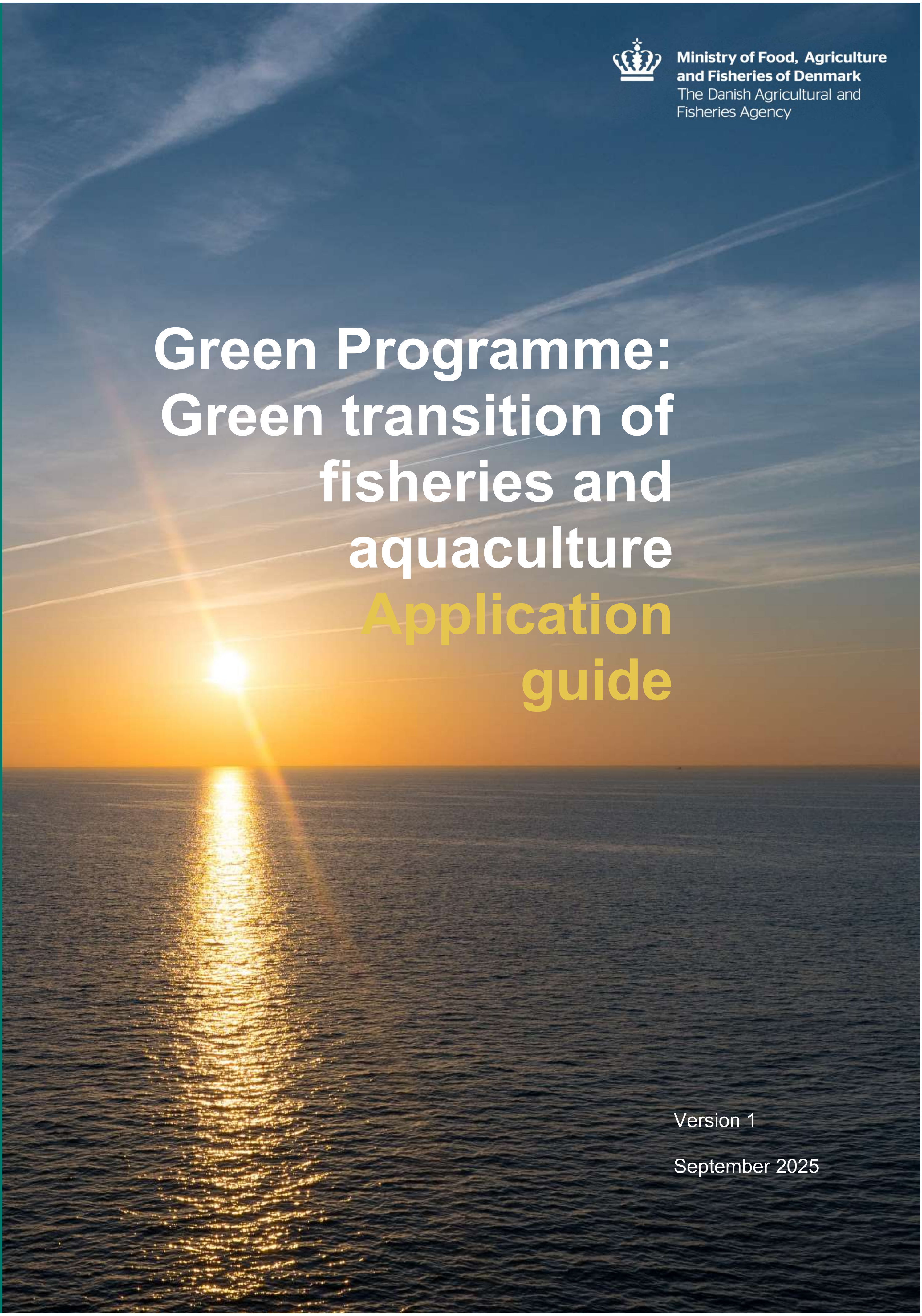


Ministry of Food, Agriculture
and Fisheries of Denmark
The Danish Agricultural and
Fisheries Agency

Green Programme: Green transition of fisheries and aquaculture

Application guide

Version 1

September 2025

Green programme for the transition of fisheries and aquaculture 2025

Publisher: The Danish Agricultural and Fisheries Agency

Ministry of Food, Agriculture and Fisheries,
The Danish Agricultural and Fisheries Agency
Nyropsgade 30
1780 Copenhagen V
Tel: 72 18 56 00
mail@lfst.dk
The Danish Agricultural and Fisheries Agency

