

Funding 2023

Guide for Successful Applicants

IFI/2022/1-4625



Iascach Intíre Éireann
Inland Fisheries Ireland



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Inland Fisheries Ireland

INTRODUCTION: HABITATS AND CONSERVATION 2023

Each year funding is made available by Inland Fisheries Ireland to allow fisheries related projects to be carried out. This funding is made available to Inland Fisheries Ireland and to eligible third parties. The Funding Call Guide 2023 explores the funding available, the criteria involved and an overview of the main stages and requirements when making an application. Inland Fisheries Ireland Funding Call 2023 is made up of the following funds:

SALMON & SEA TROUT REHABILITATION, CONSERVATION & PROTECTION FUND 2023

€1,000,000

The Salmon and Sea Trout Rehabilitation, Conservation and Protection Fund (SSTRCPF) is generated from the sale of salmon and sea trout angling and commercial fishing licences, which represents a major contribution by licence holders to the rehabilitation, conservation and protection of these fish species. This year, funding will be provided for **rehabilitation and conservation related projects only**.

Funding is available through the SSTRCPF to contributors to the Fund which may include angling clubs, commercial fishermen and fishery owners with an interest in a salmon fishery and who have purchased an Irish salmon and sea trout angling or commercial fishing licence.

MIDLAND FISHERIES FUND 2023

€50,000

The Midland Fisheries Fund (MFF) is a funding mechanism through which angling clubs and organisations can access funding to undertake sustainable development works in the Midland Fisheries Group permit area. This source of funding has been created through angler contributions set-a-side from the permit income received by Inland Fisheries Ireland in the Midlands Fisheries Group permit area.

Funding is available to contributors of this fund that have paid an up to date Midland Fisheries Group permit.

KEY DATES

| Item | Date |
|------------------------|---|
| Launch 2023 Funding | 31st October 2022 |
| 2023 Applications Open | Expressions of Interest (EOI) applications are open year round. Only completed EOI's that meet fund criteria and local management plans can transfer to a funding application. |
| 2023 EOI Close | 16 th December 2022 |
| 2023 Applications | Only successfully transferred EOI's can advance to application. Applications must comply with the conditions set out in this guide before being considered for funding. Closing date for receipt of full application is the 27 th of January 2023. |
| Grant Decisions | May 2023 |

Inland Fisheries Ireland acknowledges the comprehensive environmental and financial governance requirements associated with projects that are undertaken in environmentally sensitive areas. IFI recommends that applications submitted are substantial enough to justify the time and effort that applicants will need to put in to complete the project. Applicants will be advised regarding the development of their proposals in line with funding criteria, local management plans and the information, reports and steps necessary to bring the proposal to full application.

All projects must begin with an initial Expressions of Interest (EOI), which can progress and develop to application through appropriate engagement with IFI and the EOI requirements specific to your proposal.

Where a full application for a project is approved for development, funding may also be provided to support its development including expertise to develop and administer the project and the costs of environmental reports required.

Requirements – All Funds

Expressions of Interest (EOI) will only be accepted via IFI's Grant Management portal called SmartSimple. An EOI can progress into application through appropriate engagement with IFI.

Where projects include remedial works, scientific justification will be required. Such projects will be referred for scientific evaluation by IFI and this information will be provided to you.

Please note that only applications that contain all required information, as set out in this guidelines document, can be considered for funding. A quality check of all applications will be undertaken to ensure scheme compliance. Where applicants do not have all such information they will be advised to collate relevant information specific to their project before making an application for funding.

SALMON AND SEA TROUT REHABILITATION, CONSERVATION AND PROTECTION FUND 2023 (€1,000,000)

INTRODUCTION TO THE FUND

Salmon and Sea Trout Funds are generated from the sale of salmon and sea trout angling and commercial fishing licences which represents a major contribution by licence holders to wild salmon and sea trout habitat rehabilitation, conservation and protection.

APPLICANT ELIGIBILITY

Applications are invited from contributors to the fund which may include angling clubs, commercial fishermen and fishery owners with an interest in a salmon fishery and who have purchased a valid salmon and sea trout angling or commercial fishing licence (evidence required upon registration).

The fund is managed by Inland Fisheries Ireland. Applicants may apply for projects for the rehabilitation, conservation and protection of our wild Atlantic Salmon and Sea Trout stocks. It is recommended that the project is of sufficient size to justify the applicants time and effort required in project development and governance.

MATCH FUNDING

Match funding will only be required for applications involving feasibility studies or river development plans.



WHAT TYPE OF PROJECT CAN I APPLY FOR?

The aim of this fund is to rehabilitate, protect and conserve Salmon and Sea Trout and their habitats. Funding will be available for **rehabilitation and conservation projects only**. Priority will be given to applications that align to national programmes, including:

1. Rivers below conservation limit (in terms of salmon) or where sea trout stocks are significantly in decline or where sea trout fisheries are derelict.
2. Rivers, lakes and coastal zones where the conservation of the stocks either salmon or sea trout is under threat.
3. Rivers which have the greatest prospect of recovery of either their salmon or sea trout stocks or both.
4. Remedial works within the remit of Inland Fisheries Ireland where maximum benefit can be expected to accrue in terms of an improvement to the salmon or sea trout stocks.
5. Projects of strategic national importance that benefits the conservation of Ireland's salmon and sea trout stocks.
6. Measures that will aid in the assessment of the status of either the salmon or sea trout stocks in threatened rivers.

Applications are invited for the following project types (note not an exhaustive list):

- Fish passage improvement (e.g. removal of barriers, modification of weirs, and construction of fish passes, etc.).
- Spawning enhancement (addition/raking of gravel or cleaning of existing substrates).
- In-stream structures (weirs, deflectors, rubble mats, random boulders, etc.).
- River Bank protection (soft engineering measures, log revetments, etc.).
- Fencing (protection of river banks including fences, stiles, cattle drinkers, etc.).
- Riparian zone improvement (selective tree pruning, tree planting, regeneration).
- Removal/control of aquatic invasive species (e.g. Asian Clam, Chub, etc.).
- Feasibility studies/development plans which lead to future projects under the above headings. To a maximum of 80% funding or €5,000 whichever is less).
- Appropriate Assessment screening/other environmental reports for projects conserving Salmon/Sea trout may be funded to a maximum of €5,000.
- Research to evaluate proposed river/habitat rehabilitation efficacy.
- Assessment of status, monitoring of outcomes, funds will be available that will aid in the assessment of the status of either the salmon or sea trout stocks in threatened rivers and water bodies.
- Provision of match funding to OPW/Local Authorities etc., where the objectives of the project satisfy the objectives of the Salmon and Sea trout scheme and governance, liability is assumed by the lead agency.



In 2023 up to 30% of the allocated fund will be made available to projects that seek to improve fish passage and up to 20% will be made available to projects of strategic national importance to Salmon and Sea Trout. The remaining funding (at least 50%) will be available for habitat restoration projects/feasibility studies. If there are insufficient suitable habitat restoration projects/feasibility studies to take up the 50% allocation, the remaining fund could be made available for applications categorised as fish passage or projects of strategic national importance.

All proposed works shall have to align with current best practice and research in order to be eligible for funding, in particular, riverbank protection projects. Proposals that seek to rehabilitate habitat will require scientific evaluation in advance of approval to progress. Guidance is available by following this link [River Restoration in an Era of Climate Change](#)

MIDLAND FISHERIES FUND 2023 (€50,000)

INTRODUCTION TO FUND

The Midland Fisheries Fund (MFF) is a sustainable funding mechanism through which angling clubs and organisations can access funding to undertake sustainable development works in the Midland Fisheries Group permit area. The fund has been created through angler contributions which are set-a-side from the permit income received by IFI in the Midlands Fisheries Group permit area.

APPLICANT ELIGIBILITY

Applicants must have paid a current Midland Fisheries Group permit to be eligible for this fund (evidence required on registration). Projects can only be applied for within the Midlands Fisheries Group permit area. Applicants can apply for up to €15,000 per project, unless otherwise stated below.

