

2018 GRANTS PROGRAMME FUNDING GUIDELINES

Overview

The purpose of this document is to provide information on:

1. Our funding criteria
2. Our programme streams - priority areas, projects and costs the Trustees will consider
3. Our online application questions - and detailed notes for each question - page 7 onwards

Please take time to read these guidance notes carefully. If you have any queries please contact us on grants@seafarers.uk or speak to the grants team on **0207 932 5975**.

Trustees consider all applications that fall within the guidelines. However they are primarily interested in projects or work/services where welfare need is clearly identified and where they feel their funds will make an impact. Demand for grants exceeds supply, so even if a project falls within the Trustees' current priorities it does not mean that it will receive funding.

Points to Consider

- There are no grant application deadlines as we operate a continuous grant making process and assess applications on a rolling basis. This means you can submit an application to us at any time.

Decisions on grant applications are made a minimum of six times a year. We cannot guarantee that your application will be considered at a particular time and so it is recommended that you plan ahead.

Please be aware that Grant applications in excess of £10,000 can take a minimum of three months to assess and be considered by Trustees and for Grant requests of £10,000 and under it can take a minimum of six weeks before you hear of a decision.

We will write to notify you of the Trustee's decision on the outcome of your application.

- Please note that Grant applications will only be accepted if your Annual Accounts have been submitted within the ten month time frame as accepted by the Charity Commission.
- You will receive an automatic notification after you have submitted your application. If you do not receive this notification, and have checked that you have correctly submitted it, let us know (via telephone or email as given above).
- You may apply any number of times in any one calendar year. The only restriction (beyond our remit of supporting seafarers and their families) is that each application must be for a separate activity, project or service.

- Please note that you must pass the Grant application eligibility quiz before you can apply for a grant - this is all part of the online grant application process.

About Seafarers UK

Seafarers UK is a charity that helps people in the maritime community, by providing vital funding to support seafarers in need and their families. We do this by giving money to organisations and projects that make a real difference to people's lives across the Merchant Navy, Fishing Fleets, Royal Navy and Royal Marines. The services we fund have a positive impact on all seafarers.

Exclusions

Generally we **DO NOT** consider requests from:

- **Individuals**

Seafarers UK gives grants to organisations and NOT individuals.

If you are seeking a grant for an individual who is a serving or former seafarer, or are from a seafaring family and need assistance, there are two organisations that might be able to help:

1. **Seafarer Support.** Seafarer Support is a free helpline with trained advisers who can assess the needs of the individual and who will then pair the individual up with the appropriate support. Their website is also an excellent source of information. Seafarer Support can be contacted on: 0800 121 4765 or via their website: www.seafarersupport.org
 2. **The Seafarers' Advice & Information Line (SAIL).** SAIL is a UK based advice service operated by the Greenwich Citizens Advice Bureaux Ltd (GCAB) on behalf of Seafarers UK and Seamen's Hospital Society. They provide free, independent, impartial and confidential advice by telephone, email, post or fax. SAIL can be contacted on 08457 413 318 or via their website: www.sailine.org.uk
- **Sailing or Youth Clubs** or organisations whose primary purpose is to provide opportunities for people to sail or learn to sail (including young or disabled people). Our funding for maritime youth organisations is intended to support those organisations who can demonstrate a clear link between their activities and young people choosing or embarking upon a career at sea.
 - **Marine Societies and Sea Cadet - individual units.** We currently provide a substantial grant to the Marine Society and Sea Cadets which they allocate out through their own grant programme to individual Sea Cadet units. Generally we do not make grants to individual Marine Society and Sea Cadet units. However, if your organisation is not a member of the Marine Society and Sea Cadets, we may be able to offer you a grant providing you can clearly demonstrate how your organisation supports or promotes a seafaring career for the young people within your organisation. In order to avoid a potential waste of your time preparing and submitting an application, we suggest you contact us before submitting an application as we may be able to advise you as to whether it is likely we would be able to support your application.
 - **Please note** that the promotion of sailing or youth work are not, by themselves, activities we currently support.
 - **Religious organisations.** We will not make grants to organisations where our grant would promote particular religious beliefs. However, we do support religious organisations where the primary purpose of our grant would be the provision of welfare or pastoral care for seafarers, ex-seafarers, their spouses or dependents.

