleting or modifying a change can be done from the NOC search screen, modifying the change allows you to update saved information, you can also delete the change prior to submitting to the Intermediate Body. Please ensure you are happy with the information provided as this cannot be amended once you have submitted details of your change to your Intermediate Body.

Notification of Change Search

Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Notification of Change Search

Application Reference

Application Project Title

Programme

Priority

Application Status

Status

Application Reference	Application Title	NoC Description	Date NoC Submitted to IB	NoC Status			
ENG1001	TestApplication	Claim schedule dates	07 Dec 2015	Submitted to IB	<input type="button" value="View"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
ENG1001	TestApplication	End date move by 2 weeks		In Progress	<input type="button" value="View"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>
							<input type="button" value="Export"/>

6. Update Registration details

The Applicant details you provided when you registered can be updated at any time by either the applicant or someone set up in an applicant's organisation. To do this select the 'My details' button from your home page.

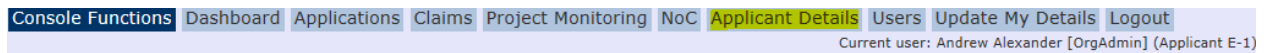


FIG 6.1: Home page

This will take you to the Update Applicants Details screen where changes can be made and saved. Please note that selecting the cancel button will exit the screen without saving.

Update Applicant Details

Applicant Details

Applicant Organisation Name	Applicant E-1
Applicant Trading Title	Applicant E-1
Intermediate Body	England
Address Line 1 (Required)	Applicant E-1
Address Line 2 (Required)	Line2
Address Line 3	Line3
Address Line 4	Line4
County (Required)	Line5
Postcode (Required)	PostCode
Phone Number (Required)	0141 427 0000
Fax	0141 427 1110
Email (Required)	postmaster@Applicant-E-1.com
Company Registration Number	Applicant E-1
Sole Trader (Requires Proof of Identity)	<input checked="" type="checkbox"/>
Proof Of Identity	UK Passport (Certified by Solicitor)
Legal Status	Individual
Public or Private Body	Private
Publicity Source	The Marine Management Organisation website
Other Publicity Source	
Vat Registered	No
VAT Registration Number	Applicant E-1

Save **Cancel**

7. Users

The Users area is available to allow you to create additional user accounts for anyone that you wish to be able to complete applications on behalf of you or your Organisation. You are also able to update the details of any existing users. Please note as an applicant you will still be required to sign all of the applications and claims created by the people you have set up as 'users' for your account.

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

Homepage Applications Claims Project Monitoring Notify Changes Registration Details **Users**

My Details Test Data Logout

Applicant User List

Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

User Search

User Status
Any

Inactivity Period (Days)

Search

Username	First Name	Last Name	Date Created	Status	Date Last Logged On	Days Since Last Log On	
harrison.adams	Harrison	Adams [Applicant]	20 Oct 2015	Active	13 Nov 2015 09:18	24	Update
angus.ashberry	Angus	Ashberry	24 Nov 2015	Active			Update
daniel.bibi	Daniel	Bibi [Applicant]	19 Oct 2015	Active	15 Nov 2015 09:18	22	Update
lucas.brooks	Lucas	Brooks [Applicant]	20 Oct 2015	Active	14 Nov 2015 09:18	23	Update

Create

To create a new user account for your organisation select create and complete the user's details.

7.1. You could also select update for an existing user which will enable you to make changes including changing their status to inactive to prevent them accessing the system. If you selected update for an existing user you are presented with the create user screen below in Fig 7.2, however this will be pre-populated and will allow you to edit the details. You must disable the account of anyone leaving your organisation.

User Name and Role

Forename (Required)

Surname (Required)

Roles

Applicant Role	
<input type="checkbox"/>	Applicant Organisation Administrator
<input type="checkbox"/>	Applicant User

User Status and Username

Status

Username (Required)

Contact Information

Email (Required)

Address Line 1 (Required)

Address Line 2 (Required)

Address Line 3

Address Line 4

County (Required)

Postcode (Required)

Phone Number (Required)

You need to insert the name of the person you are setting up in the system, if you select the first option 'administrator' this person will be able to create other users for you. However if you don't need any other users, select the second option 'Applicant user'.

Next you need to set their status as active and create a username for them. The system will e-mail them their username and a temporary password will be sent in a separate e-mail for them to access the system.

Once you are happy with the details you have entered select save, you can always cancel out of the screen and no changes will be saved.

8. Updating Your Details.

To update your details select the “my details” button on the homepage. This will allow you to change your password and contact information.

EMFF

European Maritime & Fisheries Fund Online Applications & Claims

Homepage	Applications	Claims	Project Monitoring	Notify Changes	Registration Details	Users
My Details	Test Data	Logout				

Homepage Applicant, Carol Cruthers [OrgAdmin] (Applicant Marine Management Organisation-1)

Quick Access Menu

Create Application

My Applications

My Claims

My Details

User Status and Logon Details

Status
Active

Username
carol.cruthers

*To change your password, enter your new password in the fields below.
To retain your current password, leave the fields empty.*

New Password

Confirm New Password

9. Post project Monitoring

Following completion of your Project you may be asked to provide additional information as part of our post project monitoring process. We will e-mail details to you if this is required.

10. Contact us

If you have any questions, suggestions or concerns about using the e-system system, you should contact us using the details below for the country your project is located in.

Intermediate Bodies	
<u>Scotland</u>	<u>England</u>
European Grants Team Marine Scotland Geographical Area 1B North Victoria Quay Edinburgh EH6 6QQ Tel: 0131 244 4646 Email: emff@gov.scot Web: http://www.gov.scot/topics/marine/grants-subsidies	European Grants Team Marine Management Organisation West Wing Lancaster House Hampshire Court Newcastle Business Park Newcastle Upon Tyne NE4 7YH Tel: 020802 65539 Email: EMFF.queries@marinemanagement.org.uk Web: https://www.gov.uk/topic/commercial-fishing-fisheries/funding

<u>Northern Ireland</u>
Fisheries Grants Unit Department of Agriculture, Environment and Rural Affairs Downshire Civic Centre Downshire Estate Ardglass Road Downpatrick County Down BT30 6GQ Tel: 028 4461 8093 Email: emff.queries@daera-ni.gov.uk Web: https://www.daera-ni.gov.uk/articles/european-maritime-fisheries-fund