

IFCA Transitional Funding Grants Scheme 2010

Guidance Notes

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Summary of the IFCA Transitional Funding Grants Scheme

Aim of the scheme

- To provide transitional funding to assist existing SFCs in preparing for the additional duties and functions they will have to perform when they vest as IFCAs under the Marine and Coastal Access Act 2009.
- Funding is available to cover the period until the end of this financial year (i.e. 31 March 2011).

Which bodies are eligible to apply?

- Any existing SFC that will vest as an IFCA under the Marine and Coastal Access Act 2009
- Where a new Inshore Fisheries and Conservation District covers more than one existing SFC, those SFCs should submit a joint bid for funding.

Which costs are eligible for the grants?

- Only costs which are incurred in preparing to meet the new duties under the Marine and Coastal Access Act 2009 will be considered eligible
- A list of ineligible costs is included in Chapter 2.

The application process

- The application window will run for six weeks from the issue of the grant application packs on **26 July 2010** until **3 September 2010**.
- Applicants are invited to prepare a bid using a standardised Application Form.
- Bids will be assessed in a clear, transparent manner, using the criteria outlined in Annexes 1-3.

- Since only limited funds are available, the components of all the eligible bids will be ranked according to published prioritisation criteria, and funding allocated accordingly.
- Applications will be assessed using the Assessment Form (a copy of which is included in this Application Pack) which may be made available to applicants upon request.

Grant payment and conditions

- Grants will be paid in arrears on an itemised invoice basis. However, limited exceptions may be made for advance and/or phased payment.
- Grants will be authorised only after formal acceptance by SFCs of the conditions attached to the grant.
- Payment will only be made upon production of relevant auditable receipts.

Monitoring and auditing

- Applicants are responsible for monitoring their own spending in order to ensure that it meets the conditions of grant and must keep records available to be checked by Defra when requested.
- Applicants will be required to submit a Return Form including itemised invoices at the end of the process in order to receive payment of the allocated grant.
- Under the conditions of grant, Defra has the power to reclaim any unspent or misspent funding.
- Returned invoices and related evidence may be subject to verification under an internal audit at the end of the process.

Chapter 1 Introduction

These Guidance Notes provide information about the grants available under, and the process for application, evaluation, authorisation and payment of the IFCA Transitional Funding Grants Scheme 2010. It is designed to help you prepare and submit an application for grant under this scheme.

The Application Pack contains the following documents.

Document	Location in Application Pack
Invitation Letter	
Guidance Notes	Guidance Notes (this document)
Assessment and Prioritisation Criteria	Guidance Notes, Annex 1
Priority Descriptor Tables	Guidance Notes, Annex 2 Guidance Notes, Annex 3
IFCA Vision, Success Criteria and High Level Objectives	Guidance Notes, Annex 4
Example Grant Determination Letter	Guidance Notes, Annex 5
Example Grant Terms and Conditions	Guidance Notes, Annex 6
IFCA Transitional Funding Application Form	Guidance Notes, Annex 7
Application Form Instructions	Guidance Notes, Annex 8
IFCA Transitional Funding Returns Form	Guidance Notes, Annex 9

The transitional funding grants scheme

Aim of the scheme

The purpose of the transitional funding grants scheme is to provide limited funding to assist SFCs in their transition to IFCA's. It is expected that SFCs will require this funding to prepare for the restructuring, taking on of new duties and – in some cases – expansion involved in the transition.

Legal basis

The Marine and Coastal Access Act 2009 allows for the creation of IFCA's by Order. For the purposes of this scheme, grants will be issued under the Appropriation Act.

Timeframe and process

The scheme has three distinct phases. These are described in the table below.

Phase	Description	Dates	Documentation
<i>Application window</i>	This will run for six weeks from the issue of the grant application packs on 26 July 2010.	26 July 2010 until 3 September 2010	Application Form and Instructions Guidance Notes
<i>Determination period</i>	Defra will aim to check and assess the bids and notify applicants of their initial grant allocation within six weeks. However we aim to ensure that all available funding is allocated and so shall continue to allocate funds throughout the spending period.	6 September until mid October 2010	Example Grant Determination Example Grant Conditions
<i>Spending window (main grant allocation)</i>	All transactions under this scheme must be completed within the period from the date that the SFC formally accepts the grant determination by 31 January 2011. Applicants may submit Return Forms for interim payments before this date, provided that the sum in question is £10,000 or over. Final receipts must be submitted by 31 January 2011 at the latest.	Mid October 2010 until 31 January 2011	Returns Form

Background to IFCAAs

The Marine and Coastal Access Act 2009 modernises and strengthens the powers to manage inshore fisheries and the marine environment. It allows for the replacement of Sea Fisheries Committees (SFCs) with Inshore Fisheries and Conservation Authorities (IFCAs). IFCAs, which will have a range of duties including ensuring the sustainable exploitation of sea fisheries resources and protection of the marine environment from sea fishing, will vest on 1 April 2011. In preparation for this significant change, 'shadow' IFCAs will be established in October 2010 and operate alongside existing SFCs with the aim of producing a business plan, budget and strategy to underpin IFCAs' activities after they vest on 1 April 2011.

IFCA vision, success criteria and high-level objectives

The purpose and activities of the IFCAs established by the Marine and Coastal Access Act 2009 are defined and elaborated in the Vision, success criteria and High Level Objectives (HLOs) which are included, in their agreed draft form, in Annex 4.

This Vision and these success criteria and HLOs form the basis of the published criteria according to which applications for transitional funding grants will be assessed and prioritised (see Annex 1). In other words, funding will be allocated according to how far applicants can demonstrate the funding will help them to fulfil the new duties outlined in the Marine and Coastal Access Act 2009.