Forsidefoto: www.colourbox.dk / Gestur Gíslason

Content

1.	**Introduction**	**4**
1.1	Application material	4
1.2	Main applicant and project participants	4
2.	**Table A: Main applicant form**	**5**
3.	**Table B: Budget Form and Gantt Chart**	**10**
3.1	Which costs are eligible for funding?	10
3.1.1	Eligible expenditure	10
3.1.2	Ineligible expenditure	10
3.1.3	Other public co-financing and self-financing	10
3.2	Completion of the budget form	11
3.3	Budget lines	11
3.3.1	Salary costs	11
3.3.2	Costs of consultants	12
3.3.3	Other costs	12
3.3.4	Equipment	12
3.3.5	Scrap value and depreciation	12
3.3.6	Income (if any)	13
Income from sales generated as a result of the grant-supported activity must be included in the budget. The amount is automatically deducted and shown in red in the budget form.		13
3.3.7	Overhead	13
3.4	Gantt chart	13
4.	**Table C: Participant form**	**15**
5.	**How to submit your application**	**16**
5.1	How to apply for grants	16
5.1.1	Create a user	16
5.1.2	Creation of an application	17
5.1.3	Upload application material	17
5.1.4	Acknowledgement of recipient of application	17
6.	**Decision**	**18**
6.1	Start of project	18
6.2	Decision on grant commitment	18

1. Introduction

1.1 Application material

When applying for funding under the Green programme for the transition of fisheries and aquaculture, three forms must be completed:

- Table A: Main application form
- Table B: Budget Form and Gantt Chart
- Table C: Participant Form

The forms are available in the Danish Agricultural and Fisheries Agency's grant guide.

All three forms (A, B, and C) must be completed, although a different Gantt chart format may be used.

Applicants must upload a complete **reference list**.

The application must be submitted in **English**, as it will be reviewed by an international scientific committee.

Members of the Scientific Committee will assess the scientific quality of the application solely on the basis of the highlighted fields in Table A and the Gantt chart. Following this, the Scientific Committee and the Danish Agricultural and Fisheries Agency will assess and prioritise projects that are deemed of sufficient scientific quality, based on an evaluation of the project as a whole.

1.2 Main applicant and project participants

Applicants may collaborate with other institutions on the project. A main applicant must be designated, who will serve as the Danish Agricultural and Fisheries Agency's contact point for the project. If funding is granted, the main applicant will be the grant holder. Other institutions will participate as project partners.

A Participant Form (Table C) must be completed for each project participant, including the main applicant.

Funding is disbursed exclusively to the grant holder. Financial settlement between the grant holder and project participants — covering both salaries, overhead, and any other expenses — is the responsibility of the parties involved.

2. Table A: Main applicant form

Project information			
1. Project title and acronym (max. 2 lines)	Choose a project title that describes the project's content (max. 2 lines). You must also provide a descriptive acronym. The title and acronym will be used in public communication about the project.		
2. Specify focus area	Indicate the focus area for which funding is sought. Applications for one of the objectives under Focus Area 1, must chose Focus Area 1 here.		
3. Brief project description (max. 1.500 characters)	The description must state the project's purpose, including objectives and knowledge needs to which the project contributes. Write in plain, accessible language. Projects applying for funding under one of the three objectives in Focus Area 1 must clearly indicate which objective their project belongs to.		
4. Name of main applicant/lead institution	Indicate the name of the main applicant. The main applicant is the institution with overall project management responsibility.		
5. Total amount requested	Indicate the total funding requested. This figure must correspond to the amount shown in Table B (budget form). Note: Approx. 70% of the total funding pool will be allocated to Focus Area 1 (divided between three objectives), while Focus Areas 2 and 3 will each account for approx. 15% of the total pool.		
6. Has the project received, or is it currently applying for, funding under other national, regional, or EU programmes?	Indicate whether funding for the project has been or is being sought under another national, regional, or EU programme. This applies to the entire project and all participants. If so, specify which programme and which year the application was submitted. Please also provide the reference number of previous applications, including those rejected. State whether funding was granted, and if so, what share of the project it covered.		
7. Start date	Enter the project's expected start date.	**8. End date**	Enter the project's expected end date. See section 3.7 of the call text.