- **Political organisations.** Generally we do not make grants to political organisations. However, we are active in our support of seafarers and the promotion of the maritime sector to a new generation of potential seafarers.

What we fund and support:

We fund charitable organisations that deliver projects, services or activities in the UK and Commonwealth Countries that support seafarers, ex-seafarers, their spouses and dependants. We also support maritime youth organisations where the promotion of a career at sea is a key element of their activities.

Who can apply?

Our funding is focused very much on the proposed project, activity or service rather than on the providing organisation. You can apply if:

- You are a registered charity or have charitable aims.
- The beneficiaries from the grant fall within one or more of our categories for seafarers.

Seafarers UK aim for transparency with regards to our funding, including transparency with all stakeholders, including a number of other maritime and veterans grant making organisations. We share information regarding applications we have received, and funding decisions we make, with relevant partners. If you have good reason why we should not share the contents of your application with other funders and partner organisations, you **MUST** clearly state this in the application and this may influence the decision of the Trustees of Seafarers UK to award a grant. Otherwise we will assume your consent to sharing the contents of the application as part of this application process. We are of course fully compliant with Data Protection Act 1998 and GDPR.

Types of Funding

Seafarers UK will consider applications for:

1. Project costs - and onto these you may add 'full cost recovery' (usually no more than 5% of your total application request).
2. Core funding costs i.e. general running costs that exist whether or not you support one project/area of work or 11 projects. Examples are management costs, development costs (staff training, professional memberships etc.) and support costs e.g. from IT, finance and HR to premises costs.
3. Some Capital costs - priority will be given to projects or activities that directly support the ongoing work of charities in delivering direct welfare services and benefits to current and ex-seafarers and their families. In light of this, it is unlikely that substantial capital grants will be available.

^Full cost recovery means securing funding for all the costs involved in running a project. This means that you can request funding for direct project costs and for a proportionate share of your organisation's overheads.

Grants Programmes

We have two 2018 programmes:

1. The Seafarers UK Grants Programme
2. Merchant Navy Fund grants

Our grants year is a calendar year.

You can apply for a project, activity or service and there are no limits to the number of applications you can submit. However, each must be for a separate identifiable project activity or service and if unsuccessful you will not be eligible to apply for a further grant for that specific activity, service or project during that grants year.

The Seafarers UK Grants Programme:

The grants application process is on-line <http://www.seafarers-uk.org/grants/> . If you have any questions as you make your application please contact the grants team on 0207 932 5965 for support.

Merchant Navy Fund:

This programme is separate to the Seafarers UK grants programme but administered by Seafarers UK on behalf of the Merchant Navy Welfare Board and Seafarers UK. It is aimed specifically at helping UK Merchant Navy seafarers and their families.

Keeping up to date with our programme developments:

If you want to stay up to date with the latest developments and changes to our grants programme, or receive reminders about application timelines and upcoming deadlines, check our website regularly. And if you want to receive the same information and messages (along with other maritime and Seafarers UK-related news) more directly, then sign up to Facebook and/or Twitter, if you haven't already, and follow Seafarers UK there - you can find us at Facebook.com/SeafarersUK and @Seafarers_UK. You may also find it useful to sign up with *Flagpost* our bi-monthly e-newsletter. You can do this by sending an email to seafarers@seafarers.uk. LinkedIn

How to apply

Seafarers UK have regular meetings when grant applications are considered. We cannot guarantee that your application will be considered at a particular time and so it is recommended that you plan ahead.

Step 1:

Before applying you should read the funding guidelines on pages 2 and 3 carefully. This will tell you whether or not your organisation is eligible to apply and help you decide whether your project fits our grant making criteria. If you have any doubt, please phone the grants team on 0207 932 5975 or email us on grants@seafarers.uk

Step 2:

If having read the guidelines you feel that your project falls within our areas of support then you should submit an application online using the link on our website on the following page <http://www.seafarers-uk.org/grants/grants-programmes/>.

You are strongly urged to read the 'Online Form and Guidance Notes' (see below) before submitting an application.