	Success criterion	Description
1	IFCAs have sound governance and staff are motivated and respected	<i>Staff feel proud to work for their IFCA and have the training and skills to deliver their Authority's objectives in a professional, fair and consistent manner. They are supported by excellent leaders and managers, working alongside engaged and effective committees. These committees are representative of the communities they serve and wider stakeholder interests; they have the backing of constituent local authorities and provide the strategic direction to ensure the long-term sustainability of the marine environment in and around their districts.</i>

	Success criterion	Description
2	Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district	<i>The decisions to introduce, amend or repeal byelaws are evidence-based, timely, based on appropriate consultation and can be shown to have a positive impact in line with their intended effect to manage, protect and promote the recovery of sea fisheries resources from the effects of exploitation.</i>
3	A fair, effective and proportionate enforcement regime is in place	<i>A risk-based enforcement regime is in place, which is in line with the Regulators Compliance Code, legislative requirements, and which makes IFCA's an efficient and fair enforcer, managing the exploitation of sea fisheries resources, using a range of alternative enforcement methods and sanctions whose impact and effectiveness is regularly assessed and continually improved.</i>
4	IFCA's work in partnership and are engaged with their stakeholders	<i>IFCA's will work across boundaries, engaging effectively with local and central government, other government bodies, other delivery bodies, industry and other NGOs, recreational users and individuals in the work that they do. Through this partnership approach to working IFCA's will deliver the socio-economic and environmental outcomes they were created under the Marine and Coastal Access Act to deliver.</i>
5	IFCA's make the best use of evidence to deliver their objectives	<i>IFCA's, by acquiring and sharing their own internal data and by seeking and sharing those generated and recorded by others (including the MMO, Environment Agency, Natural England and Cefas), will have access to the necessary scientific, statistical and socio-economic information relating to inshore fishing and the marine environment to enable effective delivery of their duties.</i>
6	IFCA's support and promote the sustainable management of the marine environment	<i>IFCA's will deliver responsive and flexible management of sea fisheries resources to meet local needs, in line with the legislative and other frameworks set by Central Government and others, such as the High Level Marine Objectives, Marine Policy Statement and Marine Plans. In</i>

	Success criterion	Description
		<i>doing this, IFCA's will be able to show that they are having a positive impact, leading to more sustainably exploited sea fisheries resources in their districts.</i>
7	IFCA's are recognised and heard	<i>Each IFCA, and IFC authorities as a group, have a vision and plan for future management of inshore fisheries and conservation. This will help them to be a recognised "brand", managing their public voice so that they are respected and trusted for the expertise they offer.</i>

Chapter 2 Eligibility

This Chapter explains which bodies may apply for funding under this scheme (Eligible applicants) and for which types of costs these bodies may apply (Eligible costs).

Eligible applicants

Any existing SFCs in England that will become an IFCA (or part of an IFCA) under the Marine and Coastal Access Act 2009 are eligible to apply for funding under this scheme.

Where a new Inshore Fisheries and Conservation District covers more than one existing SFC, those SFCs should submit a joint bid for funding.

Other bodies or individuals are not eligible to apply for funding under this scheme.

Eligible costs

The transitional funding will cover only costs that are incurred in preparing to meet the new duties under the Marine and Coastal Access Act 2009.

Any costs not included in the list of ineligible costs (below) that are incurred in meeting or preparing to meet the new duties under the Marine and Coastal Access Act 2009 will normally be eligible for consideration for funding, subject to assessment and prioritisation according to the published criteria.

Ineligible costs

The following costs are not considered eligible.

- Costs not linked to new duties under the Marine and Coastal Access Act 2009.

- Retrospective costs¹ (defined as costs incurred *before acceptance of the grant* offered by Defra).
- Costs incurred after the 2010-2011 financial year.
- Ongoing SFC running costs.
- Repairs made to existing assets (including buildings and equipment).
- Existing SFC labour/staff and equipment costs and (agreed) overheads².
- IFCA running costs post April 2011 which will be met by new burdens funding.
- Transitional training.
- Generic transitional costs already committed to by Defra, including:
 - Website set-up, rebranding and domain names;
 - Mapping of districts (except where additional duties require IFCA-specific mapping);
 - Design of logo/branding (except purchase of branded uniforms);
 - Access to the MCSS system for one SFC staff member; and
 - Amendments to the MCSS system for recording enforcement activity.
- Research and development and feasibility studies.
- Purchase or lease of land.
- Input VAT where non-recoverable by the SFC.
- Interest charges (including hire purchase interest).
- Debts.
- Payments in kind.
- Loan repayments.

¹ Some administrative costs incurred before acceptance of the grant in the preparation of an application under this scheme may be funded as an exception to this rule. See the section on 'Application Grants' (below).

² Some administrative costs incurred before acceptance of the grant in the preparation of an application under this scheme may be funded as an exception to this rule. See the section on 'Application Grants' (below).

- Notional costs (e.g. opportunity costs).
- Audit fee by an independent accountant.
- Profits.
- Endowments.
- Funds to build up a reserve or surplus.
- Any costs that are or will be funded by another grant source (i.e. costs already covered by matched funding).
- Advertising, marketing, sales activities, entertaining.
- Future running costs of equipment purchased.
- Travel and Subsistence for Defra funded meetings.

Note: The list of ineligible costs is not exhaustive and may be modified or expanded in alignment with the purpose and objectives of this grants scheme.

Value for money

In order for a particular item to be considered as an eligible cost under this grant scheme, the applicant must demonstrate that it represents good value for money.

When an applicant submits its grant application and formally accepts the grant determination, the Chief Fisheries Officer(s) must sign a declaration that states, amongst other things, that the bid entries represent good value for money.

Second hand equipment

Second-hand equipment is not excluded from this scheme as an ineligible cost. However, the following special rules on eligibility apply to second-hand equipment.

1. The cost of the second-hand equipment must not exceed its market value nor the cost of similar new equipment;
2. The equipment must be fit for purpose;
3. The equipment must comply with all necessary standards (e.g. supporting documentation and safety standards) relevant to the item in question.

Chapter 3 The application process

This Chapter explains the application process.

Completing the application form

Applicants are invited to apply for funding using the standardised Application Form, following the accompanying Guidance Notes. It is intended that applicants treat the application form as a structured business plan, using it to set out their projected costs and demonstrate how their projected spending would serve the purposes of the Marine and Coastal Access Act 2009.

The Application Form can be found in Annex 7 of these Guidance Notes and detailed instructions on how to complete the form are provided in Annex 8.

Itemised bids

Applications for grants under this scheme will comprise a number of '*bid entries*.' Applicants must divide their applications into individual bid entries and avoid grouping unrelated items together. The following factors should guide applicants on what to include in a single bid entry. The last factor is the most important.

- **Purpose.** Items on the application should only be grouped together as a single bid entry if they fulfil a similar purpose. Conversely, where items fulfil a similar purpose, they may be grouped together as one item, subject to the following.
- **Quotes.** Items for which the same quote can be obtained could be grouped together as one bid entry, whereas
- **Indispensability.** Applicants should not include items as separate bid entries where one bid entry would be indispensable for another.

Example: if an application includes a bid for (i) a RIB and (ii) an upgrade specifically designed for that boat, the upgrade should not be included as a separate item if it could not be used without the RIB.

As indicated in Annex 1, the prioritisation criteria will be used to rank the individual bid entries from all applications against each other, rather than entire applications against each other. This will increase the likelihood that each SFC will receive funding to cover at least a proportion of its projected costs, ensuring that funding is distributed more fairly between applicants.