MATCH FUNDING

As this fund is made up of permit contributions, applications to this fund do not require match funding, but are limited to 2 applications per organisation per year. It is recommended that the project is of sufficient size to warrant the required effort in project development and governance.



WHAT TYPE OF PROJECT CAN I APPLY FOR?

This year the categories of projects that can be funded from this scheme include projects that are for the benefit to anglers and that promote angling activities in the MFF permit area (Appendix 1). Applications are invited for the following project types:

- Fish passage improvement (e.g. removal of barriers, modification of weirs, and construction of fish passes, etc.).
- Spawning enhancement (addition/raking of gravel or cleaning of existing substrates).
- In-stream structures (weirs, deflectors, rubble mats, random boulders, etc.).
- Riverbank protection (soft engineering measures, log revetments, etc.).
- Fencing (protection of river banks including fences, stiles, cattle drinks, etc.).
- Riparian zone improvement (selective tree pruning, tree planting, regeneration).
- Removal and control of exotic invasive species (e.g. Asian Clam, Chub, etc.).
- Feasibility studies/development plans for proposals within the categories listed, to a maximum of €5,000. A maximum of five studies are allowed.
- Appropriate Assessment screening for proposals within the categories listed, to a maximum of €5,000.
- Research to evaluate proposed river/habitat rehabilitation efficacy.
- (New) Projects that are of benefit to the anglers.
- (New) Angling promotion.

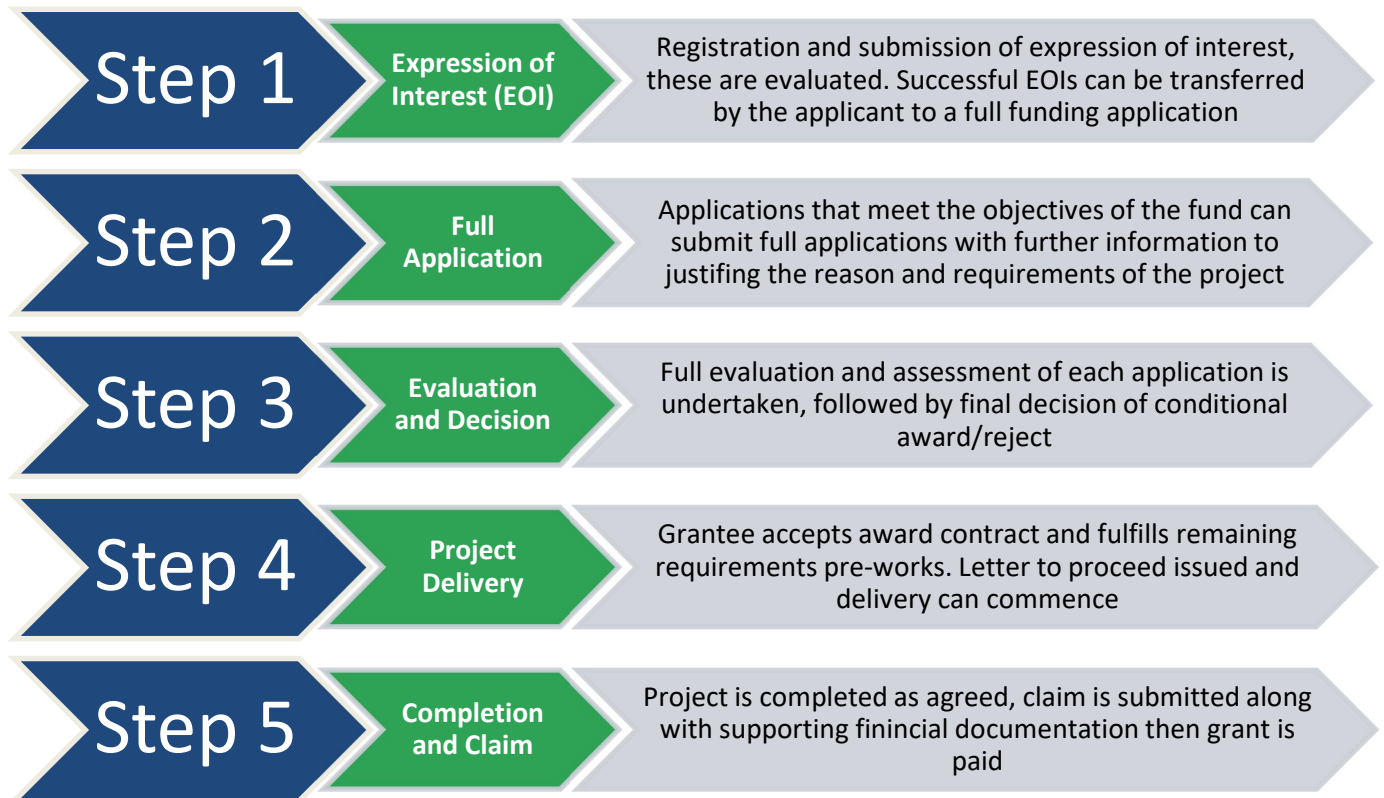
All proposed works shall have to align with current best practice and research in order to be eligible for funding, in particular, riverbank protection projects. Proposals that seek to rehabilitate habitat will require scientific evaluation and approval in advance of approval to progress.





APPLYING FOR AND CLAIMING FUNDING 2023

Step by step process involved in applying and claiming fisheries funding.



STEP 1 EXPRESSIONS OF INTEREST (EOI)

- Applicants must engage with the relevant River Basin District inspector or assistant inspector and the Projects Office to discuss proposals before submitting an application (Appendix 2). This helps to establish a project's eligibility, such as its fit with the local Inland Fisheries Ireland River Basin District management plans and how it aligns to the fund objectives. It also facilitates applicants in becoming familiar with the process involved in a full application.
- The applicant must register on the system; the application process will only be through IFI's grants management portal SmartSimple. No other forms of application will be considered.
- An expression of interest (EOI) application will include a minor description of the project, the location, the aims and objectives, an outline budget and a proposed methodology describing how the projects will be delivered and managed. A useful checklist is provided on page 11.
- At this stage only indicative costs can be presented but quotes are recommended.
- Applicants must commit to ensuring that all the necessary permissions will be in place to undertake the project up to and including planning permission if required.
- EOIs are preliminary evaluated by the RBD and the Projects Office. Only successful proposals that meet the minimum criteria will be allowed to progress.

STEP 2 SUCCESSFUL EOI TO FULL FUNDING APPLICATION

- Applicants, if successful in completing their EOI, can then apply for funding through a funding application with clear requirements identified by the project officer. Full details of the project along with supporting and specific project requirements are then updated to the application form by the applicant. Eligible costs include contractors engaged in the design and delivery of capital projects e.g. engineers, construction, project managers etc. All elements and activities of the project must be clear and be supported by relevant quotations and budgets; otherwise the evaluation panel may determine that the application has insufficient information to award funding. A full list of requirements for all project types is listed on pages 12 to 19.

STEP 3 APPLICATION EVALUATION AND DECISION

- All submitted applications received within the deadline will first be evaluated to ensure that the application meets minimum requirements of the specific funding scheme objectives. Applications will be rejected/accepted at this stage.
- Applications are reviewed in accordance with the IFI Environmental Assessment Process (EAP). Inland Fisheries Ireland then reviews any updates to the application and prioritises the project in line with local management plans. Applications will be rejected/accepted at this stage.
- Applications that progress to this point are put forward for a detailed review by a specific Panel of Experts for each fund (SSTRCPF and MFF). The panel assess the quality of the application and evaluate it in line with the fund objectives and criteria. They make a recommendation regarding approval/rejection, priority, award amount and elements/activities included in the potential award of funding, while considering feasibility, funding availability and value for money.
- The panel recommendations are reviewed by the Funding Implementation Group and their recommendation is passed to the Chief Executive Officer for presentation to the Board of Inland Fisheries Ireland. When the Board approves the funding, letters of offer and funding agreements are uploaded to the Grant Management portal. These documents detail specific requirements to be adhered to prior to project delivery and claims procedure where grantees can recover their agreed costs. Rejected projects are provided with a rationale and possible areas for development. All applicants are notified via email through the Grants Management portal.

