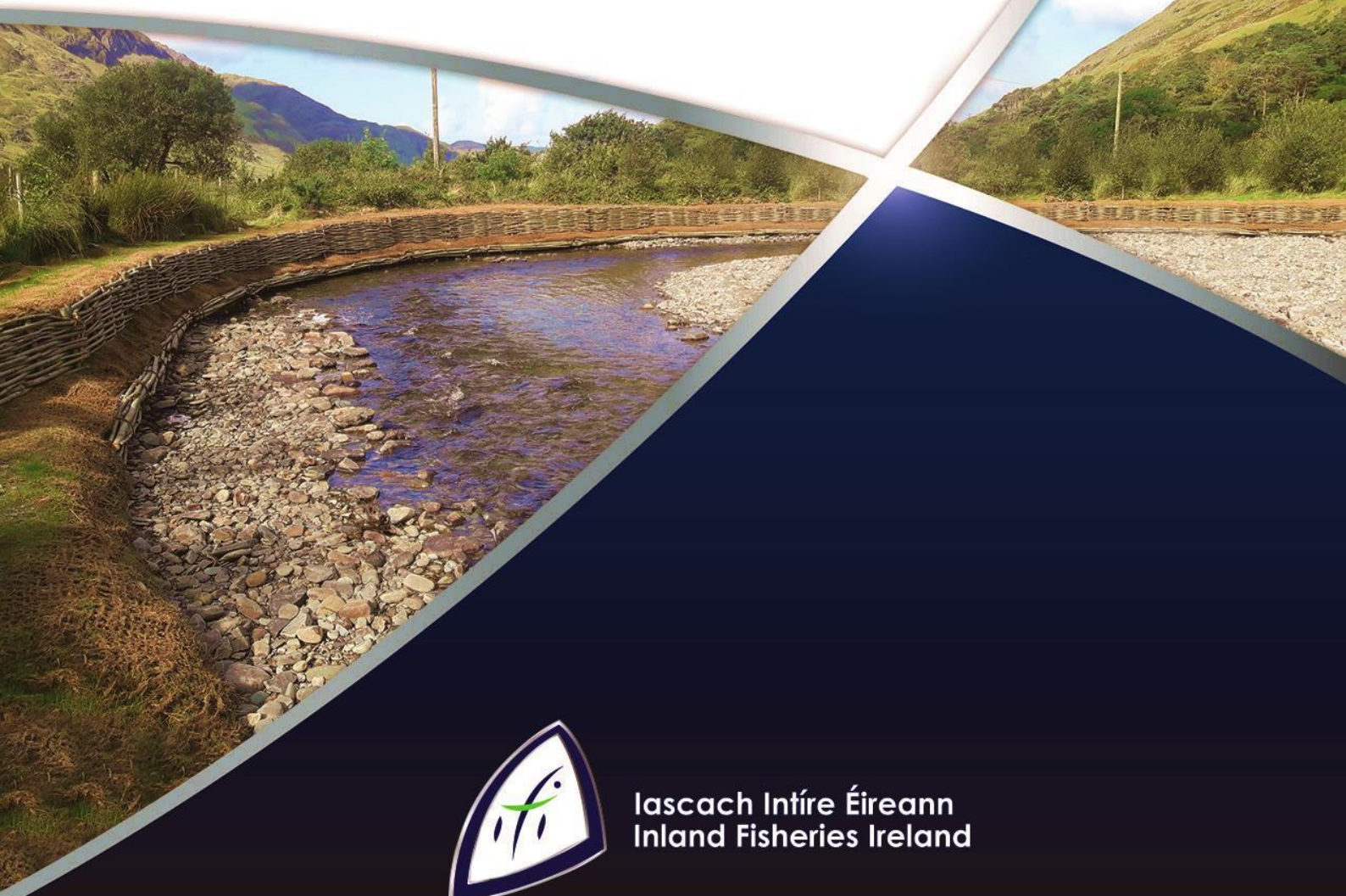


Inland Fisheries Ireland

Funding Call Guide 2020



Iascach Intíre Éireann
Inland Fisheries Ireland



INTRODUCTION

Inland Fisheries Ireland Funding Call 2020 is made up of the following funds:

CAPITAL GRANTS SCHEME 2020-

€240,000

The Capital Grants Scheme (CGS) fund is a redistribution of de-committed funding from unutilised 2017 NSAD awards. Grants are available to all groups, associations, clubs or other appropriate bodies whose project will promote increased participation in angling.

