

Grant Funding Guidelines

Funding Organisations to Support Seafarers

The Seafarers' Charity has supported the welfare of the maritime community for over 100 years. We fund not for profit organisations providing welfare services to support people who currently work, or have previously worked, at sea as merchant seafarers or in commercial fishing in the UK. Our grant funding also supports welfare services for the immediate dependents of seafarers and fishers. Each year we award in excess of £2m in grants to support the welfare needs of people working at sea.

A grant application can be made by not for profit organisations that are a registered charity or have charitable aims and provide help, support or services to seafarers and commercial fishers currently working at sea or former seafarers and fishers, as well as dependents of these two groups.

A "seafarer" is defined as any person who is employed or engaged or works in any capacity on board a ship and whose normal place of work is at sea.

Grants Programmes

Most grant applications will be to the Main Grants Programme. However, you may wish to apply to the Merchant Navy Fund if you specifically support UK merchant seafarers.

1. **The Main Grants Programme** - This is open to applications from not for profit organisations that support people currently working, or who have worked as merchant seafarers or fishers and their dependents.
2. **Merchant Navy Fund Grants** - This funding programme is provided in partnership with the Merchant Navy Welfare Board. It is aimed specifically at not for profit organisations that support UK merchant seafarers and their dependents.

Programme Priorities - Focusing on Improving Outcomes for Seafarers

Since 2020 our main grant funding programme is focused on achieving five long-term strategic outcomes for those who work at sea. By funding services, initiatives and interventions which support these outcomes we aspire to deliver our vision to improve seafarers' lives and achieve a world where seafarers and their families are valued and are free of need and disadvantage.

Grant funding is available to support the delivery of these five outcomes for current and former seafarers, commercial fishers and their families:

Better Working Lives at Sea People working at sea are valued as key workers. They work within sustainable and ethical supply chains and are the backbone of the global economy. Wherever they are in the world they can access virtual and port-based welfare services through an international chain of seafarer centres, port welfare committees and ship visitors

which meet their welfare needs. The promotion and support of maritime careers and education is also included within this outcome.

Enhanced Financial Resilience Seafarers, fishers, and their families, at work and in retirement, have access to confidential and independent advice, information and financial help during difficult times which can support their economic resilience and build independence. Services and interventions funded under this outcome may include the provision of information and advice and hardship and welfare grants.

Improved Health & Wellbeing Seafarers, fishers and their families are able to obtain access to health and welfare services to enable them to continue, or return to work, as well as initiatives to support their physical and mental health and wellbeing at the time and location that they are needed; on board and on shore, while at sea and during retirement. This includes appropriate retirement accommodation in the community of their choice as well as initiatives to tackle loneliness, support relationships and responds to suicide ideation.

Increased Social Justice Seafarers, fishers and their families have access to welfare services and programmes that are responsive to the unique needs arising from working at sea and provide support during retirement. This includes initiatives which promote diversity and inclusivity, support human rights, as well as reduce or prevent bullying, harassment or social stigma and provides advocacy for the rights of seafarers.

Safer Working Lives at Sea Seafarers and fishers are kept safe and return from their seafaring voyages without experiencing accident or harm. This includes supporting better safety management practices, encouraging reporting of unsafe practices, risk reduction and promoting an enhanced safety culture.

Funding Criteria

An organisation may apply for a grant if the following funding criteria is met:

- Addresses at least one of our 5 long-term strategic outcomes for seafarers
- Is a registered charity or a not for profit organisation with charitable aims
- Delivers welfare services to support or help current or former merchant seafarers and/or commercial fishers operating in the UK and/or the dependents of people who have worked at sea
- Is incorporated or based in the UK and/or Commonwealth
- Has submitted most recent Annual Accounts within the 10-month period required by the Charity Commission, or within the requirements of another relevant authority if not a registered charity

Types of Funding

Grant applications will be considered for the following types of expenditure:

1. Core funding costs - This is the general running costs (sometimes referred to as 'revenue' costs) that exist for any organisation. Examples are staff and management costs, development costs (e.g.: staff training, professional memberships etc.) and support costs such as IT, finance, HR and premises costs.
2. Project costs – This is the specific cost incurred in delivering a project or service and should include all the direct costs incurred and a proportionate share of the organisation's overheads which should not exceed more than 5% of the total amount requested.
3. Some capital costs - This is the cost of purchasing new equipment or refurbishing or building premises. Priority will be given to initiatives that directly support the ongoing work of charities in delivering direct welfare services and benefits to current and ex-seafarers and their families. Please be aware, that substantial capital grants are very rare and capital grants themselves are rare.

