IFFS Online Application Form: Step-by-Step Guidance Notes

Introduction:

These instructions are provided to help you make your application for a grant from the International Fund for Fishing Safety which is managed by The Seafarers' Charity via the Benefactor Cloud database system. The following will guide you through:

- what you will need to prepare before you commence your application, including a list of the questions asked
- how to set up a user profile
- step-by-step guidance on our application form
- information about GDPR and your privacy
- how to get help

Preparation to Apply:

The following is an overview of what is requested so please review these before you begin to ensure you have everything you need.

The form should auto-save as you progress through it so you can return to complete your application at a later date. However, if you see a prompt to **Save**, please do so. To be sure you do not lose any work, we highly recommend copying the list of questions below into a word document and preparing all of the answers beforehand as a backup copy. This way you will also be assured that you have all the information needed before you commence your application. This is also handy to share with the Impact team via email before you load it up to Benefactor. Please pay particular attention to the character limits in some fields.

When you return to edit your application, please make every effort not to create duplicate applications which is easy to do. Take a note of the four-digit reference number that starts with # and return to edit this version.

The following is a list of fields required so you can prepare in advance:

Section A: Contact Details
- Salutation
- First name
- Surname
- Job title
- Phone number

Section B: Organisation Details
- Alternative organisation name
- Organisation address and phone number (complete in full)
- Website address
- Legal status (Select from drop down options)
- Organisation Mission Statement or Purpose
- Project/ Activity Category: (Select from drop down options)
- Profession Category: (Select from drop down options)

- Beneficiaries Category: (Select from drop down options)

Section C: Application Summary

- Baseline Community and Safety Context
- Request Title (4 words max. preferred)
- Request Summary (1 sentence max. preferred)
- Request Description (4-5 paragraphs max. preferred)

Please note there are character and word limits on some fields to ensure the information submitted is concise. If they are too restrictive, please feel free to add any additional wording or documents at the upload section along with your budget for the project.

Section D: Inputs Information (Financial & Staffing)

- Total cost of the project/programme
- Amount requested
- Project/Activity duration (numeric in months only)
- Describe the type of funding for which you are applying (Select from drop down options)
    - o New (or existing) overheads, project, programme or capital expenditure (Select from drop down options)
    - o Describe second funding type, if applicable (Select from drop down options)
    - o Select if an award would be capacity-building for your organisation?
- Have you applied to another funder/s for part or all of this? (Y/N)
- If yes, please list the other funders who may fund all, or part of this project and the amounts requested or awarded.
- If your request represents part-funding, how will you fund the balance?
- Upload a budget for this project and any supplementary information (file box). Please also attach your financial statements or annual report. Draft versions are welcome.
- How many current or extra paid staff and/or volunteers will be funded? Please check Help for the correct calculation format.
    - – Current or extra paid staff expected as a result of the funding
    - – Current or extra volunteers expected as a result of the funding

Section E: Outputs Information (Service Delivery and Beneficiaries)

- Where is the main geographical area where the grant funding will be spent? (Select from drop down options)
- When not working at sea, where are the majority of beneficiaries usually resident? (Select from drop down options)
- What is the total number of beneficiaries that will be supported by this application?
- Does your organisation only serve seafarers or includes beneficiaries from the general population?
- What is the total number of current Fisher beneficiaries?
- What is the total number of retired Fisher beneficiaries?

Section F: Impact

- What is the expected long-term impact of this if awarded
- Deliverables - describe three tangible, measurable deliverables (indicators)
- Baseline Measurements if relevant
- Monitoring Methods - what methods will you use to monitor progress and outcomes?

- Data Sources - what existing data sources will you use, and will any new data be collected?
- Evaluation - how do you plan to evaluate the project's performance and impact?
- Key Assumptions
- Measuring Success – how will you define and measure success for the grant-funded activities
- Additional information

Section G: Confirmation of Authority to Submit

You will then be asked to confirm your authority to submit an application on behalf of your organisation and to provide consent for GDPR Data handling.