STEP 4 PROJECT DELIVERY

- The award is conditional until all outstanding requirements specific to the application are addressed and the funding agreement is signed within a designated time frame. A full list of terms and conditions are outlined on the funding agreement. A letter to proceed (LTP) is issued when all requirements have been addressed. Projects must not commence until an LTP is sent to the grantee via email and they engage with their designated Inland Fisheries Ireland project supervisor.

- Once an LTP is in place and the project supervisor is notified the grantee can progress with the agreed project. Any deviations or significant changes that might occur during the course of the project must be notified immediately to the supervisor and project officer. It should not be assumed that IFI are aware of these changes.
- Where applicable, Inland Fisheries Ireland may be available to enable the delivery of both third party and Inland Fisheries Ireland projects either in a supervisory or follow-up capacity as approved by the relevant River Basin District Director.
- Grantees must be aware of sunset clauses included in the funding agreement that set out milestones by which the project must be completed or the funding award will be withdrawn.

STEP 5 COMPLETION AND CLAIM

- When the project is complete, the grantee must submit a claim form via the Grant Management portal with the required supporting documentation such as invoices, receipts, quotes and relevant bank statements. Depending on the project, the necessary supporting documents may differ; refer to Claim Process on page 19.
- Grantees can also request phased payments but must demonstrate a tangible record of works/report/equipment. A progress report is submitted along with each phased claim.
- The project supervisor will carry out a site visit to verify the completed project against the agreed award of funding and project conditions. A specific completion report is then submitted. Signage/promotion must be erected/conducted.
- The claim will be paid via electronic payment by Inland Fisheries Ireland once all financial requirements and completion/progress reports are in place.





USEFUL CHECKLIST

WHAT INFORMATION WILL I NEED AND WHEN?

Note: Project types are shown on the right of the table, the associated requirements on the left under 'Required Items'.

EXPRESSION OF INTEREST

To make an initial expression of interest you will require the following items to complete your on-line submission:

| No. | Required Items | Instream works | Dry works | Equipment | Marketing/Promotion | Feasibility/Dev. plans |
|-----|--|----------------|-----------|-----------|---------------------|------------------------|
| 1 | To have consulted your project with the local Inland Fisheries Ireland staff. | ✓ | ✓ | ✓ | ✓ | ✓ |
| 2 | If you think the project would benefit from partner agencies or stakeholders discuss the project with them. | ✓ | ✓ | ✓ | ✓ | ✓ |
| 3 | Breakdown all the proposed activities required to conduct the project. | ✓ | ✓ | | ✓ | |
| 4 | Photographs of the proposed site/s that illustrate all the elements of the project, and to provide a strong basis for project evaluation | ✓ | ✓ | | ✓ | ✓ |
| 5 | Any supporting information such as environmental reports, feasibility study or development plan if available. | ✓ | ✓ | | | |
| 6 | Permissions or authorisations for the project location if available. | ✓ | ✓ | | | |
| 7 | Obtain quotes to back-up any proposed budget and clearly outline what funding you require from Inland Fisheries Ireland. | ✓ | ✓ | ✓ | ✓ | ✓ |

After an Expression of Interest has been successful and achieved complete status, it can then move to a full application once it aligns to the objectives of an available fund. Additional information is then required to fully inform and back up the application process, including but not limited to the items listed in the table on page 12.



| No | Required Items for a full application | Required at what stage | Instream Works | Dry works | Equipment | Marketing/ promotion | Feasibility/ devt plans |
|----|---|--|----------------|-----------|-----------|----------------------|-------------------------|
| 1 | Angling Club Constitution/Memo/Articles of Association and a list of officers in the club/organisation | Full application | Y | Y | Y | Y | Y |
| 2 | Valid eTax Clearance Reference number and Tax Clearance Access Number | Full application | Y | Y | Y | Y | Y |
| 3 | Exact project location plotted on a map and project elements including work activities incorporated | EOI & application | Y | Y | N | N | Y |
| 4 | Evidence of ownership/ satisfactory lease on project base/site | EOI & application | Y | Y | N | N | N |
| 5 | Completed Landowner agreement form permitting land access for development works and continued access for minimum of five years | Full application | Y | Y | N | N | N |
| 6 | Finance Items as outlined in Appendix 5 | EOI & application | Y | Y | Y | Y | Y |
| 7 | Planning permission OR confirmation that planning is not required OR evidence that planning permission has been applied for | Full application | Y | Y | N | N | N |
| 8 | NPWS Consultation – If project is in a designated site NPWS consultation is required | Full application | Y | Y | N | N | N |
| 9 | ESB permissions – For water owned by and leased from ESB e.g. Rivers Shannon/ERNE/Lower Lee | Full application | Y | Y | N | N | N |
| 10 | If OPW permission is required, letter of consultation from OPW must be submitted | Full application | Y | Y | N | N | N |
| 11 | Digital photos of pre works/ location incorporating all elements of the project | EOI & application | Y | Y | N | N | Y |
| 12 | Screening for Appropriate Assessment, Appropriate Assessment, and Strategic Environmental Assessment – if in designated site or connected to designated site. | Full application or applied for as part of planning & developing | Y | Y | N | N | N |
| 13 | Biosecurity Measures– identify measures to be undertaken to prevent the spread of invasive species and harmful pathogens | Full application | Y | Y | Y | N | N |
| 14 | Maintenance Plan– how the applicant will maintain the equipment/infrastructure over 5 years. | Full application | Y | Y | Y | N | N |
| 15 | Applicant insurance to required levels - • Indemnification of IFI and landowners and continue to keep indemnified on relevant policies • Public liability/Employers liability • Health and Safety Statement/Risk assessments | Required once funding is awarded, before project commences | Y | Y | Y | Y | Y |
| 16 | Contractor insurance to required levels - • Indemnification of IFI and landowners and continue to keep indemnified on relevant policies • Public liability/Employers liability • Professional Indemnify (if appropriate) • All Risks (if appropriate) • Health and Safety Statement/ Risk Assessment | Required once funding is awarded before project commences | Y | Y | Y | Y | Y |



Specific Applicant and Project tasks to be completed

| ITEM/TASK | DESCRIPTION | PROJECT TYPE | CRITERIA/SOURCE |
|---|---|--|--|
| Site Plan of Proposed Project | Drawing or sketch of proposed works in order to specifically demonstrate what is to be done where, clearly outlining the various elements/categories involved in the project to facilitate project evaluation | Required on all development and enhancement works projects. Not required for equipment, feasibility studies or environmental report projects | AutoCAD/Freehand drawings on maps, quantifying the works i.e. outlines measurements, dimensions/distances etc. |
| Location Map | General and specific geographical map detailing location and scope of works in order to correctly evaluate relevant permissions /authorisations required | Required on all development and enhancement works including feasibility studies , environmental reports and equipment | Resource available on the grants management platform application form |
| River Basin District Area | Nominate ERBD, SERBD, SWRBD, ShRBD, WRBD, NWRBD or National in order to identify evaluation direction and to select local project supervisor | Required for all projects | Identified in application |
| IFI Licenced Fishery | IFI state owned and licenced fisheries | Required for all state owned licenced fisheries projects | If not known contact local IFI office |
| Fishery Type/Rod Licence Number | Identify Game, Coarse, Sea, Mixed or other in order to assess the fishery category | Fishery type required for all projects. State licence only required when applying for SST funding | If not known contact local IFI office. In the case of SST Fund record Salmon licence number |
| Club Constitution/ Articles of Association | Documentation provided to identify up to date aims, objectives, structure and composition of organisation applying for funding | Required for all projects except individual applicants | Club/Committee secretary standard documentation |
| List of Officers in Club | List of up to date officers (including contact info) involved in the club in order to confirm existence | Required for all projects unless they are a private business | Club/Committee/Board standard documentation |