Requests for funding must meet the particular aims and must be in line with the fund guidelines outlined below. Projects shall have due regard to protection and conservation of the inland fisheries and sea angling resource.

SALMON & SEA TROUT REHABILITATION, CONSERVATION & PROTECTION FUND 2020-

€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 species. This year, funding will be available for conservation 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 2020-

€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-aside 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 a MFF group permit.



KEY DATES

Item	Date
Launch 2020 Funding	06 th January 2020
Applications Open	Expression of Interest applications open year round
Applications Close	25 th February 2020
Grant Decisions	May 2020

Inland Fisheries Ireland acknowledges the comprehensive environmental and financial governance requirements associated with projects that are undertaken in environmentally sensitive areas and IFI recommend that applications submitted are substantial enough to justify the project development effort required.

All projects must begin with an initial Expressions of Interest (EOI), which can progress and develop to application through engagement with the EOI requirements and the engagement with IFI. Applicants will be advised regarding the development of their projects and the information, reports and steps necessary to bring the project to delivery phase.

Where a project is approved for development, funding may 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 on-line portal SmartSimple. EOI can progress into applications through engagement with IFI.

Where projects include remedial works, scientific justification will be required. Such projects will be referred for scientific evaluation.

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 compliance. Where applicants do not have all information they will be advised to collate relevant information specific to their project before making an application for funding.

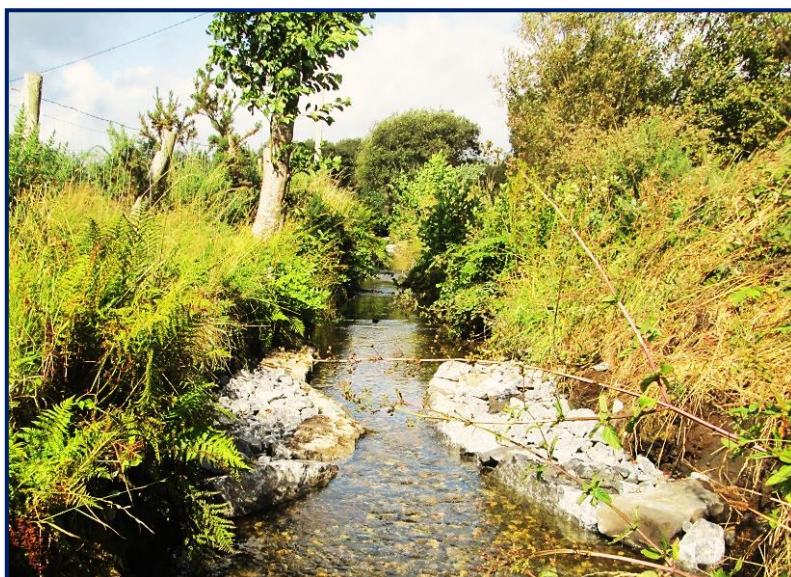


CAPITAL GRANTS SCHEME 2020

INTRODUCTION TO THE FUND

With provision of funding from Inland Fisheries Ireland the Capital Grants Scheme (CGS) 2020 for angling access improvement works aims to fund projects that contribute to the delivery of an accessible and sustainable, world class, inland fisheries and sea angling resource for all. In particular, the Capital Grants Scheme 2020 is aimed at contributing to the following objectives:

- Make angling accessible and attractive to all.
- Develop angling tourism.
- Promote angling as a key leisure and recreational pursuit.
- Deliver on protection and conservation remit of Inland Fisheries Ireland.