Application Step-By-Step Guidance

Our cloud-based Benefactor database and application form uses a familiar format where users must register an account, identify themselves as a legitimate charitable entity, and pass a short eligibility questionnaire. The following step-by-step guide will give you detailed instructions about how to navigate this process and advance through the application form which can be accessed via our website here: https://seafarerscharity.benefactorcloud.co.uk/
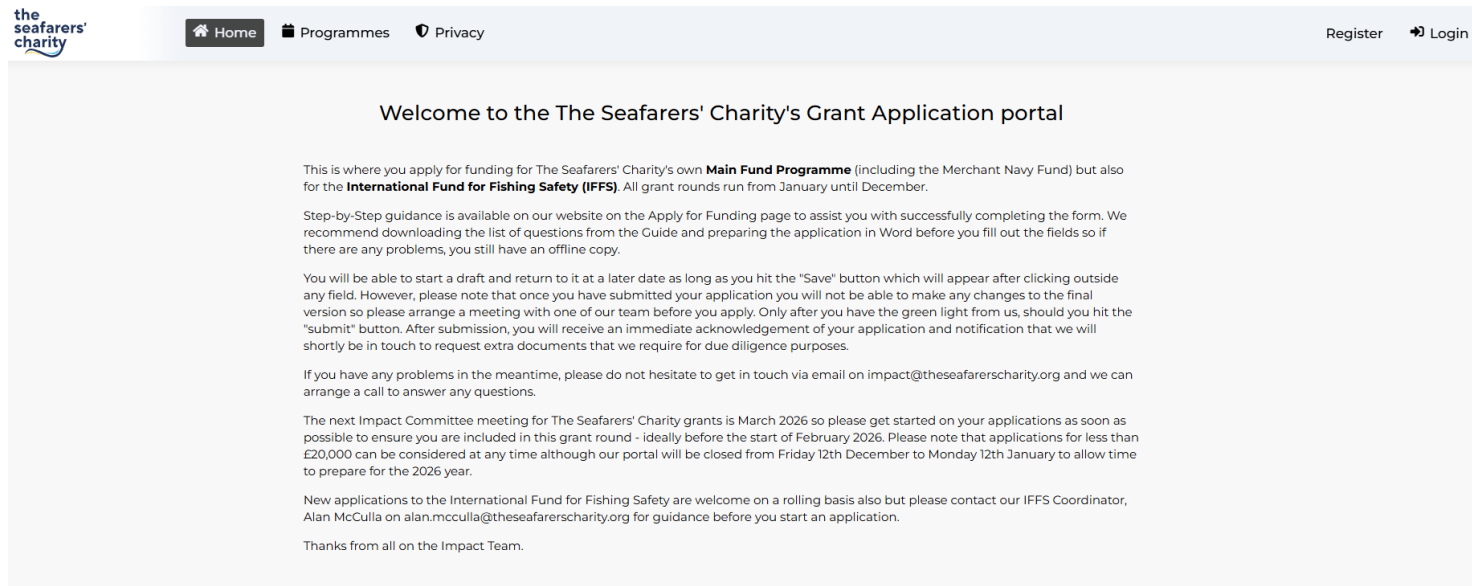
Step 1: Register
At the landing page, please register your email address and choose a strong password through the link at the top right-hand corner. If you have applied to The Seafarers' Charity in the past, please use Login to enter your email address and then reset your password when you first access the system.

Step 2: Confirm Your Registered Email Address
You will be asked to confirm your registered email address so please log in to your email and confirm your identity.

Step 3: Your Email Address Has Been Confirmed
Once confirmed it will return you to a screen that will allow you to Log In.

Step 4: Log in
Please log in using the email address and password chosen

Step 5: Your Details
Please select Start a new application

Step 6: Programmes – Current Grant Rounds
Please select which programme you would like to apply to and select "Start an Application."

