

# Seafarers UK Covid-19 Emergency Fund

## Guidelines for Grant Applications

### 1. Our Commitment to Support Maritime Welfare Services

Seafarers UK is the leading grant funder of welfare services serving the Merchant Navy and Fishing Fleets. We understand that this is an unprecedented time with the need to change plans and to find new ways to work. We want to be a supportive grant funder and ensure that bespoke services for seafarers are maintained and sustained throughout and beyond the current coronavirus pandemic.

This is why we promptly signed up to the London<sup>1</sup> Funders' pledge to support organisations with an existing Seafarers UK grant who are affected by the Covid-19 crisis. The pledge, which has now been signed by hundreds of grant funders, means that if you currently have a grant from Seafarers UK we are willing to consider the following options to help you help your beneficiaries:

1. **Adapting activities:** we acknowledge that agreed outcomes may not be achieved in the timeframes originally set.
2. **Discussing dates:** we will not apply pressure on organisations to meet tight reporting deadlines.
3. **Financial flexibility:** we will allow organisations to use money differently e.g. buying equipment and covering staff sickness (NB: the majority of our grants cover core costs).
4. **Listening:** we encourage you to have a frank conversations with us about your needs, and we will be as supportive as we are able.

If you currently have an existing grant from Seafarers UK and are experiencing problems delivering your service, please contact the Grants Team to discuss any changes you may need to make.

### 2. New Grant Programme: £2m Covid-19 Emergency Fund

In addition to being flexible about your existing grant commitments, we understand that you and your beneficiaries may be experiencing additional unforeseen difficulties. That is why Seafarers UK's Trustees have released an extra £2m from our reserves to provide grants from a Covid-19 Emergency Fund.

The aim of the Emergency Fund is to help your organisation, and thus seafarers in need, to withstand this current crisis. The Covid-19 Emergency Fund is a new grant programme that your organisation can apply to for reasons **directly arising from, or because of, Covid-19.**

The timescale of this fund is not precise due to the unknown duration and impact of Covid-19 but it is anticipated that the majority of these funds will be allocated during 2020, but with funds available for longer term needs into 2021. If you sign up to our delivery partner email bulletin we guarantee to give you at least two months' notice of the closure of this fund, or indeed its top-up. See end of document for information on how to sign up to the email bulletin.

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<sup>1</sup> Although launched by the London Funders' Network this was an inclusive pledge open to UK funders nationwide

This grant programme is underpinned by many of the same principles as Seafarers UK's main grant programme. However, it is distinct and separate from Seafarers UK's existing Main Grants and Merchant Navy Fund<sup>2</sup> which will continue to receive applications and provide grant funding to maintain bespoke services for seafarers and their families from the Merchant Navy and UK Fishing Fleets.

In order to expedite funding, the Seafarers UK Trustees are meeting more regularly to consider grant applications. It is anticipated that your application will be turned around within one month of receipt, and within 2 weeks if under £10,000. If your needs are more pressing and urgent than this, please let us know.

### 3. Eligibility Criteria for Seafarers UK Covid-19 Emergency Fund

As a consequence of the unique situation caused by the Covid-19 pandemic, we have set the criteria and rules for the Emergency Fund in order to better respond to the needs presented. Please familiarise yourself with the following distinct eligibility criteria which applies only to the Emergency Fund<sup>3</sup>.

1. Applications to the Seafarers UK Covid-19 Emergency Fund is for funding specific responses arising from, caused by, or affecting seafarers and maritime welfare charities as a consequence of the Covid-19 pandemic. The Main Grant or Merchant Navy Fund should be applied to for funding all other non-Covid-19 services and interventions for seafarers.
2. For regular recipients of a Seafarers UK grant, applying for a grant from the Covid-19 Emergency Fund will not affect our consideration of an application for an ongoing annual grant. An annual grant should be applied for in the usual manner.
3. Applications for the Covid-19 Emergency Fund should be for a current or anticipated need arising from Covid-19. Unlike the Main Grant Fund, you can apply to the Covid-19 Emergency Fund more than once within the same year. This will enable current needs to be responded to, and the potential for further help to be provided if other needs and costs are identified at a later date.
4. Partnership working and joint applications which maximise impact and outcomes for seafarers are strongly encouraged.
5. If Covid-19 has caused additional costs to deliver a service, these can be included within the annual grant application rather than making a separate application if wished. The additional costs should be clearly stated and costed. If awarded, these additional costs will be funded from the Covid-19 Emergency Fund. (Also see note below which relates to additional costs).
6. It is likely that a charity will have had to have drawn on their reserves and emergency funds at this time - particularly to make up anticipated shortfalls in investment dividends and fundraising income (these will not be funded by Seafarers UK). Within the grant application it is important to explain how reserves have been, or will be utilised to respond to the Covid-19 pandemic.