Cost of bid entries

Applicants must project the cost of each item according to the following costing and procurement standards.

Estimated value of individual items (excluding VAT)	Number of Quotes / Tenders
Up to £1,500	Single written quote
£1,501 to £5,000	2 written quotes
£5,001 - £60,000	3 written quotes
£60,000+	Formal tender

Accuracy and reasonableness of the application

Applicants must ensure that their application meets the eligibility criteria set out in Chapter 2. The Chief Fishery Officer(s) of each applicant SFC(s) must sign a declaration stating that all the information and justifications contained in the application are honest, reasonable and accurate.

Submitting the grant application

The preferred method for submitting applications is via email. Applications (including quotes and other supporting documents) should be sent by email to IFCA.contact@defra.gsi.gov.uk.

Alternatively, applications may be sent by post to:

IFCA Transitional Funding Grants Scheme
IFCA Implementation Team

Defra
Nobel House (Area 2C)
17 Smith Square
London SW1P 3JR

Enquiries regarding the application process can be sent by email to IFCA.contact@defra.gsi.gov.uk.

Applications must be **received** by **3 September 2010**.

Acknowledging the receipt of the application

Defra will acknowledge the receipt of applications within 5 working days of application receipt.

Incomplete applications

Defra may contact an applicant in order to clarify some areas or minor omissions, or query the reasonableness of justifications, found in grant applications. However, if it is considered that too much information is missing (for example, if the applicant writes, 'more information to follow'), it will not be possible to consider funding for the particular item in question.

Defra can only provide general advice for the completion of the Application Form, not specific advice relating to the contents of the application.

Application Grants to fund administrative costs incurred in the preparation of an application under this scheme

Purpose

- A small portion of the central pool of funding will be allocated as Application Grants to support applicants in their preparation of an application to this scheme.

Conditions

- **Availability.** The Application Grant is only available for completed applications submitted before the application deadline (3 September 2010). It is available regardless of whether or not the applicant's funding application is eventually successful. Applicants should include these costs as the first bid entry, using the name "*Application preparation costs.*"
- **Amount.** The Application Grants will be for amounts up to a maximum of £3000 and are intended to cover the additional administrative costs incurred in producing an application.
- **Eligible costs.** The Application Grant can cover only:
 - (i) Costs of new staff *hired specifically to prepare the application; or*
 - (ii) Costs of new staff *hired to cover the normal work* of an existing SFC staff member who is redirected to work on the application.

In both cases, the costs covered by the Application Grant will be the **cost of the new staff member's wages/salary** (as determined in his/her contract) since this reflects the additional cost necessitated by the bid application.

- **Declaration and Evidence.** When submitting an application, Chief Fisheries Officer(s) will be required to sign a declaration, supported by evidence (such as a contract or time sheet), that the new staff is hired only for the purpose and duration of the application preparation (and not to cover the SFC's normal work).
- **Payment.** Once the Application Grant has been determined and accepted (as part of the total grant determination), applicants can claim payment of the Application Grant by submitting a Return Form and relevant evidence (such as an invoice or time sheet) confirming the above declaration.

Chapter 4 The decision making process

This Chapter explains the decision making process, in particular the assessment and prioritisation criteria that will be applied by Defra in assessing bids made by SFCs.

The decision making process

Applications will first be assessed for eligibility under the terms set out in Chapter 2. Eligible applications will then be assessed according to the assessment criteria set out in Annex 1.

The assessment criteria are designed to ensure that grants meet the aim of the scheme, in other words by serving the purposes of Part 6 of the Marine and Coastal Access Act 2009 in assisting SFCs in their transition to becoming IFCA's. Since the total funding available under this scheme is very limited, it will not be possible to provide funding to cover the entire projected spending of all applicants. The bids must therefore be prioritised according to the extent to which they meet this aim, and funding allocated accordingly until all funding has been allocated.

Please refer to Annex 1 for detailed information about the assessment and prioritisation of applications under this scheme.

Notification of the decision

What happens if your application is successful

If your application is successful, you will receive a Grant Determination letter. This letter, which will include the grants terms and conditions, forms the agreement between your SFC(s) and Defra. You must sign the letter, including the terms and conditions, and return it to Defra within 10 working days from the sending date in order to accept the grant determination and establish the agreement.

What happens if your application is unsuccessful

If your application is unsuccessful, you will be notified by a letter containing a copy of the Assessment Form completed in relation to your application.

All decisions made by Defra on funding are final.

Disclosure of Assessment Forms

Applications will be assessed in a clear, transparent, uniform manner using the moderation boxes included in the Application Form. Defra will not publicly distribute or publish online all of its assessments for all applications. However, applicants may request a copy of their Application Form as assessed by the panel by contacting Benjamin Muneton on email: IFCA.contact@defra.gsi.gov.uk or tel: 020 7238 5056.

Chapter 5 Grant conditions, payment process, monitoring and auditing

This Chapter explains the basic grant conditions and payment process, as well as the monitoring and auditing of allocated grants.

Acceptance of the grant offer and conditions

As indicated above, applicants must formally accept the grant determination and Terms and Conditions in writing in order to receive the grant.

Payment process

Grants will only be paid for the costs of the bid entries approved by Defra in the grant determination (referred to as the Approved Expenditures and annexed to the grant determination and conditions).

Grants will be paid in arrears on the basis of auditable receipts submitted by applicants with an accompanying Returns Form. Applicants can process returns at any time during the spending window, provided that the total value claimed per Returns Form is £10,000 or over.

There are two limited exceptions where Returns Forms for less than £10,000 may be submitted. Limited exceptions may be made for advance and/or phased payment.

1. *Application Grants:* Applicants may submit separate Returns Forms for their application preparation costs (see the section on Application Grants above).
2. *Staged payments:* In cases where an applicant does not have sufficient funds to outlay on a large purchase divided into multiple stages, the applicant may submit Return Forms to claim funding for stages of that purchase. Interim/staged payments can be obtained only if:
 - The applicant applies for interim/staged payments on the Application Form; and

- Defra authorises the payment schedule in the Grant Determination.

Monitoring and auditing

Applicants are responsible for monitoring their own spending in order to ensure that it meets the conditions of grant. Applicants must maintain records of their spending and make them and any other information reasonably required available to Defra when requested. Applicants must also notify Defra if they suspect any financial irregularity in the grant spending, or if they misspend or under spend their grant allocation.

Invoices and other evidence submitted by applicants will be subject to verification under an internal audit by Defra at the end of the process.

Termination and recovery of grants

Under the grant conditions, Defra has the power to terminate the grant and recover (after a discretionary 30 day notification period) any unspent or misspent funding and costs incurred in the certain circumstances.