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| Proof of fishery ownership/lease | Provide evidence of title/leasehold/rental agreement in order to establish the legal status/ownership of the site | Required for all development and enhancement works. Not required for equipment, feasibility studies or environmental report projects | Title deeds/lease agreement provided |
| Fishery Owner Permission | Written consent from fishery owner and/or lessee permitting site development. This permission should reconcile with that of the legal status/ownership | Required for all development and enhancement works. Not required for equipment, feasibility studies or environmental report projects | Landowner template can be used or written letter from owner/lessee permitting access and development |
| Landowner Agreement permitting access to enable site development | Landowner template form(s) filled out by 2 witnesses after receiving oral agreement for access to proposed site of development in order to access and execute angling development works. Landowner may alternatively issue permission in writing to this effect | Required for all development and enhancement works. Not required for equipment, feasibility studies or environmental report projects | Templates available on the Grant Management portal or if filled out, on application form |
| Public Access Agreement in place - Min 5 years access | Agreed access from relevant landowner(s) and/or applicant to ensure a minimum of 5 years public access (post works) for the purposes of angling. Where this relates to habitat restoration projects, access to monitor works must be agreed. | If introducing new access for angling the written agreement must be signed. The form is also required to facilitate monitoring works for habitat projects but is not required for equipment, feasibility studies or environmental report projects. | Signed letter from landowner(s) to facilitate access for min of 5 years |
| Planning status from Local Authority Approval/Consultation | Planning permission, Sec. 5 Declaration or letter/email from the Local Authority referencing the project. | Required for enhancement, development works, access and signage | Email/Letter from relevant authority or signed declaration template referencing the project |
| NPWS Consultation | Letter or written evidence of consultation with NPWS in order to prevent impacts to Natura 2000 sites, NHA's or listed species | Required in all Natura 2000 sites, NHA's including boundaries and connections | Email/Letter from authority referencing the project |
| National Monuments/NIAH Consultation | Letter or written evidence of consultation with National Monuments/Inventory of Architectural Heritage in order to prevent impacts to Architectural Heritage and Historic Monuments | Required at architectural heritage and historic monuments sites, boundaries and connections | Check boundaries off mapping element on application |



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|--|--|---|--|
| ESB Consultation | Letter or written evidence of consultation in order to ensure relevant permissions have been attained | Required in all development and enhancement projects within the ESB Hydrometric areas | See details on web ESB Hydrometric Areas |
| OPW Approval | Letter or written evidence of consultation in order to ensure relevant permissions have been attained | Required for enhancement projects in all drained channels | See details on web OPW Drainage Maps |
| Local Navigation or Drainage Board | Letter or written evidence of consultation in order to ensure relevant permissions have been attained | Required in all enhancement or development projects in navigable channels | See details on web Inland Waterways |
| Quotations for Works | A minimum of 3 quotes, Quotes can be written, emails, pdf, jpg etc. but must show items that are like for like in order to obtain value for money and adhere to corporate governance. E-tenders required for expenditure over €25K, or €50K in relation to works only projects. Procurement must aim to minimise the carbon footprint associated with items purchased for the project (refer to Appendix 5). | Required for all projects. E-tenders evaluation required on all items over €25K for goods and services, or €50K for works projects. | Summary of quotes should also be maintained. E-tenders documents must be uploaded such as RFT, scoring criteria, Conflict of Interest declaration, Letter to successful and unsuccessful applicant(s) and contract |
| Tax Clearance & Access No. | eTax clearance details will be checked in order to confirm that tax affairs are in order at the date of issue. Tax clearance will also be required from suppliers over a €10K threshold | Required for all projects | See details on web Revenue Tax Clearance |
| Signage and information being published | Signage is erected at strategic specified locations to identify applicants and project partners. Any information project being funded by IFI must produce a draft of the published material to be inspected prior to the issue of suitable IFI logo and relevant text. | Required for signage, brochure, web content etc. projects being funded to be assessed by the Angling Advisors | Signage for your project will be provided by IFI. IFI specific logo along with the following text 'This project has been part funded by Inland Fisheries Ireland' |
| Pre-Works Photos of proposed site/s | Photos must clearly show pre-site/project development in order to represent an accurate project concept prior to works, then can be compared to pictures after project completion | Required for all projects other than feasibility studies and environmental report projects | Photos are uploaded to the Grant Management portal. Ensure to take sufficient photos in sequence to fully realise your project. |



Insurance/Health & Safety - Ref SS Insurance Data for further Info

| Item/Task | DESCRIPTION | PROJECT TYPES | CRITERIA/SOURCE |
|--|--|--|---|
| Employers Liability | EL protects any club/business employing people, Min. limit of indemnity provided €13,000,000 in respect of each and every occurrence and unlimited in the period of insurance | Required by club or contractor for development and enhancement projects, if contractor works alone then the club needs it. Insurance requirements must remain in place and maintained for the duration/life of the works | Min. Limit of indemnity €13,000,000. Each and every occurrence, Unlimited in any one period of Insurance. If the Angling club or contractor has No employees or volunteers working for them, EL is not required |
| Public/Product Liability | Public Liability provides protection for the applicant against loss arising from injury to persons (other than employees) or damage to their property. Products Liability provides protection for the applicant (specifically for angling club/3rd party) against loss arising from injury or property damage caused by a defect in the product manufactured or sold | Required by club and contractor for development and enhancement projects. Insurance requirements must remain in place and maintained for the duration/ life of the works | Min. Limit of indemnity €6,500,000. Any one accident, unlimited in any one period for Public Liability and in the aggregate any one period of insurance for Products Liability. |
| Indemnity Clauses (PL Insurance) | Specific indemnity clause from insurance, required to protect IFI, landowners and other potential stakeholders | Required on all relevant policies and applications. Indemnity to Landowner is required if the Angling Club or Contractor obtains approval from a landowner to use their land for access | Written letter/Insurance Schedule |
| Member to Member Liability (PL) | Included in Public Liability to protect club members taking action for personal injuries sustained by other club members at a club event or on club property | Required by club and contractor for development and enhancement projects | Included in PL Schedule. |
| Once-Off Unintended Accidental Pollution (PL) | Included in the Public Liability policies of both applicant and contractor Insurances to protect against unintended pollution damage to the environment sustained during the access/works phase of the project | Required by club and contractor for development and enhancement projects | PL/Products policy must provide cover for Accidental Pollution |
| All-Risks | All risks insurance covers existing structures, temporary and permanent construction works plus materials should they be damaged or stolen prior to project completion | Applicant - Required for buildings and equipment projects. Club to clearly advise all Contractors to take out this policy to ensure the contractor is responsible for the | Value of the contract |



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| | | recoverable costs of the goods/services prior to handover to applicant | |
| Professional Indemnity | Insurance for compensation being sought by a client if contractor has made mistakes in the advice or design you have given or is found to have been negligent | Required for contractors providing reports, designs, plans or spec for a fee | Min. limit of indemnity up to €2,000,000, for each and every occurrence, and an undertaking to continue the policy for a min. of 6 years following certification of completion of works |
| Environmental Requirements, Health & Safety | | | |
| Environmental Documentation Requirements | Documents include Appropriate Assessment screening (AAS), Environment Impact Assessment (EIA), and Environmental Impact Statement (EIS). The documents should be conducted independent of the organisation in order to protect from environmental liability | Required in all Natura 2000 sites, NHA's including boundaries and connections. Identified and stipulated in the Environmental Assessment Process | Identified in the Environmental Assessment Process and stipulated in the applicant Funding Agreement |
| Section 59 Authorisation | Authorisation certificate provided by IFI under the Fisheries Act 2010 for the purpose of improving any fishery. The authorisation permits improvement works to undertake tasks as outlined in an application, under specific listed conditions | Required for all works projects operating within the watercourse | http://www.irishstatutebook.ie/eli/2010/act/10/section/59/enacted/en/html |
| Health and Safety Statement | Document which specifies how H&S is going to be managed and is the cornerstone of effective H&S management in any business | All parties must prepare and implement H&S statements, risk assessments and provide appropriate training to those involved in respect of each project | Template available, see HSA Guidelines on Safety Statements |
| Risk Assessment | Systematic process of identifying risk, evaluating the potential risks that may be involved in a projected activity or undertaking in order to reduce/eliminate risk by adding control measures, as necessary | All parties must prepare and implement Health and Safety statements, risk assessments and provide appropriate training to those involved in respect of each project | Template available, see HSA Risk Assessment Guidelines |
| Method Statement | A method statement is a document that details the way a work task or process is to be completed in a regulated way | Required by contractors or club if club is conducting development or enhancement works. Should be inspected by RBD staff including Environmental Officer | Available on the Grant Management portal or HSA Method Statement Template |
| Biosecurity information | Preventive measures designed to reduce the risk of transmission of infectious diseases in crops, livestock, quarantined pests, invasive alien species, living modified organisms | Biosecurity info can be required as stipulated on conditional contract | Can be included in Method statement or see Biosecurity Guidelines |