FUND ELIGIBILITY

Grants are available to all groups, associations, clubs and other appropriate bodies whose project will promote increased participation in angling. Requests must be in line with the fund guidelines, outlined below. Projects shall have due regard to protection and conservation of the inland fisheries and sea angling resource and IFI recommends that the project is of sufficient size to warrant the required effort involved in project development and governance.

WHAT TYPE OF PROJECT CAN I APPLY FOR?

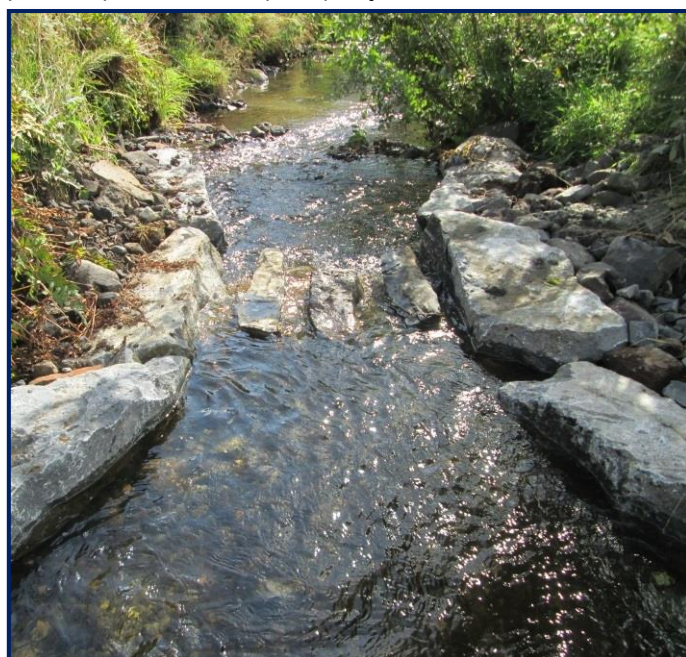
This scheme supports projects which will help deliver an accessible and sustainable fisheries resource for all. In particular, the scheme is aimed at contributing to the CGS objectives listed above. Preference will be given to projects which aim to enhance river and riparian zone habitats.

MATCH FUNDING

Draw down of funds from the CGS 2020 scheme is conditional on the provision of match funding by the applicant. Successful applications to this fund must demonstrate match funding, minimum 10% of total project cost, details of this will be specified in the contract. Match funding may be provided in the form of in-kind works where they have been paid for by the applicant e.g. engineer, quantity surveyor etc. or payments for supporting environmental reports/ documentation, payment for materials or works. All those providing in-kind support must include vouched expenditure and meet the insurance and health and safety guidelines.

RESEARCH TO EVALUATE THE APPROPRIATENESS OF PROPOSED PROJECTS

Project proposals that seek to rehabilitate habitat will require scientific evaluation in advance of approval to progress. This is a requirement for approval to progress. Funds may be available by IFI to provide for pre-project assessments.





Iascach Intíre Éireann
Inland Fisheries Ireland

SALMON AND SEA TROUT REHABILITATION, CONSERVATION AND PROTECTION FUND 2020

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 license holders to wild salmon and sea trout 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 on registration).

The fund is being managed by Inland Fisheries Ireland. Applicants may apply for projects under some or all of the categories below unless otherwise stated. It is recommended that the project is of sufficient size to warrant the required effort in project development and governance.

MATCH FUNDING

As this fund is made up of licence contributions, applications to this fund do not normally require further match funding unless the application is for feasibility studies/development plans.