To summarise the grant conditions, those circumstances are:

- Where the applicant reassigns its rights, interests or obligations under the agreement without prior agreement by Defra;
- Where the applicant provides significantly incorrect or incomplete information to Defra;
- Where the applicant fails to comply with a term of the grant conditions;
- Where the applicant allows a charge to be taken on an asset financed by the grant;
- Where circumstances indicate that it is highly unlikely that the applicant will be able to perform its duties as an IFCA, even with the funding provided;
- Where the applicant cannot provide assurance (from its auditors) that it spent the grant on the Approved Expenditures.

Chapter 6 Data Protection and disclosure of information

The Data Protection Act 1998 gives individuals the right to know what information is held about them and it provides a framework to ensure that personal information is handled properly. Any processing of personal data must not breach any of the 8 data protection principles in Schedule 1 of the Data Protection Act 1998

(http://www.opsi.gov.uk/acts/acts1998/ukpga_19980029_en_1).

The 8 data protection principles of Schedule 1 of the Data Protection Act 1998 are outline below:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:
 - a) at least one of the conditions in Schedule 2 is met, and
 - b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is met.
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
4. Personal data shall be accurate and, where necessary, kept up to date.
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
6. Personal data shall be processed in accordance with the rights of data subjects under this Act.
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

8. Personal data shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Annex 1. Assessment and prioritisation of grant applications

This section explains the assessment and prioritisation of grant applications.

Itemised bids

All applications under the scheme will take the form of an itemised bid. Each bid entry must be given an individual cost and assigned a priority score in relation to each assessment criteria (below).

Please refer to Chapter 3 of the Guidance Notes for advice on grouping items as a 'bid entry' and on the costing and procurement standards that must be followed in costing bid entries.

Assessment criteria

The assessment criteria are designed to ensure that grants meet the aim of the scheme, namely to serve the purposes of Part 6 of the Marine and Coastal Access Act 2009 in assisting SFCs in their transition to becoming IFCA.

The assessment criteria therefore relate to the changes introduced by Part 6 of the Marine and Coastal Access Act 2009, which for these purposes are divided into the following two categories.

1. **IFCA Success Criteria (uniform factors).** Defra adopted these criteria (after a thorough consultation process) as a set of standards based on the purpose of Part 6 of the Marine and Coastal Access Act 2009 by which IFCA's performance will be assessed in the four-year review. Correspondingly, the grants scheme adopts the IFCA Success Criteria as the main grant assessment criteria since they best represent the purpose of the new IFCA duties and powers which the grants scheme is aimed to assist SFCs in fulfilling.

For the purposes of the grant scheme, the new duties, powers and organisational changes brought by the Marine and Coastal Access Act 2009 are defined as '*uniform*' in the sense that they are changes that will affect all IFCAs equally (i.e. all IFCAs will have the same new structure, duties and powers).

The IFCA Success Criteria are as follows.

Success Criterion	
SC1	IFCAs have sound governance and staff are motivated and respected
SC2	Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district
SC3	A fair, effective and proportionate enforcement regime is in place
SC4	IFCAs work in partnership and are engaged with their stakeholders
SC5	IFCAs make the best use of evidence to deliver their objectives
SC6	IFCAs support and promote the sustainable management of the marine environment
SC7	IFCAs are recognised and heard

2. **Non-uniform factors.** These are changes under the Marine and Coastal Access Act 2009 that will affect IFCAs to differing degrees. The grants scheme adopts these factors as secondary criteria in order to take into account the geographical and environmental variation currently present in the group of SFCs. For example, the 2009 Act extends IFCAs' jurisdiction to cover estuaries, but the distribution of estuaries differs as between different IFCAs. As such, the new estuarine powers/duties will impose a greater burden on some IFCAs than others.

The non-uniform factors are as follows.

Non-uniform Factor	
NF1	Estuarine area increase
NF2	Coastal area increase

NF3	Inland area increase
NF4	Conservation area increase
NF5	Availability of matched funding
NF6	SFC's existing capacity

Factors NF1 – NF4 take into account the increases in estuarine, coastal, inland and conservation area that will affect SFCs when they vest as IFCAs. These factors are intended to reflect that where, for example, an IFCA will have to control a greater estuarine area than it did as an SFC, it may require more estuary-going equipment. The same applies equally to coastal, inland and conservation area. Note that these factors only cover situations where the increased area comprises *an area not previously under the control of the applicant(s)*.

Factor NF5 takes into account:

- a) Whether or not an applicant has obtained matched funding for the item in question. The availability of matched funding attaches greater priority to a bid entry.
- b) Whether or not an applicant has entered into a cooperative agreement to share the costs of an item. The presence of an agreement attaches greater priority to a bid entry.

Factor NF6 takes into account the existing equipment, staff and other capacity of an SFC. It is intended to cover only cases where an SFC has a low existing capacity in relation to a *new duty* imposed on the SFC when it vests as an IFCA, or in relation to an *existing duty that will be significantly increased* when the SFC vests as an IFCA. It is not intended to cover cases where a SFC has low capacity in relation to an existing duty that will not change when the SFC vests as an IFCA.

For example, where an SFC presently has little or no conservation area under its control but will have to control a large conservation area as an IFCA, its

low capacity in relation to conservation areas would attach greater priority to a bid entry. By contrast, if that SFC presently has low conservation capacity despite having a large conservation area that changes little when it vests as an IFCA, that low capacity would not attach priority to a bid entry.

Assigning priority scores

Since the total funding available under this scheme is very limited, it will not be possible to provide funding to cover the entire projected spending of all applicants. The bids must therefore be prioritised according to the extent to which they meet this aim.

In preparing their applications, applicants must give each bid entry a priority score – High, Medium or Low – ***in relation to each assessment criteria***. The scores given must be based on the descriptors provided by Defra (see Annexes 2 and 3 below) and accompanied by a brief justification.

Note: In order to give your application the best chance of success, ensure to give each bid entry a priority score in relation to each assessment criteria, even if it means automatically giving a 'Low' score in relation to a certain criterion.

Scores

The basis of the priority scores differs between the two categories of assessment criteria.

1. **IFCA Success Criteria (uniform factors).** For these criteria, applicants must indicate for each bid entry whether, ***in order to achieve*** each specific Success Criterion, it is of High, Medium or Low priority that they obtain such an item.

Example: New monitoring equipment could be a High priority in relation to Success Criteria 2, 3 or 6, but a Low priority in relation to Success Criteria 1 and 7.