In order for your application to be considered you must have clicked on the 'submit' button at the end of the application.

What happens next?

Pressing 'submit' on your application will generate an automatic acknowledgement email. If you do not receive an email acknowledging submission contact us on 0207 932 5975. Once we have received your application form, if we require further information, we will get in touch with the contact given in your application form.

If you are successful

You will be sent a letter telling you how much your organisation has been awarded. Included with the letter will be our Terms and Conditions of Grant which will need to be signed by two Trustees and returned to us, along with Form 2 (which gives us your bank details).

If you are unsuccessful

You will be sent a letter advising you of this.

We are happy to give feedback on unsuccessful applications if required. Please call the Grants Director on 0207 932 5965.

2018 ONLINE APPLICATION FORM GUIDANCE NOTES

Purpose of following pages is to:

1. Give guidance on how to answer the questions.
2. Let you see the questions in advance of the application process (also on the login/register page - scroll to the link at the bottom of the screen).

NB: Online help also available - the online help function, available when you access the online application form, is available by clicking on the ? symbol to the right of the question.

Any questions at all - please call us on 0207 932 0000 or email us at grants@seafarers-uk.org.

NB THROUGHOUT THE APPLICATION - Please use clear, plain English and refrain from using jargon/acronyms.

Section A

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| A1 | <p>Organisation name (registered). Please give your organisation's name as set out in your set or rules or constitution. Please do not put 'The' before your name - e.g. please don't put <u>The</u> Merchant Navy Welfare Board, just Merchant Navy Welfare Board. This ensures that our system automatically recognises you and does not create a duplicate record.</p> <p>If your organisation is commonly known by another name please tell us. Some organisations are known by different names. For example, Seafarers UK is also known as King George's Fund for Sailors.</p> |
| A2 | <p>Organisation's main address Please enter your organisation's correspondence address, not the registered address.</p> |
| A3 | <p>Organisation's main telephone number. Enter your telephone number - area code goes in the first box.</p> |
| A4 | <p>Organisation's Legal Status. If you are not a registered charity we will ask to see your Memorandum and Articles, or your Constitution document, which can be uploaded at the end of this application process.</p> |
| A5 | <p>Main contact name for application and Job title. Generally one individual within an organisation will have overall responsibility for the application. This 'main contact' makes communication between Seafarers UK and your organisation easier should we need to contact you regarding the application. In addition, unless you ask otherwise, the 'main contact' is usually the person we will write to you regarding the outcome of your application. Please enter your title i.e. Mr, Mrs etc. in the first box; forename in the second box and surname/family name in the last box.</p> |
| A6 | <p>Main contact's email address. This e-mail address will be used to acknowledge receipt of your application. This will be done by automatic email notification within 24 hours of submitting your application and will include a copy of your completed application form to this email address for your information and records.</p> |

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| A7 | Main contact's telephone number: Please give us a contact telephone number. |
| A8 | Website address Please give the full website address for your organisation - if applicable. |
| A9 | Organisation's objectives (max. 600 words). What does the organisation do? What is the problem you are trying to solve? Who benefits? |
| A10 | How many people do you estimate will be helped by our grant? Tell us your estimate of how many seafarers, ex-seafarers or their dependants that will be directly helped by this grant. |

Section B

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| B1 | Is your grant application to the Main Grants Fund or the Merchant Navy Fund (UK MN only)? https://www.merchantnavyfund.org/ |
| B2 | Total cost of the activity, service, project for which you are seeking part or full funding. Your total project cost may be the same as the amount requested but for applications where the requested amount from Seafarers UK is less than the total project cost, it helps us understand your project proposal better. Please enter whole numbers i.e. no symbols (£), commas or full stops. |
| B3 | Total amount of grant requested. Please enter whole numbers only i.e. no symbols (£), commas or full stops. |
| B4 | Project title/name or short description of request (max. of 35 words). We need to be able to use a few words as a succinct project description for Trustees and for reference. This may be the name of your project or a brief project summary - e.g. Health and Wellbeing project, Seafarer Befriending Support, Accommodation support etc. TB to give them a starter |
| B5 | Grant request purpose (max. of 600 words). Please tell us what the grant will deliver and how do the activities help solve the problems the grant will try to address. Give us as much detail about your beneficiaries and what difference you hope to make to them through what you provide. They are key to your grant application. Do mention in this section why you are applying to the Merchant Navy Fund if that is the case. |