Timelines

We operate a continuous grant making process and assess applications on a rolling basis. This means you can apply to us at any time.

Grant applications of £10,000 and under can take a minimum of six weeks before you hear of a decision.

Grant applications in excess of £10,000 can take a minimum of three months to assess and be considered by Trustees.

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.

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.

Submitting a Grant Application

The first stage is an online eligibility test. This will enable you to check that you meet our funding criteria.

Before you begin, please read through the detailed step-by-step Online Application Form Guidance Notes to make sure you have all the information you need and know what is required.

When your online grant application is completed and you have pressed 'submit' your application will generate an automatic acknowledgement email. If you do not receive an email acknowledging submission contact us on 0207 932 5975 as we may not have received your application.

Once we have received the application form, we will get in touch using the contact details given in your application form if we need any further information.

More than one grant application can be made in a year. However, each grant application must be for a separate activity, project, service or intervention.

You may find it helpful to contact us first to discuss the outline of your grant application. Our friendly Impact Team are responsible for our grants programme and are always happy to help and advise you.

Email: impact@theseafarerscharity.org or phone: 020 7932 5975/07834 572042

Successful Grant Applications

A successful grant application will demonstrate how it contributes to achieving one of our 5 long-term strategic outcomes for seafarers and will evidence a clear and direct benefit for seafarers and / or their dependents.

This will be backed up with a description of a robust monitoring system able to record, measure and evidence the outcome achieved as a consequence of receiving grant funding.

The organisation will be able to demonstrate its ability to meet our due diligence requirements which include:

- a record of timely submission of financial accounts to relevant authorities (i.e.: within 10 months to the Charity Commission),
- a reserves policy that adequately explains the organisation's approach to reserves,
- appropriate governance arrangements to ensure continuity, diversity and systems of control to avoid conflicts of interest in respect of related parties,
- appropriate data protection, fund-raising and safe-guarding policies as relevant.

Notification of Outcome of Grant Application

If your request for grant funding is successful you will be called by a member of the Impact Team and once we have spoken to your organisation this award will be confirmed via an e-mail which will notify you how much your organisation has been awarded.

Included with the e-mail will be our Terms and Conditions of the Grant Award. This will include the monitoring and evaluation requirements attached to the grant award.

The Terms & Conditions of the Grant Award must be read and the Form 1 Acceptance Form should be signed, or digitally signed, by two Trustees / Directors / members of your governing body / management committee (e.g. the Chair and Treasurer) who are authorised

signatories and authorised to confirm acceptance of the grant terms and conditions. Once the signed Form 1 Acceptance Form has been returned, we will arrange to pay your grant award via BACs into the organisation's bank account.

If your organisation is new to us, you will also need to complete and return Form 2 which will provide details of the organisation's bank details. As part of our security processes, we will ask your organisation to complete a new Form 2 every 3 years to ensure our information is always up to date.

Unfortunately, it is not always possible to meet every request for a grant. To ensure that our funding achieves the greatest impact, we will prioritise grant applications that most strongly align with one of the 5 long-term strategic outcomes for seafarers.

If your grant application is unsuccessful, your organisation will receive a phone call, followed by an email, advising you of this outcome. We are happy to give feedback on unsuccessful applications, if required. Please call the Impact Team on 0207 932 5975.

Sharing Information

We aim to be a transparent grant maker. We share information regarding applications we have received, and funding decisions we make, with relevant partners and stakeholders who include a number of other maritime and veterans grant making organisations.

Along with many other funders we also share our grant awards on our own website as well as the publicly searchable website of [360Giving](https://www.360giving.com).

If you have a 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 Grants Committee to award a grant. Otherwise we will assume your consent to sharing the contents of the application as part of this application process.

The Seafarers' Charity is GDPR compliant. Information on the use of personal data by The Seafarers' Charity is available from our Head Office.