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<sup>2</sup> Merchant Navy Fund grants are only made to organisations serving UK MN beneficiaries (those who hold a UK passport; logbook proof of MN service).

<sup>3</sup> The Guidelines for Seafarers UK Main Grant and the Merchant Navy Fund are available online:  
<https://www.seafarers.uk/wp-content/uploads/2019/10/Seafarers-UK-Grants-Funding-Guidelines-October-2019.pdf>

7. It is also expected that available government Covid-19 grants and assistance will have been accessed where appropriate (e.g. employee furlough scheme, etc.).

#### 4. What you can apply for:

Under the Covid-19 Emergency Fund, applications are welcomed from organisations delivering services to seafarers and their families. The following list provides some of the reasons why you may want to make a grant application to the Emergency Fund:

- ✓ **Individual hardship:** Providing new or additional hardship grant payments and / or emergency/food parcels to seafarers and/or their families experiencing hardship as a consequence of Covid-19. Examples include: individual grants because of loss of job, loss of family breadwinner, unable to work, additional family expenditure incurred because unable to join ship, home schooling/working from home, etc.
- ✓ **New service:** Providing a new welfare service or response which is aimed at supporting seafarers and/or their families impacted during the Covid-19 crisis. Examples include delivering food parcels or developing IT to deliver existing services virtually.
- ✓ **Additional operating costs:** The organisation may incur additional costs to deliver an existing service as a consequence of Covid-19. Examples include: employing additional or temporary staff, purchase of Personal Protective Equipment, adjustments to ways of working and additional hygiene costs. Unlike the Main Grant, additional costs related specifically to Covid-19 can be backdated to 1st March 2020. Experience of the actual costs incurred to date can be used to project future expected additional costs for a period of up to 6 months. Please provide a simple budget to support a request for additional costs. If the predicted additional costs are not incurred, any unspent amount will be required to be returned to Seafarers UK. NB: Topping up salaries for staff receiving funding through the Government's furlough scheme are excluded from funding.
- ✓ **Loss of organisational income:** This may be because the usual method of generating regular income has been affected. Examples include lack of sales from a closed shop or cafe, a paid for service which is unable to operate or the cost of hiring a hall for an event which has had to be cancelled. NB: Seafarers UK will not fund any anticipated loss of speculative income caused through a lack of organised fundraising events or a shortfall on investment income. Instead it is expected that the organisation will cover this from its own reserves.
- ✓ **Liquidity or cash flow issues:** Please contact the Grants Team if you are experiencing severe liquidity or cash flow difficulties created by the Covid-19 crisis. This may be because of inability to make sales, receive regular payments or because of the need to make an emergency purchase or adjustment to way of working. Instead of a grant, there may be other ways that we can help your situation.
- ✓ **Risk of organisational or service closure:** If the organisation or a bespoke service delivered primarily to seafarers is at risk of closure because of lack of funds or financial fragility as a consequence of Covid-19, please contact the Grants Team to discuss and explore further.

This list is not intended to be exhaustive, but to give an idea of the type of funding that can be applied for under the Covid-19 Emergency Fund. We aim to be supportive, so please call us to discuss any problems you have which are not included on this list.

## 5. Contacting the Grants Team

If you would like to discuss an application under the Covid-19 Emergency Fund, please get in touch. This is how you can contact the Grants Team:

**Email:** grants@seafarers.uk

**Phone:** 020 8248 5293 (Deborah)

020 7932 5975 (Tina)

You may also find it useful to sign up to an email bulletin from the Grants Team which will keep you in touch with any changes to our Covid-19 Emergency Fund. Please send an email to [grants@seafarers.uk](mailto:grants@seafarers.uk) with the subject heading Sign Up.

This email bulletin will also share regular updates of funding and support available in the wider Third Sector.