Please apply through the 2026 International Fund for Fishing Safety (IFFS). If you do not apply through the correct channel you may have to redo your application so please read the sections

relating to each carefully. Ideally you will have already communicated with the IFFS Coordinator to seek their guidance before you even start an application.

Step 7: Eligibility Quiz

Please complete the four question Eligibility Quiz and check your eligibility to help guide you to the correct funding pools. Please note that if you do not pass the quiz, the screen will just refresh back to the original status and you will not be able to advance. If this happens, please email us on impact@theseafarerscharity.org for help.

Step 8: Programme Privacy Agreement

Once you have passed the eligibility quiz, you can then start an application. You will be automatically opted in to our Privacy agreement at this point.

You can return to a part-completed application at any time by logging in to Benefactor and following the instructions on your Dashboard. You can also see previously submitted applications. Please ensure that your return to your application via this link only: https://seafarerscharity.benefactorcloud.co.uk/

Trying to log in via a cached link on a browser may result in an Access Denied error. We suggest you bookmark the link and use this to access your account.

Step 9: Application Form

The application form is divided into the following sections:

- Contact Details
- Organisation Details
- Application Summary
- Inputs Information (Financial & Staffing) including budget and supplementary information
- Outputs Information (Service Delivery and Beneficiaries)
- Impact
- Confirmation of Authority to Submit

The following table outlines each of these sections and the information required and Help contained within them which is also accessible via the Help options in the form by clicking on the **?** icon above each question. Please refer to the Grant Application Guidelines for more detail.

Section A: Contact Details
   Apply as an organisation: Select "Apply as an organisation"   Search for organisation in the field which searches the UK Charities Commission. If not founded please manually add organisation details. If you don't have an organisation identifier, please leave this blank. Organisations outside the UK may have an identifier from their own official body which registers organisations or companies with charitable purposes.   Save by selecting Confirm.   Please not that instructions on how to change ownership of a record is covered later in this document.

A1	**Main Contact Information** Enter the salutation, first name, surname, job title of main contact for the grant application.
A2	**Contact Details** Enter the best phone number to contact you on if we have any questions about your application. This is likely to be a mobile number but may also be a direct landline. Please include the country code and use the following format +xx (country code) xxxxxxxxxx (number with no spaces). Save by selecting "Save Now" on the green button that appears at the bottom of the screen.

	Section B: Organisation Details
B1	**Alternative organisation name** This may be any acronym, trading name, or other name by which your organisation is commonly known.
B2	**Organisation address and phone number** Enter the physical address of your organisation including the country and post code completing all compulsory fields, including the main landline number of the organisation.
B3	**Website** Enter the website address for your organisation.
B4	**Legal status** Select the charitable status from the drop-down list of options. These are taken from the UK Charities Commission descriptors so if you are unsure of the structure, please visit www.findthatcharity.uk to check your organisation's status. If the applying organisation is outside the UK, please use Other and supply your proof of legal status (Memorandum and Articles, Rulebook, or Constitution document) as an upload or when requested for due diligence purposes. The same applies if your organisation is not a registered charity but has a different legal format such as a mutual society or community interest group.
B5	**Organisation Mission Statement or Purpose (max. 300 characters).** This is a description of what your organisation does so please enter your official mission statement or a brief description of your purpose – ideally one sentence but two if required.
	Project/Activity Category Select one term only from the drop-down options that most closely describes the activity that the award will be used for. It may be the same as your organisation's main activity or it may be different. E.g. An organisation that normally describes itself as making Grants to Individuals might be carrying out some research for which they are applying for funding. In this case, the correct selection would be *Sponsors or Undertakes Research.* Again, these are based on the Charities Commission descriptors, so if you cannot find a term that matches please use *Other Charitable Services.*
	Profession Select all terms that apply from the drop-down options that most closely describes the maritime professions that the award will most benefit. E.g. Merchant Navy. If none or more than one apply, please enter No Distinct Profession. Select multiple options by holding down the shift button as you click on the additional professions.
	Beneficiaries Category Select all terms that apply from the drop-down options that most closely describes the beneficiaries that the award will most benefit. E.g. Elderly/Veteran. If none or more than one apply, please enter Other Defined Groups or No Distinct Group.