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|---------------------------------|---|--------------------------|--|
| De-Minimis declaration | Agreement must be signed, dated and detailed by the applicant to declare State Aid received over the last 3 years. Enterprise applicants must not exceed the €200,000 ceiling for State aid in the 3 year timeframe | Required by all projects | Template on the Funding Agreement (EC) 1407/2013 |
| Signed Funding Agreement | Funding Agreement must be signed and dated by the applicant to accept funding | Required by all projects | Signed and uploaded to the Grant Management portal |

Completed Project Overview

| Item/Task | DESCRIPTION | PROJECT TYPES | CRITERIA/SOURCE |
|------------------------------------|---|---|---|
| Letter to Proceed | Applicants cannot proceed with any aspect of the project until this letter has been issued by Projects Office. The letter is also issued to the RBD and project supervisor to ensure transparency. This is a separate document to the signed funding agreement and is specific to each project. | Required for all projects prior to project commencement and delivery | Provided by Projects Office |
| Progress/ Completion Report | Received from IFI supervisor to confirm project delivery and proceed to Claims Process phase. The form must be requested from the project supervisor by the projects office | Required for all projects after all elements of the project are completed | To be completed by Project Supervisor via Grant Management portal |
| Serial Number | CE Marking or serial number is a manufacturer's declaration that the product complies with the essential requirements of the relevant European health, safety and environmental protection legislation | Required if purchasing equipment | Directive 93/68/EEC |
| Completed Post Works Photos | Photos should ideally be taken at the same angle and location as the pre-works photos to demonstrate the entire scope of the project and cover all project elements. Photos must also be taken of funded equipment, make, model and serial number | Required for enhancement, equipment and development projects | Photographs covering all elements of the project are submitted to the Grant Management portal |

Claims Process

| Item/task | DESCRIPTION | PROJECT TYPES | CRITERIA/SOURCE |
|---------------------------|--|---|--|
| Copy of Invoice(s) | Scanned copy of invoice(s), which should include date, clear detailed description of works/goods, with Invoice clearly identifying supplier and purchaser, VAT information for audit clarity | Required by all applicants finalising projects and claiming for funding | Scanned copy of supplier/contractor invoices, delivery dockets |
| Copy of Receipt(s) | Scanned copy of receipt from supplier/contractor, in order to prove | Required by all applicants finalising | Scanned copy of supplier/contractor receipts |



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| invoice payment by applicant | | projects and claiming for funding | |
|--|--|---|---|
| Copy of Cheque/EFT or Other form of payment | Scanned copy of cheque(s) issued to each creditor as proof of payment/s which must clearly include date, payee details, total and signature for audit clarity. EFT or other payments to include clear description of goods, date paid, supplier and complete transaction details | Required by all applicants finalising projects and claiming for funding | Scanned copy of all creditor payment cheque(s), EFT or other payment types issued by applicant |
| Copy of Bank statement | Scanned digital copies of original bank statements to be provided as proof of payment. Invoices and bank statements should be appropriately cross-referenced so that a clear and easy-to-follow audit trail exists from the invoices to the bank statements. For data protection all non-relevant transactions to be redacted by applicants. | Required by all applicants finalising projects and claiming for funding | Copy of Applicant bank statements including account detail and all relevant project payment transactions |
| Claim Form | Complete the template Claim Form according to the headings, each supplier payment should have its own line for clarity. | Required by all applicants finalising projects and claiming for funding | Available on the Grant Management portal |
| Applicant Bank Details Received | Applicant bank account details received detailing applicant account details for transfer of funds on completion and sign-off of project | Required by all applicants finalising projects and claiming for funding | For existing IFI creditors, confirmation of current bank account details. For new Applicants "New Supplier Form" completed by grantee to enable transfer of funds |
| Check eTax Information | Tax clearance information provided by the grantee will be checked by IFI before any payments are made and if it is invalid, has expired or has been rescinded, IFI will be unable to issue payment. | Provided by Grantee during claims process | See details on web Revenue Tax Clearance |
| Procurement Compliance | A review of procurement procedures will be completed to ensure compliance with statutory and financial obligations relating to the Project. Refer to Appendix 5). | Required by IFI Finance best practice guidelines and policies | Audit of claim completed by projects office |

IMPORTANT POINTS TO NOTE

REGULATIONS

- Grantees must comply with all relevant state aid rules. To comply with State Aid rules, the level of funding provided to an applicant must not exceed the €200,000 ceiling for State aid over three years, known as the de Minimis ceiling. The rules governing de Minimis aid are set down in Commission Regulation (EC) 1407/2013.
- Double funding is prohibited. If the Project(s) receives or is seeking grant funding from any other State Sector sources, including Local Authority, under other schemes or programmes, this must be indicated in the application form.
- Responsibility for obtaining all consents, permissions, and compliance's etc. rests with the Applicant/Grantee. All permissive access agreements, approvals and/or assessments are in place in written form from the relevant agencies, fishery owners and/or landowners.
- The Development of State/IFI owned fisheries by clubs or other organisations does not infer any ongoing lease or licence, ownership or property right to that fishery.
- Any premises, assets, equipment, services or works purchased or used in the project shall be insured. Adequate policies will be affected against employer's liability, public liability and third-party risks. Details available on page 15.
- All applications must consider the costs associated with the on-going efficiency and maintenance of capital works and factor this into any funding proposal.
- Ineligible budget costs include time, insurance, interest paid on loans and travel/subsistence expenses for volunteers.
- Inland Fisheries Ireland logos must be included on all published or printed material, posters, plaques, web pages etc. relating to the project. All publications and electronic information about the project must clearly indicate Inland Fisheries Ireland's contribution.
- The Grantee will maintain detailed accounts in relation to the public funds provided and document all activities in relation to the implementation of the project(s) to the satisfaction of Inland Fisheries Ireland.
- In order for any claim for drawdown of the Grant to be processed, Inland Fisheries Ireland must be in possession of a current valid eTax Clearance for the Grantee and for each supplier who has provided goods or services greater than €10,000.
- Organisations obtaining funding must show proof/documentation of existence and identify up to date aims, objectives, structure and composition. Funding will not be available if the organisation is dissolved.
- IFI is subject to the provisions of the Freedom of Information Act 2014 and therefore has to consider any request made to it under that Act.
- Personal data supplied to Inland Fisheries Ireland in relation to the Project and the Grantee may be processed by Inland Fisheries Ireland for the purposes of the Programme. The policy is available on the following link <https://www.fisheriesireland.ie/privacy-policy>
- If there is no contact from the Grantee or progress on the project for a period of 6 months after the draw down date (specified on the funding agreement), then a sunset clause letter may be issued thereafter and funding will be withdrawn.



SUNSET CLAUSE

If we do not hear from the applicant or the requirements of the fund cannot be met within a logical timeframe identified in your funding agreement, Inland Fisheries Ireland will have no alternative but to terminate the funding agreement. The project office will help to ensure the applicant is aware of the funding deadlines. Should your agreement be terminated, your application and grant approval will receive no further consideration under this round of funding but you may submit a new application under future IFI funding schemes. A sample of the letter of offer and funding agreement is available on the following link:

<https://www.fisheriesireland.ie/sites/default/files/migrated/docman/Sample%20Agreement.pdf>

APPEALS PROCEDURE

Inland Fisheries Ireland is committed to providing open, accountable and accessible systems and procedures for its grants programmes. The process for appeals regarding projects associated with grants programmes administered by Inland Fisheries Ireland is as follows. All appeals must be sent in writing via email to the projects office via funding@fisheriesireland.ie for the attention of the funding Programme Director.