Description of the project

9. Project purpose and objectives (max. 2,500 characters)

Provide a description of the project's purpose and specific objectives, based on the descriptions of the focus areas provided in the call text.

10. Definition of the scientific problem and hypothesis (max. 2,500 characters – include references)

Based on the call text for the Green programme for the transition of fisheries and aquaculture, Chapter 2, describe the scientific problem that the project intends to address and the hypothesis underpinning the work.

11. Theoretical background and scientific "state-of-the-art" (max. 2,500 characters – include references)

Provide a concise description of the project's theoretical background and the current scientific "state-of-the-art" in the field. It should be clear how the project will contribute new knowledge as a supplement to existing knowledge or ongoing initiatives.

12. Description of the research in the project, including work packages and milestones (work plan) (max. 8,000 characters)

Describe the research to be conducted, including the contents of work packages. The work packages should be clearly defined parts of the overall project, comprising specific tasks, sub-goals, deliverables, and the necessary deadlines and resources. It should function as a practical guide for the execution of the work, helping to break the project into smaller, manageable components, ensuring steady progress, and maintaining a clear overview of the project as a whole.

State a clear purpose and describe the activities for each work package. Activities and milestones must be presented in a Gantt chart (Table B), distributed across the work packages. Figures and tables that support the understanding of the project's purpose and expected impacts may be attached as appendices. Appendices must not exceed four pages and may only contain intermediate calculations and illustrations that clarify the project's purpose and effects.

13. Experimental design including methodological descriptions and experimental procedures (max. 2,500 characters)

Describe the methods and analyses to be conducted, including the experimental design with replications and treatments. The description must specify in which work packages the experimental work will be carried out.

14. Risks associated with the feasibility and project success and plan for mitigation (max. 2,500 characters)

Projects must identify potential risks, assess their likelihood and consequences, and define strategies to prevent or mitigate them. This includes risks affecting project goals, safety, deliverables, ethics, feasibility, implementation, stakeholders, or finances.

It is mandatory to consider risks related to stakeholders and target groups and to involve them in the assessment, as this is essential for both feasibility and successful implementation. Ensure that the knowledge and data used are current and relevant to the identified risks, and that risks to project development and expected outputs are considered.

A Risk Assessment should include:

- Identification of potential risks and their likelihood and consequences.
- Prioritization of risks and strategies to prevent or reduce them.
- Risks related to goals, safety, deliverables, ethics, feasibility, implementation, stakeholders, and finances.
- Mandatory: risks concerning stakeholders and target groups, with their involvement in the process.
- Use of current and relevant knowledge and data.
- Awareness of inherent project risks and a clear handling plan.

15. Project organisation and management, including the scientific qualifications of the participants in relation to the experimental work, and distribution of responsibilities among key persons (max. 2,500 characters)

Describe the project's organisation and management, including whether a project steering committee has been established. Describe the competencies of the project leader and key participants in relation to conducting the project (max. 5 lines per participant). The coherence and synergy between work packages and participants must be evident in the Gantt chart (Table B).

16. Contribution to researcher career development and strengthening of research competencies in the field (max. 2,500 characters)

Describe how the project will strengthen research competencies in the field, including doctoral education, recruitment, and career development of early-career researchers. Specify the number and research fields of any PhD students or Postdocs included in the project, and explain how their work will be integrated.

Relevans to the programme

17. Contribution to closing the knowledge gap in relation to the chosen focus area (max. 2,500 characters – include references)

Describe how the project is expected to contribute to the selected focus area.

18. Project's relation to previous and ongoing projects (max. 2,500 characters)

Explain the project's relation to other relevant projects. You must disclose if related projects have been supported by other bodies, e.g. through a regional or EU scheme.

19. Expected project results (max. 2,500 characters)

Describe the expected results of the project. The project must contribute to one or more of the expected impacts defined in section 2.4 of the call text.

20. Expected collaboration with relevant institutions/projects (may be national or international) and the expected value of these collaborations (max. 2,500 characters)

Describe expected interdisciplinary and/or inter-institutional collaborations, nationally and internationally, and explain their anticipated value for the project. Collaborations should, where relevant, build on existing knowledge and ongoing initiatives, create synergies, and support development of new methods or data collection.