Section C: Application Summary	
C1	**Baseline Community and Safety Context** Applicants should summarize the community context, including total population, number of fishers, and the share of the workforce engaged in fishing. They must also report pre-project safety data from the previous year, including vessel accidents, non-fatal injuries, and fatalities, as well as estimate the proportion of vessels using safety management systems and conducting safety drills. Applicants should also indicate prior awareness of relevant international standards (e.g., ILO C188, STCW-F, Cape Town Agreement).
C2	**Request Title (max. 40 characters, ideally no more than four words)** Please add a short title that identifies your request
C3	**Request Summary (max. 500 characters, ideally no more than one sentence)** Briefly describe the purpose of the project, preferably in one sentence "Funding to provide/deliver services/give support/training to seafarers/fishers in/at (location) who are in need of (insert) over (time period).
C4	**Request Description (max. 750 words)** Describe the organisation that is applying, what will be funded, the context, evidence of need, and desired outcomes in approximately four paragraphs including: • What is the main focus of services, activities or intervention that will be funded by this grant? • What will the grant actually pay for (eg: staff posts, equipment, core costs, development etc) • How will seafarers and/or their families benefit? • Is it a new innovative service or project? Or is business as usual? If yes, is it your core business or additional to your core services? • An overview of the budget breakdown • What other funders or partners you are hoping to involve Please refer to your organisation in the third person in C3 and C4 by refraining from the use of "we" or "our" in the narrative. If there isn't enough space here to describe your application fully due to the field restriction, please feel free to upload supplementary information in the Uploads section later on in the application. Save this section by selecting the green "Save Now" button at the bottom of the screen.

Section D: Inputs Information (Financial and Staffing)	
D1	**Total cost** What is the total cost of the whole project/activity that this application is related to? Please enter numbers only without currency, commas or full stops. E.g. £5,000.00 should be entered as 5000.
D2	**Amount requested** How much are you applying to The Seafarers' Charity for? Please use the same format D1. Please round the amounted requested to the nearest £ (or equivalent). i.e. £5,890.61 should be entered as £5891. No digits after the decimal point please.

D3	**Project/Activity duration**
	Please add the number of months you expect the project/programme to be delivered within. E.g. if it is a year-long project write 12. Two years would be 24.
	Funding type
	Some awards are for multiple purposes e.g. overheads and programme costs. In this section, choose the two most significant options from the drop-down list.
	Options include:
	• Core/Overhead Costs – New (include new wages, rent, insurance, heating, and maintenance)
	• Core/Overhead Costs – Existing (include existing wages, rent, insurance, heating, and maintenance).
	• Programme/Project Costs – New (all the costs associated with running a project that is not part of your core service. This may include salary and equipment costs as well as no more than 5% of the project cost as an allocation towards full cost recovery.)
	• Programme/Project Costs – Existing (as above)
	• Capital Costs (funds spent on acquiring or maintaining fixed assets, such as land, buildings, and equipment.) Please supply three quotes for the work required.
	• Choose a second funding type if applicable.
	Some of these activities could be described as capacity-building for your organisation itself. I.e. those that strengthen your organisation's ability to deliver on its mission. E.g. governance or management training, systems development, fundraising staff etc. Please select yes, if the funding type falls into this category.
D4	**Other funders**
	Have you applied to another funder/s for part or all of the total cost? Choose Yes or No.
	If yes, please list the other funders who may fund all or part of this application. Please include the amounts requested or already awarded in the free text box.
	If your request represents part-funding, describe in the free-text box how the balance will be met?
D5	**Uploads**
	Please upload a budget for this application and any supplementary information that supports your application showing clearly what our grant will actually pay for. Acceptable formats are .pdf or .xls with a maximum size of 10mb. Word documents will not load.
	If you are requesting full funding for your proposal then the total cost will be the same as the amount requested.
	If you are applying for part-funding or only a percentage, please explain how the remainder of the cost of the proposal will be funded e.g. 50% match funding from X organisation, or funded from organisation's reserves or income received from service users contributing to the cost of the service, etc.
	You may also use this upload function to supply three quotes for suppliers bidding for work related to capital costs.
	At the second upload section, please attach your latest financial statements, whether they be stand-alone or as part of an Annual Report. Draft financials are also welcome. If you cannot provide them for any reason, we can accept top-line figures for the last two years for:

	- Income - Expenditure - Surplus/Deficit - Total Funds - Reserves When attaching multiple files at the application stage (or at the due diligence request stage after submission), please select all the files you want to upload at once by holding down the shift key – otherwise the system will overwrite each one done separately and only the last one will be received.
D6	**Staff and Volunteers** How many current or extra paid staff and /or volunteers will be funded? Enter the value into the relevant field. To calculate the value, find the total number of days supported using the full time equivalent (FTE) method i.e. 1 FTE = 1 Any part time posts are calculated with 1 day = 0.2 FTE. Only the total number of the FTE posts can be entered so if you have 1 FT and 2 x 2 days per week that would be 1 + 0.2 + 0.2 = 1.4 If the grant application is not for staff costs then please enter 0. Save this section by selecting the green "Save Now" button at the bottom of the screen.

Section E: Outputs Information (Service Delivery and Beneficiaries)

E1	**Geographical benefit** Where is the geographical area where the grant funding will be spent? United Kingdom should be selected if you will be delivering a service that can be accessed by any seafarer or fisher anywhere in the UK, either through referral, in person, phone or the internet. If the project is outside the UK, please select the specific country/countries where the project/programme is based. If it is truly an international project, please choose International. If your country is not listed, please contact us on impact@theseafarerscharity.org requesting it to be added.
	When not working at sea, where are the majority of the beneficiaries usually resident? Please select all that apply from the drop-down options by holding down the shift key as you select.
E2	**Beneficiaries** Please use your best estimate of how many seafarers your organisation will support as a result of this grant award. Please do not include: - Seafarers and other people who are supported by your organisation but who will receive no direct benefit from this grant award. For example: Your organisation supports 1,000 people per year throughout the UK. 500 seafarers are supported but only 50 of them are based in the North West where this new grant funded service will be delivered. In this example, the correct number of beneficiaries supported by the grant is 50. - Non-seafarers: people who are not current or ex-seafarers or the direct dependents of a seafarer (e.g.: a widow or an orphan).

	• Assumed number of family members of seafarer. • Please also do not put in the full number of seafarers/fishers worldwide i.e. 3 million+. If it is a service that potential any seafarer could access, please list the most recent number of hits on your website or service users – or the number you hope to achieve by a successful award.
	Seafarers or General Population Most of our delivery partners only serve seafarers, while others benefit them as part of a wider group which might include the general population. Please indicate which category your organisation fits in to by selecting the drop-down option that most applies.
	Rationale Please explain how you determined the total number of beneficiaries listed above. Include a breakdown of different beneficiary groups (e.g., seafarers, dependents, shore-based workers) and describe how you will reach these groups.
E3	**Beneficiaries description** Enter the relevant number of beneficiaries in each section. Enter 0 if not relevant. Save this section by selecting the green "Save Now" button at the bottom of the screen.