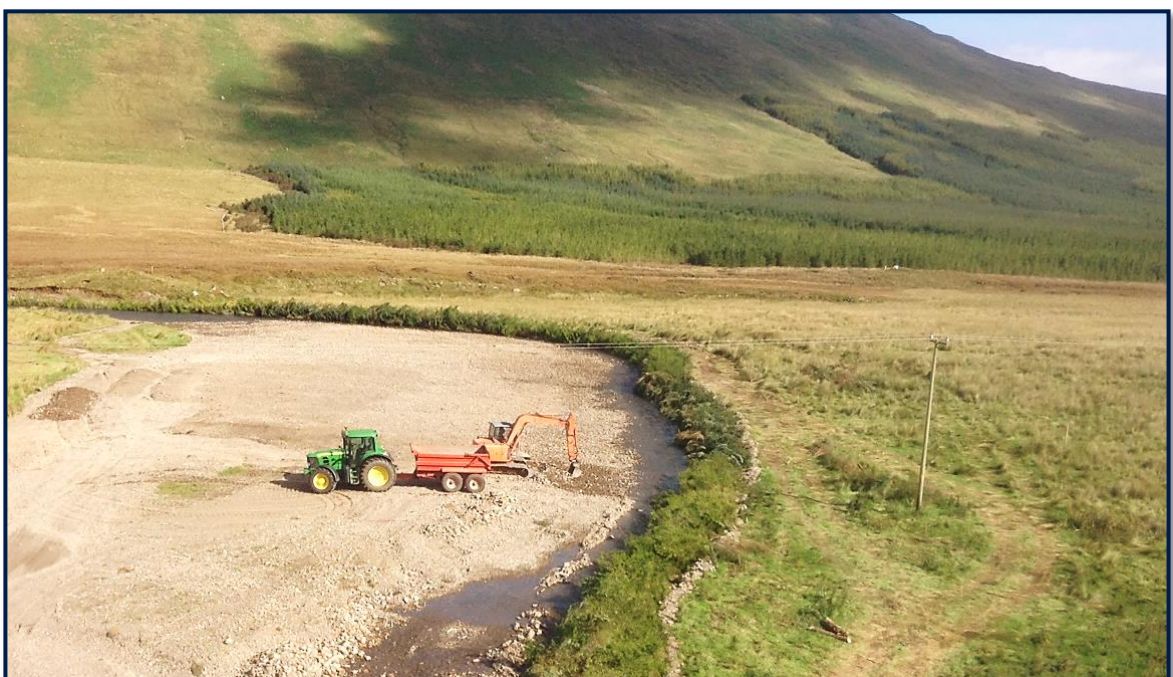




WHAT TYPE OF PROJECT CAN I APPLY FOR?

The aim of this fund is to rehabilitate, protect and conserve Salmon and Sea Trout and their habitats. Funding will be available for **conservation projects only**. 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.)
- 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 and strategic tree planting)
- 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 the appropriateness of proposed projects, project proposals that seek to rehabilitate habitat will require scientific evaluation in advance of approval to progress.
- 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.





MIDLAND FISHERIES FUND 2020

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 that 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 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. 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?

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 and strategic tree planting)
- Removal and control of exotic invasive species (e.g. Asian Clam, Chub, etc.)
- Feasibility studies/development plans (which lead to future projects under the above headings to maximum of 80% funding or €5,000 whichever is less). A maximum of five (5) studies only to be allowed.
- Appropriate Assessment screening, to a maximum of €5,000.
- Research to evaluate the appropriateness of proposed projects, project proposals that seek to rehabilitate habitat will require scientific evaluation in advance of approval to progress.





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 including all the elements of the project.	✓	✓			✓
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. 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 11.



No	Required Items	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 Tax Clearance Certificate Reference number and Tax Clearance Access Number	Full application	Y	Y	Y	Y	Y
3	Exact project location plotted on the online 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	Y	Y
5	Completed Landowner agreement form permitting land access for development works and continued access for minimum of five years	Full application	Y	Y	N	Y	Y
6	A minimum of 3 written quotations for items requested	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. Environmental Impact Statement	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 for Evaluation Process

