



## Applying for a grant from the ITF Seafarers' Trust

The ITF Seafarers' Trust is a registered charity in England and Wales. We are regulated by UK law and responsible to the Charity Commission for England and Wales.

We are governed by our Deed of Trust, our “governing document”. This sets out our charitable purpose and the Trust is only permitted to make grants that meet the aims set out in this document – our “charitable aims”.

### Who can apply?

The Trust only makes grants to organisations that support the welfare of seafarers, maritime workers and their families. We do not make grants to individuals.

The Trust accepts applications from:

- Registered charities and Non-profit organisations
- Educational institutions (such as universities and colleges)
- Trade unions
- NGOs (non-governmental organisations)

We make grants to organisations in any part of the world.

Your organisation must:

- Be able to show that the project will improve seafarers, maritime workers and/or their families' health and well-being irrespective of nationality, religion, race, language, gender or rank.
- Have a constitution or a set of rules, which set out the aims of your organisation and how you work.
- Have a bank account in the name of the organisation.

### How to apply

All grant applications must be made online. Read all the information in this guide before applying to ensure you send us the correct information.

For all applications over 50,000 GBP, except vehicle requests, we strongly encourage you to use the project proposal form to help you describe your project. You can find a link to it on our website “how to apply for funds” page or [click here](#).

You can find the links to the grant application on our website. There are different requirements and forms depending on what your grant application is for. Before starting the application form, you will be asked a few preliminary questions to direct you to the correct form. The four different application forms are for:

- Port Based Welfare – grants toward seafarers' centres, hotels for seafarers, clinics and any other facility or service based in a port.
- Vehicles – such as a mini-bus, van or car used to transport or visit seafarers.
- Research – any research or study focused on seafarers, their families or other maritime workers.
- General - for all other categories, which are explained in more detail further below.

If you have any problems with completing the online application, or are not sure which application form to complete, please contact us.

The first time you apply using the new system, you will be asked to set up a log in with a password for your organisation, before you can access the application form. You should keep these details safe so that you can save your application for later, make another grant application in the future, send us reports or update your details.

Please make sure to use the same log in details every time your organisation applies for a Trust grant. This will help us to create a complete history of your organisation's grant requests, which you and your organisation can see too.

## What types of grants are available?

### Port based welfare

The Trust makes grants to support port based welfare projects such as developing ship visiting, outreach work, or projects to improve health, safety and wellbeing.

The Trust does not usually make grants for new seafarers' centres except for in particular circumstances. However we are happy to consider grants for existing seafarers' centres, hotels, clinics or any other port based facility catering for seafarers, including:

- Repairs and refurbishment of existing port based welfare facilities. (Building)
- Equipment for port based welfare facilities. (Equipment)
- Port based services, such as enhancing ship visiting activities, providing Wi-Fi on-board ships, counselling in port etc. (Service)

If you are thinking about applying for a grant to open a new seafarers' centre, we recommend that you contact us to discuss this with us first.

For these grants please use the "Port Based Welfare" application form and chose one of the three subcategories (Building, Equipment or Service).

### Vehicles

The Trust makes grants for the purchase of vehicles such as mini-buses, vans and cars to support welfare organisations to transport seafarers and to undertake ship visiting.

We also have an ongoing Vehicle Replacement Programme, which invites applicants from organisations and seafarers' centres already involved in transporting seafarers and ship visiting to update their old vehicles.

If applying to replace a vehicle, you need to complete our Ship visitors' and transport log and upload it where required in the application. You can download the log on our website "how to apply for funds" page or [click here](#). We strongly suggest that you always keep track of your ship visiting and transport activities. If you already have your own bus log, we can accept that for your application.

For these grants please use the "Vehicles" application form.

### Research

The Trust accepts grant applications for research from organisations such as Universities and educational institutions. We will also consider funding for feasibility studies to see whether a research project or welfare project is possible. Research or studies must meet our charitable aims. You are very welcome to contact us to discuss your research aims before applying for a grant.