Applicants are encouraged to form broad partnerships between research institutions, organisations, industry stakeholders, and international actors to maximise impact and support the transition towards sustainable fisheries and aquaculture. Where projects have wider societal or technological implications, describe how collaborations can contribute to openness, knowledge dissemination, feasibility, implementation, and involvement of relevant actors to ensure outcomes that are both scientifically robust and socially relevant.

21. CVs including a list of publications of key personnel must be attached to the application.

CVs: A CV must be attached for every key personnel in the project.
List of publications: Each CV should be accompanied by (or supplemented with) a publication list that demonstrates the person's expertise and qualifications relevant to the project.

Key personnel

22. Overview of the project's key personnel from participating institutions, including their expected engagement:

Name:	**Position:**	**Hours:**	**Institution:**

The overview must include the name, position, and institution of the key personnel involved in the project, as well as their expected number of hours. Key personnel are defined as individuals with competencies necessary for successful project completion.

Remember to attach CVs of the key personnel as appendices.

If additional key personnel need to be listed, extra participants may be added in the last row of the table

Applicant confirmation		
The main application form must be signed by the applicant's responsible manager or by a person authorized by the responsible manager to sign. The signature confirms the budget and simultaneously constitutes acceptance that the institution will participate in the project as specified. The applicant is obliged to immediately inform the Danish Agricultural and Fisheries Agency if any significant changes occur in the submitted information. The applicant confirms that, if funding is granted, they will at all times immediately inform the Danish Agricultural and Fisheries Agency if the same costs are covered by other public funds, including payments received under other national measures or EU programmes. The applicant confirms that they are aware that funding is conditional upon compliance with relevant national regulations as well as the Ministry of Finance's Budget Guidelines and Guidelines on Effective Grant Administration.		
Date	**Name of signatory**	**Signature**

3. Table B: Budget Form and Gantt Chart

3.1 Which costs are eligible for funding?

Funding is provided for expenses necessary to carry out the project. The costs must be both necessary for, and directly related to, the project activities and the implementation of the project.

You must provide a description of the types of expenses in the budget form (Table B) so they can be linked to the project and justified as necessary for implementation.

Expenses must be eligible if they are incurred and paid by you, as the grant holder. Funding can also be provided for project costs incurred and paid before the funding application, but the project must not be completed before the time of application.

3.1.1 Eligible expenditure

The following costs are examples of costs that can be applied for:

- Salary paid during the project period to persons participating in the project.
- Costs of consultants.
- Other costs: Costs necessary for the implementation of the project, including costs of materials, travel and driving and other direct costs necessary for the implementation of the project.
- Costs of equipment needed to carry out the project. Please note that scrap value of equipment must be calculated.
- Overhead of up to 44% for indirect expenditure.
- PhD programmes, including for stays abroad, enrolment, PhD salary (as a starting point max. 28 months), the funding does not cover the PhD's teaching obligation.

3.1.2 Ineligible expenditure

The following are examples of non-subsidised expenditure:

- Expenses not necessary for and directly related to the implementation of the project.
- Costs of VAT, unless you pay the VAT yourself.
- Grants may not be awarded to foreign research institutions or companies, but they may, where appropriate, be used as external advisers or as project participants without a grant from the Danish Agricultural and Fisheries Agency.
- Preparation of the application.

3.1.3 Other public co-financing and self-financing

Grants awarded under this programme may be combined with other national public support in the form of guarantees, sureties, or similar, for expenses eligible under the scheme. However, double funding of the same expenses is not permitted. Support cannot be granted for expenses that are already covered by EU funding or other national support under a different scheme or by any other means.

You must indicate the amount of any other public national grant for the project in your application when you apply for payment of the grant.

You must also indicate any self-financing in the budget form (Table B).

3.2 Completion of the budget form

The budget table (Table B) is an Excel file which consists of two tabs:

- Tab 1: Overall Budget (Total budget of the project).
- Tab 2: Gantt Chart (incl. instructions).

The project's total budget

At the top of the budget form (Table B) in tab 1, you will find an overview of the project's total budget. The total budget is calculated automatically from the sub-budgets of all participating institutions as they are filled in. Once you have entered all the sub-budgets for the project, the total budget will show an overview of the entire project budget, including funding from the Danish Agricultural and Fisheries Agency, other public funding and self-financing.
The total amount shown in the column LFST is the amount claimed. This amount must be indicated in the main application form (Table A) and in the grant portal TAS when you submit your application.