Section F: Impact	
F1	**Expected Long Term Impact (max. 500 characters)** In one to two sentences, please describe the wider societal impact or systems change that is expected if this project/activity or service is successful. This is essentially a statement about what the world would look like if your charity was no longer required. E.g. Fisher injured or killed while at work are decreasing year-on-year in Malawi.
F2	**Deliverables** Please choose 3 tangible deliverables that your organisation can produce as part of this award. It might be research, course materials for an improved training programme, a new website, a new post recruited etc. You will be asked to report on these deliverables as part of your Monitoring & Evaluation report as Outputs or Outcomes, so they need to be measurable. Please do not make the M&E Report one of the Deliverables as this is a requirement over and above the Deliverables.
F3	**Baseline (200 word limit)** How will you establish a baseline for tracking the project's progress and impact? This can be data collected now or aligned with your next review date, to allow up to 12 months of data collection.
F4	**Monitoring Methods (200 word limit)** What methods will you use to monitor progress and outcomes?
F5	**Data Sources (200 word limit)** What existing data sources will you use, and will any new data be collected?
F6	**Programmme/Project Evaluation (200 word limit)** How do you plan to evaluate the project's performance and impact?
F7	**Key Assumptions (200 word limit)** Are there any key assumptions or risks that could affect your ability to measure outcomes effectively?

F8	**Measuring Success (200 word limit)**
	How will you define and measure success for the grant-funded activities? (Over and above the three deliverables)
F9	**Additional Information (200 word limit)**
	Add any additional information here.

Section F: Confirmation of Authority to Submit	
G1	Tick Yes to confirm that the application information is correct and you have the authority to make this application
G2	Tick Yes to consent to sharing the information in the application with relevant stakeholders e.g. other funders
G3	Please re-confirm your name.

Remember: once you submit your application you can no longer edit it. Please contact someone from the Impact Team to ensure we have everything we need to progress your application.

Once you have submitted your application you will see the following screen which shows the status of your application and allows you to message The Seafarer's Charity if you have any queries relating to it. You will also receive a confirmation email to the address you registered with.

You can download a copy of your application as a PDF by selecting "View Application Form" and opening the last "Review and Submit" section. On the top right hand of the section, there is a "print" button. Select this which will open your print preferences - but instead of printing, you can use the "Save as a pdf" option.

After we have received your submitted request, we will be in touch to ask for documents that we use for carrying out due diligence – either through the Messaging section of your Benefactor account or directly from our Impact team. A response to this request must be received before your application can proceed for consideration by our Impact Committee.
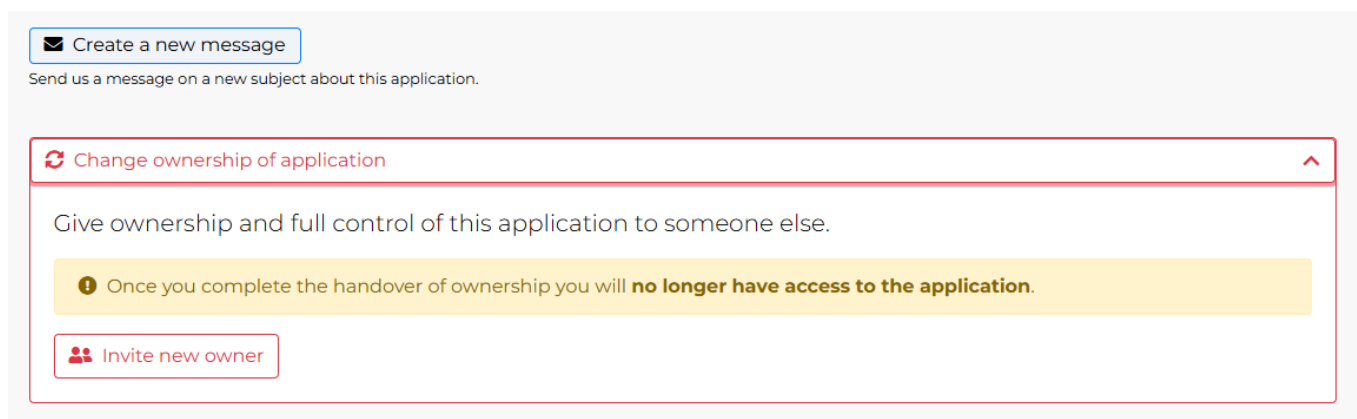
A section on this Due Diligence is outlined later in this document.