PROJECT MONITORING

Monitoring will be conducted during and at any time after completion of the project, to assist in the evaluation of this IFI funding programme. Selected grantee requirements and project outcomes will be evaluated to verify that they are adhering to the conditions set out in the letter of offer and funding agreement post works for a period of 5 years following the agreed completion of the project. These conditions generally include:

- The facility is covered by appropriate insurance
- Event organisers follow guidance for the protection of children and vulnerable adults
- Inland Fisheries Ireland is acknowledged on signs, websites and posters etc.
- A maintenance plan that is agreed with IFI is in place

Inland fisheries Ireland will conduct onsite post-payment evaluation of selected ongoing and completed projects. To facilitate the efficient monitoring of and publicity of the project, the Grantee must facilitate any staff member or representative of Inland Fisheries Ireland.

DESIGNING ANGLING STANDS

If your project includes the design of angling stands, please refer to Inland Fisheries Ireland's Guide to the Design and Construction of Accessible Angling Stands. This can be found on the Inland fisheries Ireland website at <https://www.fisheriesireland.ie/sites/default/files/migrated/docman/2016/SF%20Inland%20Fisheries%20Accessible%20Angling%20Infrastructure%20A4%20v6%20%28DISCweb%29.pdf>

IFI also recommend that applicants look to the guidelines from the National Disability Authority regarding best practice for universal design of the built and external



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environment. These may be found at the following link: <http://universaldesign.ie/Built-Environment/Building-for-Everyone/>

GETTING HELP WITH YOUR APPLICATION

For general enquiries regarding the fund please contact:

The Projects Office, Inland Fisheries Ireland, HQ, Dublin

Phone: +353 (0)1 884 2600

Email: funding@fisheriesireland.ie

You must discuss your proposed project before submitting your EOI application with your local Inland Fisheries Ireland inspector or assistant inspector. Office contact details are as follows:

IFI North Western RBD, Ballyshannon, Co. Donegal

+353 (0)71 9851435

IFI South Eastern RBD, Clonmel, Co. Tipperary

+353 (0)52 6180 055

IFI South Western RBD, Macroom, Co. Cork

+353 (0)26 41222

IFI Western RBD, Ballina, Co. Mayo

+353 (0)96 22788

IFI Shannon RBD, Limerick

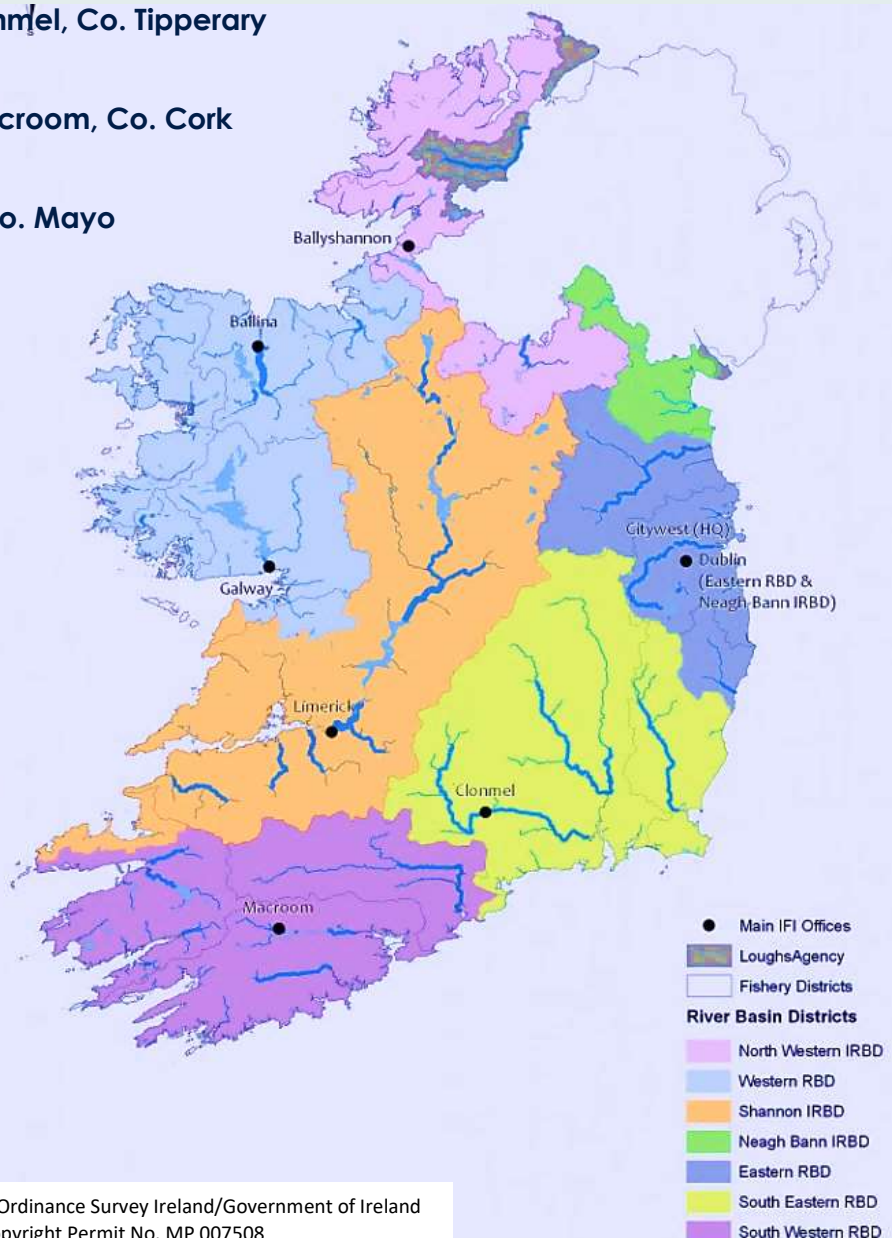
+353 (0)61 300238

IFI Western RBD, Galway

+353 (0)91 563118

IFI Eastern RBD, Dublin

+353 (0)1 2787022



HOW WILL PROJECTS BE ASSESSED?

All applications will be objectively assessed using a standard consistent format. Each fund has specific criteria and objectives that must be followed.



SALMON AND SEA TROUT FUND

Projects will be assessed against the six objectives of the scheme:

1. Rivers below conservation limit (in terms of salmon) or where sea trout stocks are significantly in decline or where sea trout fisheries are derelict.
2. Rivers, lakes and coastal zones where the conservation of the stock of either salmon or sea trout is under threat.
3. Rivers which have the greatest prospect of recovery of either their salmon or sea trout stocks or both.
4. Remedial works within the remit of Inland Fisheries Ireland where maximum benefit can be expected to accrue in terms of an improvement to the salmon or sea trout stocks and habitat.
5. Projects of strategic national importance that benefit the conservation or protection of Ireland's salmon and sea trout stocks.
6. Measures that will aid in the assessment of the status of either the salmon or sea trout stocks in threatened rivers.

In 2023 up to 30% of the allocated fund will be made available to projects that seek to improve fish passage and that up to 20% will be made available to projects of strategic national importance to Salmon and Sea Trout. The unallocated funding (at least 50%) would be available for habitat restoration projects/feasibility studies. In the event that there are not enough suitable habitat restoration projects/feasibility studies to take up the 50% allocation, the remaining fund could be made available to fish passage and strategic projects.

Salmon projects are prioritised on a points scale by answering the following questions;

Question 1* Conservation Limit

Projects Office will pre-populate this question prior to the panel meeting with the latest data from the CL Attainment figure of 0 to 2. (2 points is given to rivers below 100% of CL, 1 point is given to rivers between 100 and 120% of CL, 0 is given to rivers not listed, or rivers greater than 120% of CL).