Sub-budgets for project participants

You must also complete a budget for each institution involved in the project. Please note, however, that the Danish Agricultural and Fisheries Agency only pays the subsidy to the main applicant. The main applicant manages the settlement with the partner for both the partner's expenses for salary and overhead as well as any other expenses.

3.3 Budget lines

The following costs are examples of costs that can be applied for:

3.3.1 Salary costs

Grants shall be provided for salary costs of staff from the participating institutions engaged in the project, provided that such expenses are not normally financed by public institutions, public enterprises, or municipal associations.

For the purposes of this programme, staff of the grant recipient and project participants shall mean employees already employed by the grant recipient or project participant, as well as new employees hired by the grant recipient or project participant for a fixed term in connection with the specific project.

When applying for grants to cover internal salary costs, only the total projected salary costs related to the project shall be stated. It shall not be necessary to provide the number of hours or the hourly rate for individual employees.

When completing the budget form (Table B), the total expected salary costs per institution participating in the project shall be indicated.

One full-time equivalent shall correspond to 1,649 working hours per year. These 1,649 hours represent the effective working time of a full-time employee (i.e., employed for 37 hours per week) in Denmark, with vacation and public holidays deducted.

<u>The annual salary may include:</u>

- Holiday qualifying pay.
- Employer's Pension Costs.
- Employer's paid ATP expenses.
- Employer’s paid expenses for other salary-related costs (e.g. maternity fund, flex funds).
- Holiday pay earned during employment on the project.

The annual salary may not include (the list is not exhaustive):

- Gratials.
- Commissions.
- Other non-contractual benefits.
- Free car, telephone, free board and lodging, employee benefits, etc.

For hourly-paid employees, the annual salary is calculated as the actual hourly wage plus holiday pay of 12.5 per cent earned during the period in which the employee is working on the project. If the actual hourly wage is DKK 200, the hourly wage including holiday pay = 1,125 * DKK 200 = DKK 225.

Independently of the above, only gants may be paid for salaries corresponding to the grant recipient's actual salary costs for staff working on the project. When requesting payment, it must be stated how much of the employee's total hours are spent on the eligible project.

3.3.2 Costs of consultants

You can receive a grant for the costs of consultants if the costs are necessary for and directly related to the project activities and to the implementation of the project.

A consultant is an external person who delivers a limited activity in the project.

If you make use of external assistance, you must complete an activity description regarding the service provided. The activity description must be attached to your application. You will find a form for the activity description in the Danish Agricultural and Fisheries Agency’s grant guide.

3.3.3 Other costs

You can get grants for other costs that are necessary for the project to be carried out, including material costs, meeting and transport costs, etc., as well as the costs of communication. There is no support for unspecified operation, as it is basically contained in the overhead.

3.3.4 Equipment

As a rule, you must provide the necessary equipment for the project yourself. However, grants may be awarded for appliances and other equipment that are used solely in the project and are a necessary condition for the implementation of the project.

3.3.5 Scrap value and depreciation

The price of purchased equipment must be reduced by a scrap value. The scrap value is calculated per item or unit of equipment purchased and represents the expected value of the equipment after the completion of the project. The scrap value must be stated and deducted already at the time of applying for the grant, as it must be reflected in the budget of the application.

Scrap value should only be deducted for equipment with a purchase price of DKK 50,000 or more. Equipment with a purchase price below DKK 50,000 is depreciated immediately in the financial year, and no scrap value is deducted. As a general rule, scrap value should not be deducted for expenses related to the installation of the equipment.

By deducting the scrap value, you receive funding based on the value of the equipment during the project period (depreciation), rather than its original purchase price. Scrap value must be deducted for equipment costing DKK 50,000 or more, regardless of whether the equipment is sold after the project period or used as “experimental equipment for the current project.”

The scrap value for equipment is determined using straight-line depreciation over 5 years, while IT equipment is depreciated straight-line over 3 years. See the tables below for an overview of scrap values and an example of how to calculate the scrap value of a piece of equipment.

Overview of scrap value calculation for IT equipment and non-IT equipment.