2. **Non-uniform factors.** For these criteria, applicants must indicate for each bid entry whether, ***by reason of*** each non-uniform factor, it is of High, Medium or Low priority that they obtain such an item to achieve the **some or all of the**

purposes of Part 6 of the Marine and Coastal Access Act 2009 (as expanded in the Vision, Success Criteria and High-level objectives).

Example: If an IFC District has a large estuarine area, an estuary-going boat could score 'High' in relation to Estuarine Area Increase, whereas some new office equipment might only score 'Low' (although it might score more highly in relation to other criteria).

Justifications

The justification for each priority score must:

- explain why the item is of the priority given in relation to each criteria;
- link the item to any of the relevant HLOs or duties or powers under the Marine and Coastal Access Act 2009 (a table summarising the HLOs can be found at Annex 4); and
- be reasonable.

The prioritisation process is important for the fair and efficient distribution of funds between all SFCs. An SFC must therefore be able to justify why its bid entries should have priority in the distribution of the transitional funding. The Chief Fishery Officer(s) of each applicant SFC must sign a declaration at the end of the application stating that the scores and justifications given are honest, accurate and reasonable.

Note: It is not necessary to provide a justification for a 'Low' score if it is self-evident that the bid entry is a low priority / is not relevant to the criterion in question. However, Defra encourages applicants to provide justifications for all scores to assist in the moderation process.

Moderation

Defra will review the priority scores given to all bid entries on all applications in order to check the accuracy of the scores, the reasonableness of the justification provided, and the value for money of each bid entry. Defra may, if necessary, moderate the scores by decreasing or increasing a priority score given in relation to a bid entry.

Ranking the priority scores

The prioritisation process ranks every item of every application as a separate item, instead of treating all items of an application bid as a single entity. Defra will calculate the total priority scores for all bid entries from all grant applications and rank them in descending order (i.e. highest priority to lowest priority).

Grants will be allocated in descending order to cover as many bid entries until all funding has been allocated.

Defra recognises that all SFCs will incur some level of transitional cost. In order to ensure that each applicant receives a proportion of the funding initially, each applicant will be allocated up to 4-5% of the total available funding for its highest ranked bid entry(s). Once each applicant has been allocated this initial distribution, all further bid entries will be assessed and ranked against all other bid entries from all applicants. No applicant is eligible to more than around 15% of the total available funding.

Annex 2. Priority score descriptors: IFCA Success Criteria

Criterion		Low	Medium	High
SC1	IFCAs have sound governance and staff are motivated and respected	It will be possible to achieve this Success Criterion without this bid entry.	It will be difficult to achieve this Success Criterion without this bid entry.	It will be very difficult or impossible to achieve this Success Criterion without this bid entry.
SC2	Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district			
SC3	A fair, effective and proportionate enforcement regime is in place			
SC4	IFCAs work in partnership and are engaged with their stakeholders			
SC5	IFCAs make the best use of evidence to deliver their objectives			
SC6	IFCAs support and promote the sustainable management of the marine environment			
SC7	IFCAs are recognised and heard			

Annex 3. Priority score descriptors: Non-uniform factors

Criterion		Low	Medium	High
NF1	Estuarine area increase	This bid entry will marginally reduce the impact that the increase in this type of area will have on the IFCA's ability to perform its new duties and functions under the 2009 Act.	This bid entry will moderately reduce the impact that the increase in this type of area will have on the IFCA's ability to perform its new duties and functions under the 2009 Act.	This bid entry will significantly reduce the impact that the increase in this type of area will have on the IFCA's ability to perform its new duties and functions under the 2009 Act.
NF2	Coastal area increase			
NF3	Inland area increase			
NF4	Conservation area increase			
NF5	Availability of matched funding and cooperative/cost-sharing agreements	The applicant has not obtained matched funding to cover the cost of this bid entry.	The applicant has obtained matched funding to cover some of the cost of this bid entry OR The applicant has entered into a cooperative/cost-sharing agreement with another SFC or appropriate partner organisation in relation to this bid entry	The applicant has obtained matched funding to cover some of the cost of this bid entry AND The applicant has entered into a cooperative/cost-sharing agreement with another SFC or appropriate partner organisation in relation to this bid entry.
NF6	Existing capacity ³ (e.g. equipment or staff capacity)	The applicant has ample existing capacity to perform its new duties and functions as an IFCA under the 2009 Act.	The applicant has some existing capacity to perform its new duties and functions as an IFCA under the 2009 Act.	The applicant has little or no existing capacity to perform its new duties and functions as an IFCA under the 2009 Act.

³ NB. This criterion applies only to capacity in relation to *new duties imposed by the 2009 Act*.

Annex 4. IFCA Vision, Success Criteria and HLO

IFCA Vision *"Inshore Fisheries and Conservation Authorities will lead, champion and manage a sustainable marine environment and inshore fisheries, by successfully securing the right balance between social, environmental and economic benefits to ensure healthy seas, sustainable fisheries and a viable industry."*

	Success criterion	
1	IFCAs have sound governance and staff are motivated and respected	<ol style="list-style-type: none"> 1. By April each year, publish an annual plan that meets minimum standards as set out in Defra guidance, setting out the authority's main objectives and priorities for the year. 2. As soon as is reasonably practicable after the end of each financial year, prepare a report on the IFCAs activities in that year, in line with Defra guidance. 3. Demonstrate a long-term, strategic approach to sustainable marine management, in line with duties in the Marine and Coastal Access Act, clearly articulating how the IFCA will do this through annual plans and/or longer-term strategies. Delivery is ongoing, with the first formal review in 2015. 4. Staff management systems are in place that include: <ul style="list-style-type: none"> • an annual staff performance monitoring system, which sets clear work objectives for every member of staff that are linked to the organisational objectives described in the annual plan and monitors their performance against a set of agreed criteria; and • a performance improvement procedure. <p>IFCAs must show progress in this objective by April 2011, for example by having gained Committee agreement to introduce such a system, with fully-functioning</p>

		<p>staff management systems in place by April 2012.</p> <p>5. Develop and deliver a people capability strategy, which ensures that staff can deliver the organisational objectives as set out in annual plans, aided through training, mentoring and new skills development. The strategy should be developed by April 2012; IFCAs should demonstrate ongoing delivery, with the first formal review in 2015.</p> <p>6. By September 2012, demonstrate that staff are engaged with the objectives of the organisation, can influence the direction and development of the organisation and are free to constructively challenge decisions without reproach.</p>
2	Evidence based, appropriate and timely byelaws are used to manage the sustainable exploitation of sea fisheries resources within the district	<p>1. By September 2012 demonstrate that:</p> <ul style="list-style-type: none"> key issues likely to impact on the sustainable management of the marine environment in the IFC district are identified and evaluated using the best available evidence and a range of management options is considered; the impacts that different courses of action might have in managing those key issues are thoroughly evaluated; proportionate regulation (for example introducing a legal mechanism such as a byelaw) is used as a last resort; the effectiveness of interventions to improve the delivery of beneficial outcomes is continuously monitored; and there is a clear IFCA Committee process for dealing with agreed interventions quickly, efficiently and effectively, particularly for emergency byelaws. <p>2. By April 2015, all legacy byelaws have been reviewed and evaluated against current evidence base; redundant and duplicate byelaws have been removed and gaps covered.</p>
3	A fair, effective and proportionate enforcement regime is in place	<p>1. By April 2012, demonstrate the use of a transparent, risk-based enforcement framework that meets the minimum standard set out in government guidance and is continuously reviewed and improved.</p>