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| B6 | <p>How do you know that this work is needed? (max. of 300 words) Why are you carrying out the work you do for your beneficiaries? What is the evidence on which this application is based? What statistics do you have? Is this a new or existing area of work/project? Is your work unique in providing them with what you do or how do you differ from similar organisations? Do you work alongside other organisations involved in similar projects/work?</p> |
| B7 | <p>How do you ensure that the seafarers you are assisting are meaningfully engaged in the design, delivery, monitoring and evaluation of your services?</p> |
| B8 | <p>Please choose your main geographical area of benefit. Please tell us, using the choices given in the dropdown list, where your beneficiaries are mainly based. If your beneficiaries are from the Commonwealth please give us more details of where under QB5.</p> |
| B9 | <p>Please select which classification best fits your grant application (as opposed to what best fits your organisation as a whole). Please indicate, by selecting the most appropriate dropdown box, the main purpose for which our grant will be used.</p> <p>If there are several different elements to your grant request, please put the main category here, but give further details of other elements under QB5.</p> |
| B10 | <p>Is your grant for capital costs, revenue costs or both? Capital / revenue /core / project - definitions need to be added Please select your answer from the dropdown box. Capital costs are those spent on acquiring or maintaining fixed assets, such as land, buildings, and equipment. Revenue costs include wages, rent, insurance, heating, and maintenance - project running costs.</p> |
| B11 | <p>Finances Please provide detailed income and expenditure showing confirmed income for the particular project (feel free to upload at the end). Please also provide revenue and cost for the last financial year and reserves at the end of the last financial year. Regarding your reserves please see our policy on reserves on the Seafarers UK Grant Funding website page.</p> <p>How would you describe your organisation's financial health? Have you applied (or do you plan to apply) ITF Seafarers Trust, MNWB or Trinity House?</p> |
| B12 | <p>How many Merchant Navy beneficiaries will benefit from our grant? This should be the Merchant Navy beneficiaries who will benefit from the grant, not usually the same number as your total organisation beneficiaries. We understand that at application stage this may well be an estimate.</p> |
| B13 | <p>How many Fishing Fleet beneficiaries will benefit from our grant? This should be the fishing beneficiaries who will benefit from the grant, not usually the same number as your total organisation beneficiaries. At application stage this may well be an estimate.</p> |

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| B14 | <p>How many Royal Navy and/or Royal Marines beneficiaries will benefit from our grant? This should be the Royal Navy and/or Royal Marines beneficiaries who will benefit from the grant, not usually the same number as your total organisation beneficiaries. At application stage this may well be an estimate. Wording in line with policy.</p> |
| B15 | <p>How many youth beneficiaries (0-25 years who are NOT dependants and families) will benefit from our grant? Our funding for maritime youth organisations is intended to support those organisations who can demonstrate a clear link between their activities and young people choosing a career at sea. If you support young people who are dependants of seafarers you will be asked for this information in questions that follow.</p> |
| B16 | <p>Relating to the figures you have entered in B12, B13 and B14 how many older and ex-seafaring beneficiaries will our grant help/support? These beneficiaries will be seafarers over 60 years.</p> |
| B17 | <p>Relating to the figures you have entered into B12, B13 and B14 how many families and dependants of working age seafarers will our grant help/support? These beneficiaries are families or dependants of working age or former seafarers under 60 years.</p> |
| B18 | <p>Relating to the figures you have entered into in B12, B13 and B14 how many seafarers of working age will our grant help/support? People who normally work at sea in the maritime industries, former seafarers under the usual retirement age and Merchant Navy cadets and trainees.</p> <p>Please note that we define seafarers in line with the MLC 2066 definition of seafarers.</p> |
| B19 | <p>Grant Outcome 1 - what difference will the grant make to the beneficiaries? (max 3 sentences or 100 words). All organisations must complete at least one 'Outcome' for their grant request. If you are applying for more than £5,000 you should provide 3 Outcomes. Outcome/s for the purpose of this grant is/are 'what difference this grant will make to your beneficiaries'. The key to understanding outcomes is to focus on the benefits to your beneficiaries that flow from the activity, service or project and NOT on what will be purchased with the grant.</p> <p>Please identify how you plan to measure the Outcome(s) from this grant.</p> |
| B20 | <p>Grant Outcome 2 - name a second difference that this project will make to beneficiaries (max 3 sentences or 100 words). If your grant request is for £5,000 or less you only need to complete one Grant Outcome. If you are applying for more than £5,000 you will need to complete at least three Outcomes.</p> <p>Outcomes from this grant are the difference the grant will make to your beneficiaries. See QB19.</p> <p>Please explain how you plan to measure the Outcome(s) from this grant.</p> |