Question 2** Water Framework Directive (WFD) Status

Projects Office will pre-populate this question prior to the panel meeting with the latest data from the WFD which may include all or any of the following available information:

- Q-Value rating of 1 to 3. Score to reflect Q-Value
- River Hydromorphology Assessment Technique (RHAT) score 1 to 4
- Fish Status score 1 to 5

Question 3 Maximum Benefit of the Project to the River

Panel to allocate rating of 0 to 4 based on information provided in application (0 being of no benefit to 4 being very high benefit). Split scores are allowed e.g. 3.5.

Question 4 Total approved to proceed to Funding Implementation Group for signoff

Panel to agree on the figure based on the weighted score, the RBD priority and a Value for Money consideration.

* Conservation Limit (CL) score is obtained using the following: Rivers below 100% of the CL scores 2.0, Rivers with CL between 100-120% scores 1.0 and Rivers exceeding 120% of the CL scores 0.

** A WFD, RHAT or fish status of 5 scores 1; 4 scores 2; 3 scores 3; 2 scores 2; 1 scores 0.

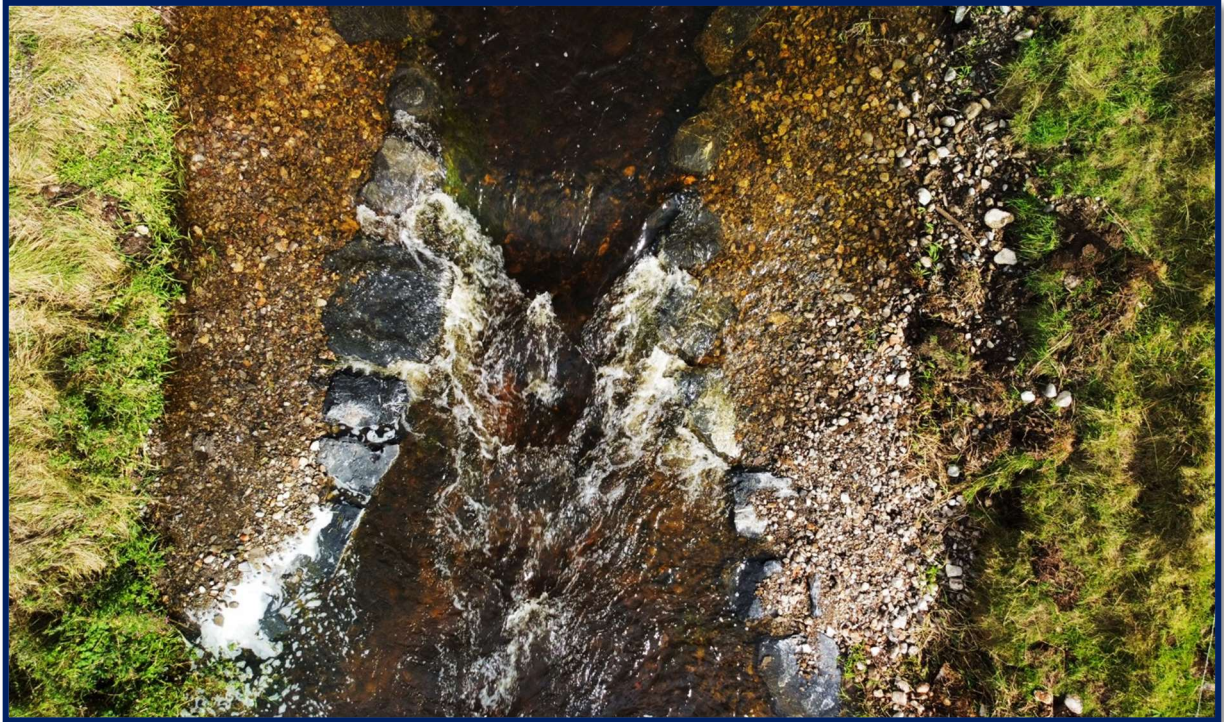
If the WFD Status is not referenceable the following available evaluations: Q-values, RHAT score and Fish status, these shall be sourced through IFI research division.

Sea Trout projects

Prioritisation criteria for Sea Trout projects has yet to be devised, however Inland Fisheries Ireland is positively disposed to a project that can deliver on conservation outcomes.

MIDLAND FISHERIES FUND

Inland Fisheries Ireland reserves the right to allocate funding at its absolute discretion to meet its priority of sustainable development of fisheries and angling in the Midland Fisheries Group area. Inland Fisheries Ireland will assess project proposals, score them and then prioritise the proposals (based on scoring). Funding will be allocated on the basis of that prioritisation exercise.



Project scoring criteria will include (but not be limited to) the following:

- Projects must have a good potential to clearly benefit fisheries in the Midland Fisheries Group Permit Area.
- Projects must have a definite focus on tourism angling or fisheries development that will ultimately improve the tourism potential.
- Sustainable development must be evident, i.e. Maintenance Plans provided.
- Potential economic impact must be outlined as part of the application.
- Projects that are part of a larger community or tourism project must be noted as such and supporting documentation provided.



APPENDIX 1: MIDLAND FISHERIES GROUP PERMIT AREA

| Catchment Area | Rivers | Lakes |
|----------------|---------------------|-------------------|
| River Inny | River Inny | Lough Derravaragh |
| | | Lough Patrick |
| | | Lough Sheelin |
| | | Lough Kinale |
| | | Lough Glore |
| | | Bracklough lake |
| | | |
| River Brosna | River Brosna | Lough Ennell |
| | Silver River | Lough Owel |
| | Clodiagh River | Ballinafid Lake |
| | Gageborough River | Doolin Lake |
| | | McEvoys Lake |
| | | Slevins Lake |
| | | Mount Dalton |
| | | Lake Sheever |
| | | Pallas Lake |
| Little Brosna | Little Brosna River | |
| | Camcor River | |
| River Suck | Island River | Lough Acalla |
| | River Shiven | Hollygrove Lake |
| | Killian River | Lough O Flynn |
| | Ahascragh River | Stonehams Lake |
| | Killeglan River | Lough Loung |
| | Clooncar River | |
| | Bunowen River | |
| | Castlegar River | |
| | Tirur River | |
| Other Waters | Camlin River | |
| | County Longford | |



APPENDIX 2: TEMPLATES – LETTER OF CONSULTATION

CONSULTATION FORM - DETAILS OF APPLICANT/PROPOSED PROJECT

| | | | |
|--|--|-------------------------------------|---|
| Organisation/Applicant Name | | | |
| Main Contact Name | | | |
| General Overview of proposed Project | | | |
| Proposed Project Location (list relevant river/lake) | | Estimated Cost of Proposed Project: | € |

CONSULTATION WITH MEMBER OF IFI STAFF

| | | |
|---|--|---------------|
| Date of Consultation | | |
| IFI Staff Member Name(s) | | RBD Location: |
| Name(s) of Applicant/Club/ Association Representative | | |

COMMENTS/POINTS OF DISCUSSION

| | |
|--|--|
| Comments/Points of Discussion | |
| Issues/Areas of Concern Discussed (if any) | |

| Signatures | | |
|---|--|-------|
| I hereby confirm that I have discussed the above outlined proposed project with a member of IFI Staff | | |
| Signature of IFI Staff Member(s): | | Date: |
| Signature of Applicant/Club/ Assoc representative(s) attending Meeting | | Date: |

Inland Fisheries Ireland obtains and processes your personal data for the purposes of verification in relation to your Expression of Interest (EOI) application. Your personal data is securely stored and processed in line with the requirements of the General Data Protection Regulation (GDPR).

Please scan and upload this form to your EOI



APPENDIX 3: TEMPLATES - LANDOWNER PERMISSIONS

Letter of confirmation and agreement regarding use of property for land access for the purpose of fisheries development work

Name of club/organisation applying _____

Address of project site _____

Folio Number _____

I/We, _____ (landowner) confirm that:

1. I/ We own the above land
2. I/ we are aware that the above named club/ organisation access my lands for angling purposes
3. I/ we are aware that the organisation is applying for a grant for fisheries/ angling development and that I/ we agreed to the proposed works/ development
4. At the present time I/we have no intention of barring, evicting or otherwise limiting the access of the club/organisation to the site/facility for a minimum of 5 years.