		2. By April 2012, develop and apply a code of conduct for inspections that aligns IFCA activity and procedures with national standards.
4	IFCAs work in partnership and are engaged with their stakeholders	<ol style="list-style-type: none"> 1. By April 2011, develop Memoranda of Understanding (MoUs) or Service Level Agreements with key partners, including Cefas, MMO, Natural England and the Environment Agency, that outline agreed ways of working and sharing information and, by April 2012, demonstrate that they are being utilised. Consideration should be given to having a Service Level Agreement with a lead local authority within the IFC district. 2. By April 2012, develop a stakeholder engagement and communication strategy with corresponding plans that: <ul style="list-style-type: none"> • demonstrate transparency and a balanced approach to dealing with key stakeholders; and • enables consideration of stakeholder views when making decisions. 3. By April 2014, review MoUs and stakeholder engagement and communication strategy/plans and implement any necessary improvements by April 2015.
5	IFCAs make the best use of evidence to deliver their objectives	<ol style="list-style-type: none"> 1. By April 2012, put procedures, plans and appropriate records systems in place that demonstrate that the best available, quality-assured evidence, whether acquired in-house or externally, is used appropriately in decision-making at all levels. These procedures, plans and records systems must meet minimum standards as set out in government guidance and EU legislation. 2. By April 2012, have an agreed action plan of how key, mutually-beneficial information will be shared between IFCAs and with key delivery partners to improve efficiency and the delivery of beneficial outcomes. 3. By April 2013, demonstrate that there is the in-house capability to collect, analyse and interpret evidence to inform management policy decisions and meet the minimum requirements laid out in government guidance on evaluation and monitoring. 4. By April 2014, review evidence and knowledge sharing procedures and implement

		any necessary improvements by April 2015.
6	IFCAs support and promote the sustainable management of the marine environment	<ol style="list-style-type: none"> 1. By April 2012, with partner organisations develop shared objectives for the sustainable management of the District's marine environment and ensure that they are reflected in annual plans. 2. By April 2013, develop and implement action plans for communicating and educating coastal communities about sustainable management of the marine environment. 3. By April 2015, demonstrate adoption of the principles of best practice in sustainable management of marine environment for the District, as exemplified using tools such as Strategic Environmental Assessments. 4. By April 2015 at the latest, but showing progress from April 2011, demonstrate adoption of minimum standards (for example in line with government guidance on sustainable development) and a precautionary approach for the management and protection of sites of special scientific interest, national nature reserves, Ramsar sites, European marine sites, and/or Marine Conservation Zones within the IFC district.
7	IFCAs are recognised and heard	<ol style="list-style-type: none"> 1. By April 2012, demonstrate ability to effectively engage with Local and Central Government and key partner organisations at a national level, to the benefit of IFCAs as a whole. 2. By April 2013, develop a strategy and corresponding plan for promotion of the work of IFCAs and the benefits that they offer to the local community, and demonstrate implementation of the plan by April 2015.

Annex 5. Example Grant Determination Letter

IFCA TRANSITIONAL FUNDING SCHEME GRANT DETERMINATION

2010: No ___/xxx

The Parliamentary Under-Secretary for Natural Environment and Fisheries (“the Parliamentary Under-Secretary”), in exercise of the powers conferred by the Appropriation Act 2009, makes the following determination:

Citation

1) This determination may be cited as the IFCA Transitional Funding Scheme Determination (2010) [No___/xx].

Purpose of the grant

2) The purpose of the grant is to provide funding to assist [Sea Fisheries Committees in England] to prepare for the additional duties incumbent with their vesting as Inshore Fisheries and Conservation Authorities. As such, the grant monies may only be expended on the Approved Expenditures determined in Annex A.

Determination

3) The Parliamentary Under-Secretary determines that the [Sea Fisheries Committee] is to be paid the total amount of [£xxx] IFCA Transitional Funding Grant. The detail amounts are set out in Annex A.

Grant conditions

5) Pursuant to the Appropriation Act, the Minister of State determines that the grant will be paid subject to the conditions in Annex A (which must be formally accepted by the Sea Fisheries Committee).

Treasury consent

4) Before making this determination in relation to local authorities in England, the Parliamentary Under-Secretary obtained the consent of the Treasury.

Signed by authority of the Parliamentary Under-Secretary for Natural Environment and Fisheries

[A senior civil servant within the Department for Environment, Food and Rural Affairs]

[xx xxxx] 2010

ANNEX A Determination of amount of grant to be paid

Bid entry to be funded by grant		Amount of grant to be paid
Bid entry ref. no.	Bid entry name	
Total		

Annex 6. Example Grant Terms and Conditions

Introduction

1. This document contains the terms and conditions under which a Grant will be paid by the Department for Environment, Food and Rural Affairs (Defra) to a Sea Fisheries Committee under the IFCA Transitional Funding Grants Scheme.
2. As conditions of entitlement to a Grant, Sea Fisheries must –
 - (a) provide formal written acceptance of the Grant offer and these accompanying Terms and Conditions; and
 - (b) comply fully with these Terms and Conditions.
3. Defra reserves the right to refuse to make, or to terminate payments of, or reclaim all or part of the agreed Grant in the event of any failure by a Sea Fisheries Committee to comply with these Terms and Conditions. In such a case the authority in question will have been previously notified and given a 30 day period within which to rectify such failure.

Approved Expenditure and Financial Arrangements

4. The Grant shall be paid to the Sea Fisheries Committee solely for expending on the approved expenditures as determined in Annex A to the Grant Determination and for no other purpose.
5. The Grant will be paid by Defra for Approved Expenditures when the Sea Fisheries Committee, having accepted the grant, has submitted a Return Form complete with auditable receipts accounting for each Approved Expenditure.
6. The Sea Fisheries Committee may submit more than one Return Form (to receive the Grants in instalments) provided that the value of each Return Form exceeds £10,000 and that the total value of all submitted Return Forms does not exceed the value of the Grant.