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| B21 | <p>Grant Outcome 3 - is there another difference this project will make for your beneficiaries? (max 3 sentences or 100 words)</p> <p>Outcomes from this grant are the difference the grant will make to your beneficiaries. See QB19.</p> <p>Please explain how you plan to measure the Outcome(s) from this grant.</p> |
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Section C

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| C1 | DELETED |
| C2 | <p>Is any/all of your application for Capital Expenditure - please state the amount of your request which is for Capital Expenditure</p> <p>Capital expenditure is generally defined as money that is used to acquire or upgrade physical assets such as equipment or property or vehicles.</p> <p>Capital assets is generally defined as all permanent and temporary buildings or structures, vehicles, machinery, computers, computing and communications hardware and software, fixed and loose tools, clothing, furniture, medicines and any other physical form of equipment or materials.</p> <p>Capital grants awarded for over £10,000 will not be agreed until we have had sight of three estimates for the work. Ideally you would provide these at Grant application stage.</p> <p>Please enter whole numbers only i.e. no symbols (£), commas or full stops.</p> |
| C3 | <p>What is your total Capital project costing?</p> <p>This is the total Capital cost - not the amount being requested as part of your application.</p> |

Section D

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| D1 | <p>Annual Report and/or accounts.</p> <p>If these are NOT available via the Charity Commission for England and Wales please upload your Annual Report and/or accounts.</p> <p>Max file size is 10MB so if larger please compress your file or call us on 0207 932 0000. Re-uploading a file overwrites the currently uploaded file.</p> |
| D2 | <p>If you have already uploaded your Annual Report containing your full accounts you need not upload again. Please upload your full accounts if not available via the Charity Commission website (England and Wales).</p> |
| D3 | <p>Not a registered Charity?</p> <p>If not a registered charity please upload your charitable constitution or governing documents.</p> <p>Max file size is 10MB so if larger please compress your file or call us on 0207 932 0000. Re-uploading a file overwrites the currently uploaded file.</p> |

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| D4 | Budget Please upload details of your budget breakdown for your requested grant. Detail all the major elements and their projected cost in pounds e.g. Materials £X,XXX Staff costs £X,XXX 5% contribution to overheads £XXX |
| D5 | Upload facility if needed to add a miscellaneous letter or document. Max file size is 10MB so if larger please compress your file or call us on 0207 932 0000. Re-uploading a file overwrites the currently uploaded file. |

Section E

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| E | <p>You will need to confirm that all the information given is current and correct and that you are authorised to complete this application on behalf of the applicant organisation.</p> <p>By submitting this form you certify that you are approved to do so by your organisation, that application information is correct and the enclosures are current, accurate and adopted or approved by your organisation.</p> |
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The Data Protection information that follows is a repeat of the information given online.

Data Protection Act 1998: By sending us an application you give your explicit consent for us to use data relating to your organisation for the purposes outlined here. Seafarers UK complies with the Data Protection Act 1998. Information on the use of personal data by Seafarers UK is available from the Executive Director, Seafarers UK, 8 Hatherley Street, London SW1P 2QT.

We will use the information you give us on this application form, in supporting documents, during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project. We may also share information with other grant distributors, government departments, organisations providing matched funding and other organisations and individuals with a legitimate interest in Seafarers UK applications and grants, or for the prevention and detection of fraud. We might use the data you provide for our own research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

What happens next? Please see page 5.

Thank you for your interest in Seafarers UK.