Transferring Ownership

If you are leaving your organisation or have a new person managing applications to The Seafarers' Charity, you can transfer the ownership of the new application.

The new contact just needs to register with an account on Benefactor and then action the transfer at the bottom of the relevant active application. The command should appear below any messages about the application here:

You invite the new owner by entering their newly registered email address and following the instructions after selecting **Review Ownership Request**. Confirm the process by entering the phrase "**I confirm the above**" into the box.

If you have any problems with this process, please let us know as we can administer this manually from the back-end.

GDPR

By submitting a grant application, you give your explicit consent for us to use data relating to your organisation for the purposes outlined here.

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 services to seafarers.

We may also share information with other grant funders, government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in The Seafarers' Charity's grant applications, 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.

You are also giving consent for The Seafarers' Charity to communicate with you by email, telephone and/or post about the latest information from The Seafarers' Charity. If you wish to change your preferences please contact us on impact@theseafarerscharity.org.

Information on the use of personal data by The Seafarers' Charity is available from: The Seafarers' Charity, 8 Hatherley Street, London, SW1P 2QT and can be viewed on our website at www.theseafarerscharity.org.

Due Diligence

After application submission, most future correspondence will be via the in-built messaging system. Our team will send the following message about the required Due Diligence checks:

Thanks for your recent application for funding from the International Fund for Fishing Safety. We are writing to you about the due diligence that we carry out routinely on our current and prospective awardees. We are here to assist with any queries you may have on the list of requirements below. Please note that if your organisation does not have these policies or records, your application will still be processed. In this circumstance, we would appreciate a written explanation as to why the policies or records cannot be provided. This will not affect any grant decision, but we would recommend that, where missing, these matters are added to your agenda for consideration by your Governing Board.

Subject to the above, the information we now require you to complete the processing of your application is:

1. Does your organisation have charitable aims and operates on a not-for-profit basis?

2. Please provide evidence of its legal status.

3. Provide a copy of your organisation's governing document highlighting how long a Trustee can serve on the governing body and how often they meet in a year?

4. Do your organisation's policies and procedures meet local compliance requirements? Please provide relevant copies of policies relating to:
- *financial reporting*
- *confidentiality*
- *anti-fraud and corruption with clear sanction and rules*
- *working with beneficiaries*
- *grievance procedure*
- *safety*

5. Please confirm there are no pending legal actions against your organisation. If there are, please provide further details.

6. Does your organisation have a separate bank account in its name? Please provide a recent (within 3 months) redacted bank statement which clearly shows your organisation name, organisation address, account number, branch code, IBAN and/or SWIFT number.

7. Provide evidence that financial transactions have to be authorised by two unrelated signatories.

8. Provide your organisation's latest financial statements.

9. Are these financial statements audited regularly by an independent auditor in accordance with national or international financial reporting requirements. If so, please provide the name and contact details for the auditor.
10. Please provide the name, email address and mobile number of the best person in your Finance team to contact regarding any grant payment.

Please send the information (or any queries relating to it) via the Reply function below where you can add text or attachments. Please ensure you attach your files in PDF format and all at once by holding down the control key as you select them. Otherwise, the system will overwrite them.

Thanks and kind regards

Alan McCulla
IFFS Coordinator

Get Help:

There are many ways to get help with your grant application:

- In-Application Help - click on the '?' symbol to the right of a question for more information
- The Seafarers' Charity's Impact Team are always happy to help. Contact the IFFS Coordinator on alan.mcculla@theseafarerscharity.org