Landowner name _____

Landowner address _____

Landowner phone number _____

Reasonable precautions will be exercised by ____ (insert organisation seeking permission) to avoid damage to persons and property. ____ (insert organisation seeking permission) agrees to indemnify and hold harmless the Landowner caused by reason of the uses authorised by this agreement, except those caused by the gross negligence or intentional conduct of the Landowner.

Please attach a map clearly indicating the location and extent of the property in question and the agreed point of access.

Signed _____ Date _____

Witness Name _____

Witness Signature _____ Date _____



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Verbal agreement between landowners and development proposer for land access for the purpose of fisheries development work

We, _____ (organisation seeking permission)
have attained verbal agreement from the landowner detailed below, to allow us to
access the _____ (fishery) through their property for the purpose
of carrying out fisheries/angling development works.

Landowner name _____

Landowner address _____

Landowner phone number _____

Folio Number _____

Name of 2 authorised personnel who has spoken with landowner:

Authorised personnel 1 _____

Authorised personnel 2 _____

(Permission should be sought in the presence of at least 2 relevant authorised personnel/members)

Date that verbal agreement for access was attained: _____

If for any reason, prior to or during the development work, access is restricted and so
prevents part / all for the development work to be completed as agreed, we
_____ (applicant) will bear full
responsibility. The cost of works that are not completed to the satisfaction of Inland
Fisheries Ireland will not be reimbursed by Inland Fisheries Ireland.

Please attach a map clearly indicating the location and extent of the property in
question and the agreed point of access.

Signed: _____ **Date:** _____

Signed by authorised personnel (e.g. chairperson /secretary) on behalf of _____



APPENDIX 4: TEMPLATE - CONFIRMATION THAT PLANNING PERMISSION IS NOT REQUIRED

Template to be completed where planning permission is not required

Must be completed by the Local Authority Planning Department

| | |
|---------------------------|--|
| Name of Applicant | |
| Address of Project | |
| Project details | |

To be completed by your Local Authority planning department only

I certify that the above named project or part of project does not require planning permission.

Signature _____

Name _____(Block Capitals)

Position _____

Relevant Qualification _____

Date _____

APPENDIX 5: PROCUREMENT GUIDELINES

The Grantee shall complete a New Supplier Agreement Form which will be issued to them by Inland Fisheries Ireland Project Office via email at project delivery stage. The completed form should be uploaded by the Grantee to the Grant Management portal (for GDPR purposes this form should not be emailed to IFI). The projects office will also be in touch prior to delivery to create a unique cost centre for you.

Quotations/Tenders must be obtained for each item of expenditure for which grant aid is sought. Quotations must be signed and dated and must show the VAT rate identified. Email quotations uploaded to the Grant Management portal, which are accompanied by clearly identifiable date and source information will be accepted up to the relevant thresholds.

The Tendering requirements for **Goods and Services** contracts funded by Inland fisheries Ireland is as follows:

- Less than €5,000 (excluding VAT): Minimum of 3 quotes required from competitive suppliers- Select the lowest price/most suitable (provide an explanation for quote selection if not choosing cheapest quote)
- Goods and Services contracts from €5,000 to €25,000 (excluding VAT): Provide a tender brief to a minimum of 5 competitive suppliers, a minimum of 3 quotes returned is sufficient. Evaluate all tender offers objectively using a scoring sheet. Select the suitable supplier. Advise all tenderers on the award of contract.
- Contracts for goods and or services, with an estimated value of €25,000 (excluding VAT) and up to the value of the EU thresholds should normally be advertised as part of a formal tendering process on eTenders using the Open Procedure in line with DPER Circular 10/14 www.etenders.gov.ie

The Tendering requirements for **Works or Works Related** contracts funded by Inland fisheries Ireland is as follows:

- Contracts for works and works related competitions with an estimated value of less than €50,000 (excluding VAT) can be purchased on the basis of written quotes from one or more competitive suppliers (best practice is to seek a minimum of five quotes confirmed by email)
- Contracts for works or works related competitions, with an estimated value of over €50,000 (excluding VAT) and up to the value of the EU thresholds should normally be advertised as part of a formal tendering process on eTenders using the Open Procedure in line with DPER Circular 10/14 www.etenders.gov.ie
- Where public authorities are claiming for works or works related competitions, such applicants should refer to The Capital Works Management Framework (CWMF). This comprises of a suite of standard procurement documents, model forms, works contracts, as well as guidance notes, which apply to the conduct of public sector capital works projects in Ireland. The documents are available at constructionprocurement.gov.ie website.

EVALUATION OF TENDERS: In relation to larger contracts (with an estimated value of €25,000 and above for goods and services and €50,000 for works or works related), tender evaluation should be carried out by a team with the requisite competency. Transparency and objectivity is achieved by the use of weighted criteria, and must include selection and award criteria, which allows a comparative assessment of tenders under each published criterion. All tenderers should be informed of the result of a tendering process without delay.

It must be determined if the applicant is a Contracting or a Non-Contracting Authority and documentary evidence must be obtained in support of this. A contracting Authority is a state, regional or local authority or a body governed by public law.

ETENDER REQUIREMENTS

Where a tender is placed on the e-tenders website the applicant must demonstrate the following:

- The award criteria and their weighting(s) and the tender specification have been notified in the contract/tender notice
- A comparison of all tenders was completed using a scoring system or marking sheet which clearly shows the weighted criteria applied and that each bid was assessed against the same criteria
- Any conflict of interest have to be declared
- The successful tender has the relevant experience and expertise to carry out any works and services (e.g. evidence of satisfactory experience of at least three similar contracts of a comparable scale and complexity)
- The successful tenderer is financially secure
- The successful tenderer is selected on merit by reference to set criteria and in line with the procedural rules set out at the start of the process
- Post-tender negotiations do not occur (i.e. any dialogue that could be construed as 'post-tender negotiation on price or that might result in significant changes to the published tender request)

Where the e-tenders process results in less than 3 responses/tenders, the promoter must demonstrate the additional steps taken to ensure that the project costs are reasonable e.g. evidence of the cost of similar works and services elsewhere.

The following list of items will be the principle documents required to be uploaded to the Grant Management portal where public procurement has been carried out:

- Published Tender Documents
- Submissions received on close of Tender
- Signed, fully completed Tender evaluation sheets
- Copies of Standstill letters notifying successful and unsuccessful tenders of the result of the tender process
- Signed Contract



SUSTAINABLE PROCUREMENT

Inland Fisheries Ireland wishes to promote best practice on environmental policy and advises applicants that procurement relating to these funding schemes should consider the following measures in an effort to reduce the carbon footprint:

- Prevention or minimisation of waste
- Reduce water usage and gather rainwater where possible for use in activities not requiring treated water
- Maintain natural biodiversity of sites
- Use of recycled products and recycling facilities
- Energy conservation in buildings and use of equipment
- Avoiding over ordering of quantities to avoid stock build-up, minimising storage requirements and reducing possible obsolescence
- Where possible, specifying environmentally-friendly products in tenders, etc.
- Using environmentally-friendly products in the management of parks/recreational grounds and for weed control on roads and kerbsides providing alternatives to one-use disposable products, such as non-refillable pens and paper/styrofoam cups
- Using fuel efficient vehicles in vehicle fleets, minimising the release of greenhouse gases and other toxic emissions.

The guidelines to be followed in relation to public procurement are available on the e-Tenders website www.etenders.gov.ie and www.procurement.ie Project promoters that require assistance in relation to public procurement should contact the Office of Government Procurement. The Office of Government Procurement can be contacted at:

<http://www.procurement.ie/contact-us>

Tel: 076 100 8000

E-mail: support@ogp.gov.ie or construction@per.gov.ie

The importance of following correct procurement procedures cannot be over emphasised for Inland Fisheries Ireland funding.

**Inland Fisheries Ireland
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Citywest Business Campus,
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info@fisheriesireland.ie**

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