7. The Sea Fisheries Committee must repay to Defra, within 30 days of notice, all or any part of the Grant paid to it that is not expended on the purpose for which it was given.
8. The Sea Fisheries Committee must not transfer or assign any rights, interests or obligations arising under the Grant without prior agreement by Defra.
9. The Sea Fisheries Committee must not permit a charge to be taken on any asset financed wholly or partly by the Grant funding without prior agreement by Defra.

Financial Management and Project Monitoring

10. The Sea Fisheries Committee must maintain effective appraisal and project monitoring and financial management systems so that the costs of the project and the outputs expected can be clearly identified, and the propriety, regularity and value for money of all transactions relating to the IFCA Transitional Funding Grant ensured.
11. If the Sea Fisheries Committee has any grounds for suspecting financial irregularity in the use of any grant paid under this funding agreement, it must notify Defra immediately, explain what steps are being taken to investigate the suspicion and keep Defra informed about the progress of the investigation. For these purposes “financial irregularity” includes fraud or other impropriety, mismanagement, and the use of grant for purposes other than those for which it was provided.
12. The Sea Fisheries Committee shall provide Defra with such other information relating to the project as may from time to time be reasonably required.
13. Defra reserves the right to commission an independent evaluation of activities relating to the IFCA Transitional Funding Grant and the Sea Fisheries Committee shall assist with any such evaluation.
14. The Sea Fisheries Committee shall retain and make available for inspection by, or on behalf of, Defra and/or the National Audit Office, all accounting records referred to above or such other information relating to the administration of the

projects approved under this scheme as they may, from time to time, reasonably require.

Termination and recovery of grant

15. If the Sea Fisheries Committee uses the IFCA Transitional Funding Grant or any part of it for purposes other than for expending on the Approved Expenditures, or if any overpayment is made under this grant or any amount is paid in error, or if any of the events set out in paragraph 4 - 9 occurs, Defra may at its sole discretion:

- (a) terminate the agreement forthwith;
- (b) treat the grant previously paid as a debt and recover from the Sea Fisheries Committee all or any part of that Grant; and
- (c) recover from the Sea Fisheries Committee any expenses which Defra incurs as a result of the act or default of the Sea Fisheries Committee.

16. The events referred to in paragraph 15 are:

- (a) the Sea Fisheries Committee purports to transfer or assign any rights, interests or obligations arising under this Determination without the prior agreement of Defra;
- (b) any information provided in any application for grant monies payable under this Determination, or in any subsequent supporting correspondence is found to be significantly incorrect or incomplete in the opinion of Defra;
- (c) the Sea Fisheries Committee fails to comply with a term of these grant conditions;
- (d) a charge is taken on an asset financed wholly or partly from the grant funding;
- (e) it appears to Defra that other circumstances have arisen or events have occurred that are likely to significantly affect the Sea Fisheries Committee's ability to achieve the new Inshore Fisheries Conservation Authority powers and duties the preparation for which form the purpose of the Grant (as defined in the Grant Determination).

- (f) the Sea Fisheries Committee is unable to provide reasonable assurance from its external or internal auditors that its expenditure (as represented the Returns Forms and invoices or other evidence that it submits to Defra), in all material respects, fairly represents eligible expenditure in accordance with the definitions and conditions in this Determination.

17. Without prejudice to the actions which Defra decides to take under paragraph 15, the Sea Fisheries Committee shall, within 30 days of termination, provide to Defra:

- (a) a report on the progress made in administering the IFCA Transitional Funding Grant up to the date of termination, together with accounting records, documents or such other information Defra may reasonably require;
- (b) a statement containing details of all payments made and sums which Sea Fisheries Committees have undertaken to pay towards approved project, prior to the date of the notice of termination; and
- (c) payment in full, including interest, of the outstanding IFCA Transitional Funding Grant.

Annex 7. IFCA Transitional Funding Grant Application Form

Notes on completing the application form

- Grants under this scheme are intended to provide existing Sea Fisheries Committees (SFCs) with limited funding to assist them in preparing to take on the new duties and powers associated with their transition to Inshore Fisheries and Conservation Authorities (IFCAs).
- For guidance on how to complete this Application Form, including information on eligible bodies and costs, please refer to the Guidance Notes and Application Form Instructions contained in the grant application pack.
- Completed applications and accompanying documents should be sent by email to: IFCA.contact@defra.gsi.gov.uk.
- Alternatively, applications may be sent by post to:

IFCA Transitional Funding Grants Scheme
IFCA Implementation Team
Defra
Nobel House (Area 2C)
17 Smith Square
London SW1P 3JR
- Applications must be **received** by **3 September 2010**.

Section A. Applicant information

1. Sea Fisheries Committee

Name
Address
Postcode

2. Chief Fisheries Officer(s) / Chief Executive

Name
Telephone
E-mail

Section B. Grant application

Complete the next two pages of the form for *Bid entry 1* of your application. If you wish to add more bid entries to your application, please copy the next two pages and insert them before Section C (Summary of your application).

Bid entry(s) reference No.: *[Please insert number]¹*

Name of item

[Please insert a brief descriptive name for the item.]

Description/specification of item

[Please insert a description of the item, briefly detailing its purpose and specifications (e.g. brand/manufacture, model number, technical specifications) where relevant.]

<i>Is the item second-hand?</i>	Yes / No
<i>Is the item shared with or part-funded by another SFC?</i>	Yes / No
<i>Is the item shared with or part-funded by another organisation?</i>	Yes / No
<i>Are you applying for staged / interim grant payments for this item?</i>	Yes / No

Cost of item²

Quote	Value of item from quote	Source of quote	Annex reference ³
Quote 1			
Quote 2			
Quote 3			

¹ Please insert bid reference no: relevant to your application and bid item (e.g. Bid entry ref no/1,2,3...). Bid entry reference no: are; NW/Cmb; Nth; NE; Est; KE; Ssx; Sth; Dvn; Cnw; and IS.

² Refer to Application Form Instructions or [Guidance Notes, Chapter 3](#) for guidance on the number of quotes necessary for the cost range of the bid item in question.