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 online 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 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 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
Proof of fishery	Provide evidence of title/leasehold/rental agreement in order to	Required for all development and enhancement works. Not required for equipment, feasibility studies	Title deeds/lease agreement provided



ownership/lease	establish the legal status/ownership of the site	or environmental report projects	
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 funding 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
ESB Approval	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.	Required for all projects. E-tenders evaluation required on all items over €25K for goods and service, or €50K for works projects.	Summary of quotes should also be maintained. E-tenders documents must be uploaded such as RFT, scoring criteria, Letter to successful applicant and contract
Tax Clearance & Access No.	Check number with Revenue through IFI Finance in order to confirm from Revenue that tax affairs are in order at the date of issue. Tax clearance may also be required from suppliers over a €10K threshold	Required for all projects	See details on web Revenue Tax Clearance
Check on content of information being published	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	IFI specific logo along with the following text 'This project has been part funded by Inland Fisheries Ireland'
Pre-Works Photos of proposed site	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 web portal. Ensure to take sufficient photos in sequence to fully realise your project.
Funding agreement sent after requirements addressed	A signed Letter of Offer is sent to all successful applicants and gives a summary breakdown of the award in letter format	All awarded projects are given a signed Letter of Offer	Included along with funding agreement to successful applicants



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 recoverable costs of the goods/services prior to handover to applicant	Value of the contract



Club Commitment to replace lost/ Stolen Equipment	Letter detailing a commitment from the club to replace funded items lost or stolen in order to make applicant responsible for equipment	Required if purchasing equipment	Signed written letter
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 online 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



Child Safeguarding policies and practices	Event organisers should follow the guidance in relation to dealing with children and vulnerable adults provided by the IFI Child Protection Policy and familiarise themselves with Children First National Guidance for the Protection and Welfare of Children (a 2017 guidance document for the Children First Act 2015, which was issued by the Department of Children and Youth Affairs)	Policy documents required for projects involving juveniles and vulnerable adults such as coaching sessions or angling trips	A 2017 guidance document for the Children First Act 2015, which was issued by the Department of Children and Youth Affairs TUSLA provides information resources on the Children First Guidance and Legislation and an e-learning training module on the https://www.tusla.ie/
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	Agreement must be signed and dated by the applicant to accept letter of offer	Required by all projects	Signed and uploaded to web 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 they are aware. 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
Post Completion Report	Received from IFI supervisor to confirm project delivery and proceed to Claims Process phase. The form must be requested off the project supervisor by the projects office	Required by all projects after all elements of the project are completed	To be completed by Project Supervisor via online 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,	Required for enhancement, equipment and development projects	Photographs covering all elements of the project are submitted to the web portal



make, model and serial number

Signage	Signage is erected at strategic specified locations to identify applicants and project partners	Required for enhancement and development projects	Signage provided by IFI
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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 and total in order to cover corporate governance and audit clarity	Required by all applicants finalising projects and claiming for funding	Scanned copy of supplier/contractor invoice, delivery docket
Copy of Receipt(s)	Scanned copy of receipt from supplier/contractor, in order to prove invoice payment by applicant	Required by all applicants finalising projects and claiming for funding	Scanned copy of supplier/contractor receipt
Copy of Cheque/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 in order to cover corporate governance and audit clarity. Credit Transfers 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), credit transfers or other payment types issued by applicant
Copy of Bank statement	Bank statement(s) from Applicant clearly showing all types of payment/s or fund transfers relevant to the project. It must identify the applicant's name, bank account details including payment dates, account number and each relevant transaction clearly highlighted and identified. For data protection all non-relevant transactions to be hidden in order to cover corporate governance and audit clarity	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 in order to cover corporate governance and audit clarity.	Required by all applicants finalising projects and claiming for funding	Available on the online 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 creditors on IFI finance system, confirmation that current bank account details are up to date. For new Applicants "New Supplier Form" to be completed by applicant to enable IFI set up relevant bank details for transfer of funds