For these grants please use the "Research" application form.

### Welfare at sea and Welfare at home

The Trust provides grants for a variety of projects that support the welfare of seafarers while they are at sea or while they are at home. We also support projects that enhance the welfare of seafarers' families.

For these grants please use the "General" application form and choose "Welfare at sea" or "Welfare at home" within that application.

### Training and education / Conference and event/ Publications

The Trust considers grant applications for training and education (scholarships and other training), conferences or for publications (books and leaflets) for or about seafarers and maritime workers. Any training, conferences or publications should aim to:

- Improve welfare services provided to seafarers
- Improve seafarers' life opportunities
- Promote the health, safety well-being of seafarers and maritime workers

For these grants please use the "General" application form.

### Operational support

The Trust provides a small number of grants to some organisations for operational support, supporting the general running costs of those organisations.

Organisations that are seeking grants for operational support need to have a proven record of dealing with seafarers' welfare. For operational support grant requests, we encourage you to always send a detailed project proposal. You can download the form from our website "how to apply for funds" page or [click here](#).

For these grants please use the "General" application form.

### Other grants

If you are considering applying for a grant which is not covered above and are not sure about its likelihood of success, we are happy to discuss your project with you. Our contact details are listed at the end of this leaflet and on our web site and you are very welcome to contact us.

### Applications that are not likely to be supported

The Trust does not make grants to individuals, only to organisations. As well as this, applications for the following are not likely to be supported:

- Funding for projects that you have already completed and paid for.
- Deficits that have already been incurred – where you have already spent money before applying for a grant.
- Projects that promote particular religious beliefs.
- Recurring costs – costs that you need to pay on a regular basis.

### How much can I apply for?

You can apply for any amount from £500 upwards. However, the amount applied for must be realistic, considering the size of your organisation and the work your organisation does. The Trust will take into account your financial position when considering making a grant, especially for grants for running costs and large grants for things like buildings and equipment. The greater the amount you apply for, the more supporting documents and checks are required.

## What should I do before making an application?

If your organisation is part of a larger organisation, discuss your request with your head office and get their support.

If you are applying for a grant for Port Based Welfare or a vehicle and your port has a port welfare committee or similar, discuss your plans with them and get their support.

Discuss the application with your local ITF affiliate and obtain their endorsement. You must prove you have the support of a maritime union affiliated to the ITF, in the form of a signed endorsement letter from their President or General Secretary. You are responsible for obtaining the endorsement letter. If you do not have an ITF affiliated union in your country, the Trust will refer the matter to an appropriate union in another country.

The endorsement letter should be uploaded where required in the application. If the endorsing union require to see your grant request before the endorsement is provided, you can submit the application form without attaching an endorsement. As soon as your application is submitted you will be sent a copy of your grant request to be sent to the endorsing union. You can then upload the endorsement using your account page. You can access your account via our website “how to apply for funds” page or by clicking [this link](#).

If applying for a vehicle grant, complete the Ship visitors' and transport log for 2 months.

## How long does the process take?

- Applications up to £75,000 (small grant) require a minimum of two months but may take up to 6 months.
- Applications over £75,000 (large grant) require a minimum of 3 months but may take up to 12 months.

## What happens next?

After you submit your application, you will receive an email to confirm we have received your application. A copy of your request will be attached to the email.

We will assess your application and you might be asked additional questions.

We may ask the local Port Welfare Committee or local ITF affiliate some additional questions.

We will contact you as soon as possible to inform you of the outcome of your application.

If successful, we will send you a grant agreement and information on what you need to do next.

## Who makes the decision?

Although the Trust consider the views of the ITF affiliate and other parties, only the Trustees can make decisions on grants.

## Need more information?

Contact us at [info@seafarerstrust.org](mailto:info@seafarerstrust.org) if you have any further questions, want to discuss your application or need specific advice.