³ Insert a reference number for the annexed quote using the format '*[Bid item number].[Quote number]*'

Priority of item

Assessment criterion	Priority score (L/M/H)	Justification for priority score	Relevant HLO or section of the 2009 Act
IFCA Success Criteria			
SC1			
SC2			
SC3			
SC4			
SC5			
SC6			
SC7			
Non-Uniform Factors			
Estuarine area increase			
Coastal area increase			

Inland area increase			
Conservation area increase			
Availability of matched funding / cooperative agreements			
Existing capacity in relation to new duties			

Section C. Summary of grant application

Bid entry ref no ⁷ .	Description	Cost	Priority scores	SC1	SC2	SC3	SC4	SC5	SC6	SC7	NF1	NF2	NF3	NF4	NF5	NF6	Total score
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														

^{7 7} Please insert bid reference no: relevant to your application and bid item (e.g. Bid entry ref no/1,2,3...). Bid entry reference no: are; NW/Cmb; Nth; NE; Est; KE; Ssx; Sth; Dvn; Cnw; and IS.

Bid entry ref no ⁷ .	Description	Cost	Priority scores	SC1	SC2	SC3	SC4	SC5	SC6	SC7	NF1	NF2	NF3	NF4	NF5	NF6	Total score
			Moderated														
			Original														
			Moderated														
			Original														
			Moderated														
			Original														
			Moderated														
			Original														
			Moderated														
			Original														
			Moderated														
			Original														

Bid entry ref no ⁷ .	Description	Cost	Priority scores	SC1	SC2	SC3	SC4	SC5	SC6	SC7	NF1	NF2	NF3	NF4	NF5	NF6	Total score
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														
			<i>Original</i>														
			<i>Moderated</i>														

Section D. Declaration

I declare, on behalf of myself and the Sea Fisheries Committee that I represent ('us'), that:

- To the best of my knowledge this application requests grant support only for eligible costs to be expended as described in the Guidance Notes and constituting good value for money;
- The information given on this application form and in any other documentation that supports this application is accurate and any justifications given are reasonable;
- I understand and accept the terms and conditions of grant contained in Annex 6;
- I understand that, where any materially misleading statements (whether deliberate or accidental) are given at any stage during the process, or where any information is knowingly withheld, this could (at Defra's discretion) render my grant application invalid and any grant funds received by us may be liable for repayment;
- The original wording and structure of this application form is as it was originally provided and has not been altered, deleted or added to in any way;
- My organisation will take all reasonable precautions to ensure that grant funds received will not be misused or misappropriated in any way, and understands that Defra will take legal action to recover any misused or misappropriated funds;
- I have read the Data Protection statement contained in Chapter 6

Signed			
Title		Printed Name	

Annex 8. Application Form Instructions

Instructions for completing the Application Form

Section A. Applicant information

Include the name and address of the Sea Fisheries Committee and the Chief Fisheries Officer's contact details.

Section B. Grant application

Applicants may add further bid entries to their applications, inserting additional pages for each bid entry as instructed on the Application Form. The instructions in this section apply to all bid entries.

Name of item

Write a brief descriptive name for the item.

Example: 'estuary-going boat,' 'monitoring equipment,' 'wetsuit'

Description/specification of item

Write a description of the item, briefly detailing its purpose and specifications (e.g. brand/manufacture, model number, technical specifications) where relevant.

Example: 'office equipment comprising two desks, two chairs'

Please answer the Yes / No questions regarding whether the item is second-hand, whether it is shared with or part-funded by another SFC or another organisation, and whether you are applying for interim/staged funding for the item.

Cost of item

State the quotes you have obtained for the cost of the item in question. The following table (which is also included in the Guidance Notes) indicates the the number of quotes required depending on the cost range of the item.

Individual items with an estimated value (excluding VAT) of:	Number of Quotes / Tenders
Up to £1,500	Single written quote
£1,501 to £5,000	2 written quotes
£5,001 - £60,000	3 written quotes
£60,000+	Formal tender

You must also state the source of the quote (i.e. the supplier's details) and give the item an annex reference number using the format '[Bid entry number].[Quote number]'.

Example: Quotes for Bid entry 1 are at Annex 1.A, 1.B, 1.3; quotes for Bid entry 2 are at Annex 2.A, 2.B, 2.C etc.

Please indicate whether you are applying for *interim/staged payments* for the item.

Priority of item

As indicated in the Guidance Notes, applicants must give each bid entry a priority score – High, Medium or Low – **in relation to each assessment criteria**. The scores given must be based on the descriptors provided by Defra (see Annex 2-3) and be accompanied by a brief justification.

The justification for each priority score must:

- explain why the item is of the priority given in relation to each criteria;
- link the item to any of the relevant High-Level Objectives (HLOs) or duties or powers under the Marine and Coastal Access Act 2009; and
- be reasonable.

Section C. Summary of grant application

Summarise details of application in table. Enter the bid entry reference no, description of item, cost of item and priority scores for the uniform and non-uniform factors (in the original row).

Section D. Declaration

The Chief Fisheries Officer(s) from each applicant must sign the declaration.

Annex 9. IFCA Transitional Funding Grant Returns Form

Notes on completing the Returns Form

- This Returns Form should be used to submit claims for payment of grant under the IFCA Transitional Funding Grants Scheme. Grants will **only be paid if relevant auditable invoices are annexed** to this Returns Form.
- SFCs will receive grant payment under the scheme if the sum of the invoices submitted with this Returns Forms is **£10,000 or over**, except where the SFC is submitting a claim for an **Application Grant** or **interim/staged payments** as agreed with Defra (see Annex 5).
- Please complete the Returns table as follows.

Bid entry ref. no. / Item description: complete these using the information given in the grant determination provided by Defra. If you are applying for a *staged/interim payment*, mark this clearly in the item description.

(1) Defra grant allocation: the value of grant funding allocated to the item based on the quotes provided in the application form, as determined by the grant determination provided by Defra.

(2) Defra grant allocation spent on the item: the actual amount of the grant allocation spent on the item as evidenced by the relevant invoice.

(3) Variance: the difference between the Defra grant allocation (1) and the amount of the Defra grant allocation spent on the item (2).

(4) Matched funding allocation for the item: the amount of matched funding (if any) allocated to a particular item.

Annex reference number for invoice: assign a number for the invoice for each bid entry using the format '[Bid entry ref. no.].[Invoice number].'

Total: Insert the totals of columns (1), (2), (3) and (4) in the bottom row of the table.

- Please label the invoices for each item stated in the Returns table with an annex reference number and enclose them as an Annex to this Returns Form.

Section A. Grant recipient information

1. Sea Fisheries Committee

Name
Address
Postcode

2. Chief Fisheries Officer(s) / Chief Executive

Name
Telephone
E-mail

Section B. Returns table

Bid entry ref. no.	Item name or description	(1) Defra grant allocation for the item (£)	(2) Defra grant allocation spent on the item (£)	(3) Variance (£) <i>i.e. (1) – (2)</i>	(4) Matched funding allocation for the item (£)	Annex reference number for invoice
TOTAL						

Please extend the above table if necessary