Set Up/Check Creditor A/C Integra	Supplier set up form for Integra as referenced in “Supplier Bank Details Received”. Ensure relevant Tax Reference and Access Number received from Applicant and confirm through Revenue that Applicant tax compliant in order to move to payments stage.	Sent by projects office when LTP issued to set up club/organisation on integra for finalising projects and processing claims	IFI internal process
PO Setup Date & Ref	Purchase Order is raised by projects office on receipt of all relevant documentation. All claims, invoices, contracts, bank statements, sign-off and rationalisation documents uploaded to Integra in order to cover corporate governance and audit clarity. PO authorised by Senior Projects Office staff and receipted by Projects Office.	Required by projects office and IFI Finance best practice guidelines when finalising projects and processing claims	Information input by projects office
Payment/Receipt	All Claims, invoices, contracts, bank statements, sign-off and rationalisation documents sent to IFI Finance section for transfer of funds to Project Applicant. Part payments are duly noted and allocated against the Part Completion of the project, as confirmed and signed off by IFI project supervisor. Email issued to Applicant from IFI Accounts system confirming transfer of funds.	Required by IFI Finance best practice guidelines in finalising projects and audit trail	Reference code



IMPORTANT POINTS TO NOTE

STAGE 1 EXPRESSIONS OF INTEREST (EOI)

- Applicants must engage with the relevant River Basin District Director/Inspector and the Projects Office before submitting an application.
- The applicant must register on the system; the application process will be through IFI's SmartSimple online platform only. No other forms of application will be considered.
- An expression of interest application will include a minor description of the project, the location, the aims and objectives, and a proposed methodology describing how the projects will be delivered and managed.
- At this stage only indicative costs need to be presented.
- 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.

STAGE 2 PROJECT DEVELOPMENT TRANSFER COMPLETED EOI TO FUNDING APPLICATION

- Applicants if successful in completing an EOI can then apply for funding with clear requirements identified by the project officer. Full details 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.
- Ineligible costs include time and travel/subsistence expenses for volunteers.
- All applications must consider the costs associated with the on-going efficiency and maintenance of capital works and factor this in to any funding proposal.
- Projects must have secured any required permissions or approvals to be considered for this fund.
- 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.

STAGE 3 DELIVERING YOUR PROJECT

- Projects must not commence until a letter to proceed with the project is sent to the applicant via the online system and they engage with their nominated Inland Fisheries Ireland supervisor. This will only be sent to applicants after a signed copy of the funding agreement along with all required documentation is received by Inland Fisheries Ireland.
- Where applicable, Inland Fisheries Ireland staff must be available to enable the delivery of both third party and Inland Fisheries Ireland projects either in a supervisory or follow-up capacity as confirmed by the relevant River Basin District Director. Approval from River Basin District Director is required.
- A sunset clause will be included in the funding agreement setting out the date by which the project must be completed or the funding withdrawn.



REGULATIONS

- For the funding available, applicants 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.
- 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. If you consider that any part of your application would be subject to any of the statutory exclusions under that Act please so indicate in your application, specifying under which exemption you believe the content should be excluded. IFI is committed to storing and processing all personal and financial information securely and in line with the European Union's General Data Protection Legislation.

SUNSET CLAUSE

If we do not hear from the applicant or the requirements of the fund cannot be met within a logical timeframe identified by your funding agreement, Inland Fisheries Ireland will have no alternative but to terminate the funding agreement. Should your agreement be terminated, your application and grant approval will receive no further consideration under this round of funding and you will have to submit a new application under future IFI funding schemes.

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.

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 <http://www.fisheriesireland.ie/Angling-Information/accessible-angling-stands.html>
- We also recommend that applicants look to the guidelines from the National Disability Authority regarding best practice for universal design of the built and external environment. These may be found at the following link: <http://universaldesign.ie/Built-Environment/Building-for-Everyone/1-External-Environment.pdf>



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 application with your local RBD Director/Inspector. The contact details are as follows:

Inland Fisheries Ireland, Ballyshannon, Co. Donegal

Milton Matthews +353 (0)71 9851435

Inland Fisheries Ireland, Clonmel, Co. Tipperary

David McInerney + 353 (0)52 6180 055

Inland Fisheries Ireland, Macroom, Co. Cork

Sean Long +353 (0)26 41222

Inland Fisheries Ireland, Limerick, Limerick

Amanda Mooney +353 (0)61 300238

Inland Fisheries Ireland, Galway, Galway

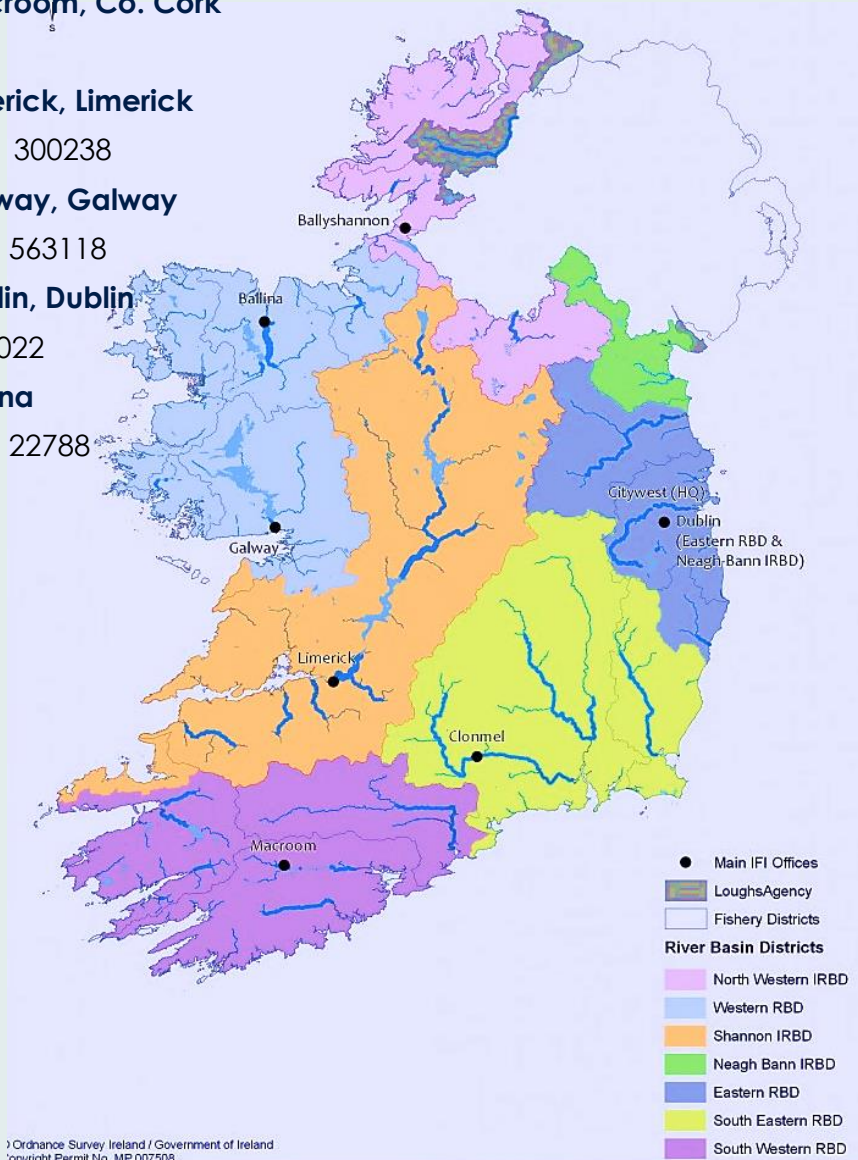
Francis O'Donnell +353 (0)91 563118

Inland Fisheries Ireland, Dublin, Dublin

Brian Beckett +353 (0)1 2787022

Inland Fisheries Ireland, Ballina

Francis O'Donnell +353 (0)96 22788





HOW WILL PROJECTS BE ASSESSED?

All submissions will undergo a quality check by the projects office to ensure all requirements are met for each application. Certain projects with in-stream and development works will be assessed through Inland Fisheries Ireland's Environmental Assessment Process. Projects will also be evaluated by the local IFI office to ensure projects are in line with the needs of the River Basin District and that staff consultation has been undertaken. These evaluation rounds will help to inform the below panel evaluations.

CAPITAL GRANTS SCHEME

Applications will be considered in light of how well they contribute to Inland Fisheries Ireland's conservation role and the objectives of the Capital Grants Scheme. Projects will be evaluated in a manner that reflects the level of funding sought by the applicant.