Scrap value cal-cutaion	Linear depreciation over 5 years (to be used for “non-IT equipment”)	Linear depreciation over 3 years (used for IT equipment)
	% of new price	% of new price
Acquisition cost in (new price)	100	100
Value 1st year	80	66
Value 2st year	60	33
Value 3st year	40	0
Value 4st year	20	0
Value 5st year	0	0

The depreciation period corresponds to the project duration. If the project lasts one year, the scrap value is 80% of the acquisition cost; if the project lasts two years, the scrap value is 60% of the acquisition cost. If the project duration is more than one year but less than two years, the scrap value is set at 60% of the acquisition cost. If the project lasts more than two years but less than three years, the scrap value is set at 40% of the acquisition cost, and so on.

When calculating the scrap value, only the total length of the project is considered, not the purchase date of the equipment.

The scrap value cannot be changed if the project duration is extended during the project, as the grant amount cannot be increased in connection with a project modification.

3.3.6 Income (if any)

Income from sales generated as a result of the grant-supported activity must be included in the budget. The amount is automatically deducted and shown in red in the budget form.

3.3.7 Overhead

Overhead is calculated as up to 44% of the total eligible direct costs. Overhead is provided to cover the indirect costs associated with carrying out a project.

3.4 Gantt chart

You'll find a template for a Gantt chart on Tab 2 of the budget form (Table B). You are also welcome to use a different format than the Gantt chart that is part of the application material. All you need to do is ensure that the following mandatory information is included:

- Project participants involved for each work package.
- Total number of hours for each work package.
- Total budget for each work package.
- Total budget.
- Milestones in each work package.

You should pay special attention to:

- **Number of hours**: You must specify the total number of hours for each work package. It is optional to specify hours for each subcomponent within the work package. You must also provide the total number of hours for the project, which must match the total number of hours indicated in the total budget on Tab 1 of the budget form (Table B). The number of hours must be documented when the grant is disbursed.
- **Budget for each work package**: You must provide a total budget for each work

package. It is optional to provide budgets for individual subcomponents within the work package. The project's total budget must be stated and must match the amount indicated in the total budget on the budget form (Table B), Tab 1.

4. Table C: Participant form

A Table C must be completed for each participating institution in the project, including the main applicant.

<table>
<tr><th colspan="4">Project information</th></tr>
<tr><td>1. Project title and acronym
(max. 2 lines)</td><td colspan="3">Enter the project title and, if applicable, the acronym. It must be the same title and acronym as you specified in the main application form (Table A).</td></tr>
<tr><th colspan="4">Project participant information</th></tr>
<tr><td>2. Participating institution</td><td colspan="3">Type the name of the institution/institute/department.</td></tr>
<tr><td>3. Municipality</td><td colspan="3">Indicate the home municipality of the institution.</td></tr>
<tr><td>4. CVR number</td><td colspan="3">Enter the institution's CVR number.</td></tr>
<tr><td>5. P number</td><td colspan="3">Enter the P-number.</td></tr>
<tr><td>6. Address</td><td colspan="3">Provide address.</td></tr>
<tr><td>7. Name and title of person responsible for the project (the main applicant)</td><td colspan="3">Provide the name and title of the person that is responsible for the project.</td></tr>
<tr><td>8. Tel. and e-mail address</td><td colspan="3">Enter the phone number and email address of the project manager.</td></tr>
<tr><td>9. Amount requested for this participant (the main applicant)</td><td colspan="3">Indicate the total amount requested by the main applicant.</td></tr>
<tr><td>10. Start date</td><td>Specify the expected start date of the project.</td><td>11. End date</td><td>Specify the expected end date of the project. See section 3.7 of the notice.</td></tr>
<tr><th colspan="4">Remember to include CVs for key personnel</th></tr>
</table>

5. How to submit your application

5.1 How to apply for grants

To apply for a grant under this programme, you must complete and submit an application via the Danish Agricultural and Fisheries Agency's grant administration system (TAS). [You can access the grant portal here.]

When you access the application portal, as a representative of your organisation, you must log in with MitID Erhverv. Read more about MitID Business on [the MitID website]. With MitID Erhverv it is possible to use your private MitID when you act digitally on behalf of your company or association.