OBJECTIVES:

1. Make angling accessible and attractive through information, infrastructure and support.
2. Tourism development through the promotion of our angling resource.
3. Recognition of angling as a key leisure and recreation pursuit.
4. Deliver on protection and conservation remit of Inland Fisheries Ireland.

Evaluations will also consider:

- Prioritise projects which have the greatest potential to improve angling's impact from a social and economic perspective
- Comply with all legislative requirements including those of the Water Framework Directive and Habitats Directive
- Use a partnership approach with other statutory and non-statutory bodies, agencies and organisations
- Support rural and local communities through angling development
- Ensure developments are sustainable and resilient
- Maximise training and employment opportunities
- And ensure access for all and social inclusion in angling participation

MATCH FUNDING

Successful applicants must provide a minimum match fund of 10% of the project costs; this will be outlined to the successful applicant in the conditional award documentation.



SALMON AND SEA TROUT FUND

Projects will be assessed against the 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.

Salmon projects are prioritised on an 11 point scale as follows;

- Conservation Limit (CL) 0- 2 points
 - Rivers below the CL scores 2 points
 - Rivers with a CL between 100%-120% scores 1 point
 - Rivers exceeding 120% of the CL scores 0.2
- Water Quality (1-3pts)
 - Based on the Water Framework Directive status 1- 3 is allocated to the river
 - A WFD status of 5 scores 1, 4 scores 2, 3 scores 3, 2 scores 2, 1 scores 0
- The maximum benefit of the project to the river (1- 4)
 - A score of between 1- 4 is allocated to the maximum benefit of each project to the river

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 Owel
		Lough Derravaragh
		Lough Patrick
		Lough Sheelin
		Lough Kinale
		Lough Glore
		Bracklough lake
River Brosna	River Brosna	Lough Ennell
	Silver River	Ballinafid Lake
	Clodiagh River	Doolin Lake
	Gageborough River	McEvoy's Lake
		Slevins Lake
		Mount Dalton
		Lake Sheever
Little Brosna	Little Brosna River	Pallas Lake
	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	
Other Waters	Tirur River	
	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 an IFI Staff Representative

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



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 _____



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

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 element separately. Email quotations uploaded to the grant application portal, which are accompanied by clearly identifiable date and source information will be accepted up to the relevant thresholds.

It must firstly 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.

The Tendering requirements for all projects funded by Inland fisheries Ireland is as follows:

- All types €0- €25,000: Minimum of 3 written quotes required, ideally five (emails are acceptable)
- Supplies and Services over €25,000: Advertise on e-tenders www.etenders.gov.ie for a minimum of 21 days.
- Works contract €25000 -€50,000: Minimum of five written quotes.
- Works contract over €50,000: Advertise on e-tenders www.etenders.gov.ie for a minimum of 21 days.

Where it is not possible to obtain the requisite number of quotes, written evidence (i.e. formal written requests from the promoter to prospective suppliers/contractors) is required to demonstrate that the requisite numbers of quotes were sought.

Where an applicant wishes to use the Fisheries Consultant Panel the same requirements apply, however applicants are advised to contact the Projects Office to assist with this process including the scope of works and tender documents. This process is outlined on the Inland Fisheries Ireland website

<http://www.fisheriesireland.ie/NSAD/the-fisheries-consultants-panel.html>

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



TENDER 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 has been addressed
- 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 required to be uploaded to the grant application portal where public procurement has been carried out:

- Request for Tender
- Evidence of Publication
- Responses to those tender requests
- Tender scoring sheets used and evidence to back up the reason why the successful tender was chosen
- Copies of letters notifying unsuccessful tenders of the result of the tender process
- Copy of letter notifying the successful tender

Where a project involves construction works, promoters must adhere to the requirements of www.constructionprocurement.gov.ie

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
3044 Lake Drive,
Citywest Business Campus,
Dublin 24,
Ireland.
D24 Y265**

**www.fisheriesireland.ie
info@fisheriesireland.ie**

+353 1 8842 600