5.1.1 Create a user

When you first log in to the application portal, you must create a user and fill in information about your organisation or company. It may be a good idea to use a common email address for the organisation or company instead of a personal email address, as it is this user that you must use every time you need to create applications and apply for payment in TAS. All communication about the application and commitment will also take place here. It is possible to change your email address, which you must update here.

Remember to opt-in to email notification to make sure you are notified if there is mail for you

In the 'Business information' section, fill in information about the company, institution or association that you represent and that is to appear as the applicant. You consent to us processing your data, which you can read more about on the [Danish Agricultural and Fisheries Agency's website on data processing].

Please note that:

- The field 'institution' is intended to indicate the name of a subdivision of a company.
- You must then enter your institution's p-number in the 'p-number' field. If you do not know your P-number in advance, you can look up your institution on CVR.dk. If your company has several P-numbers, we recommend that you enter your primary P-number.

- You must enter the company name in the ‘company’ field under the ‘company information’ field. If you are looking for a municipality, please enter the name of the municipality.
- The address must be the address of the ‘institution’, i.e. the address of the institution/sub-department.

5.1.2 Creation of an application

You create an application under the ‘MINE ANSØGNINGER’ tab in the upper right-hand corner. When you create your application, click on ‘opret ansøgning” next to ‘Grønt program for omstilling af fiskeri og akvakultur’

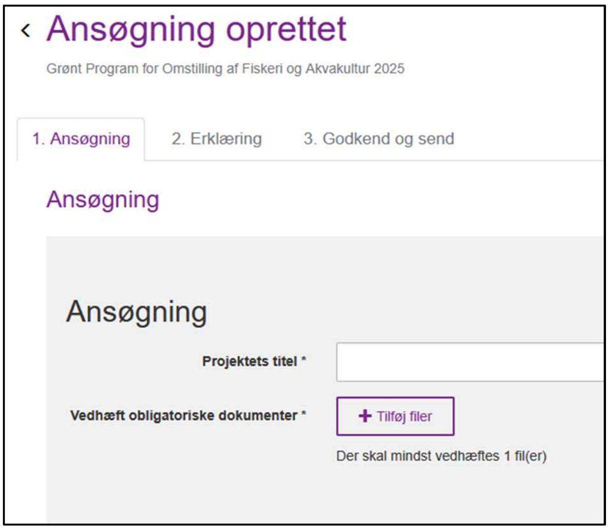
When you create an application, it will start up as a draft. Even if you log off, the application is stored in the system until you are ready to submit it. Changes are automatically saved and you can retrieve your draft when you log in again.

On some pages you may find that the text cannot be on the screen. It's a good idea to zoom out so you don't have to scroll to the side. Most browsers support scrolling with the mouse wheel while holding *down Ctrl.*

It is important that your application is complete and contains all relevant annexes. If the application form is incomplete, e.g. if you have not described the project sufficiently, this may mean that you will receive a rejection or a reduced grant amount.

5.1.3 Upload application material

In the first tab of the application form, enter the project title and attach all the application forms (Tables A, B and C), a complete reference list as well as relevant attachments by pressing *Tilføj filer.*



Once you have attached the files, check the declarations in tab 2 and then approve and submit your application in tab 3.

5.1.4 Acknowledgement of recipient of application

After sending your application on the application portal, you will receive a receipt picture. Here you also have the opportunity to download your application, which we recommend that you do.

If you forget to download the receipt picture, you can always retrieve the receipt by clicking on the application under ‘mine ansøgninger’ and then clicking on ‘ansøgning oprettet’ under the heading ‘sagsforløb’. You will find the receipt below, which you can download as a pdf file.

6. Decision

6.1 Start of project

You can start your project before applying for a grant. However, it is at your own expense and risk, which means that if you later receive a rejection of your application, you must pay all the costs of the project yourself.

If your application results in a commitment, project costs you incurred before the commitment date may be included in the grant basis.

6.2 Decision on grant commitment

The Danish Agricultural and Fisheries Agency will decide whether your application for a grant is approved or rejected.

If your project is approved, you will receive a grant commitment letter. The grant commitment includes a description of the conditions attached to the grant, as well as a budget of the approved eligible expenses.

Green programme for the transition of fisheries and aquaculture 2025
Guide for applications

Landbrugs- og Fiskeristyrelsen
Nyropsgade 30
1780 København V

mail@lfst.dk