Stay Informed

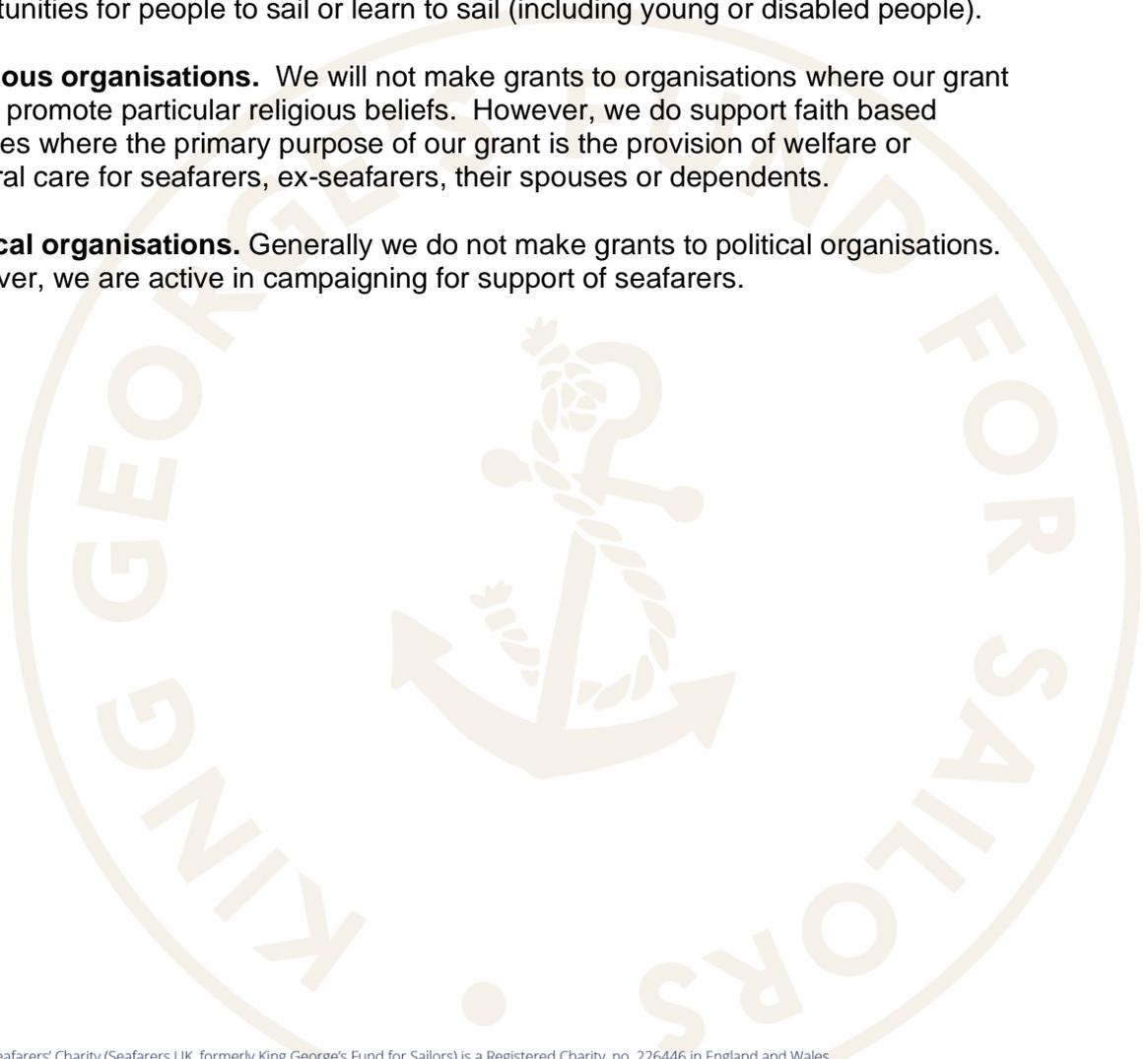
There are many ways that you can keep up to date with changes to The Seafarers' Charity's grants programme:

Visit our website: <https://www.theseafarerscharity.org/>
Follow us on [Twitter](#), [Facebook](#), [LinkedIn](#) or [Instagram](#)

What We Do Not Fund

Examples include:

- **Royal Navy or Royal Marines** - Organisations that support the Royal Navy or Royal Marine sector are advised to contact the [Royal Navy and Royal Marine Charity](#) in the first instance. The Seafarers' Charity is proud to have provided significant funding to this sector for over 100 years. Today there are increased opportunities for organisations supporting serving and veteran RN and RM personnel in need to obtain funding from a greater range of sources. Whilst this continues, it will have a bearing on our support for organisations supporting RNRM beneficiaries. This policy will be reviewed on an annual basis. NB: An exception is organisations that support Royal Navy and Royal Marines Officers and their dependants as we hold a restricted fund specifically to support RNRM Officers.
- **[Marine Society and Sea Cadets](#)** Individual Sea Cadet units should apply to the Marine Society and Sea Cadets.
- **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).
- **Religious organisations.** We will not make grants to organisations where our grant would promote particular religious beliefs. However, we do support faith based charities where the primary purpose of our grant is 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 campaigning for support of seafarers.



Completing Online Application Form: Guidance Notes

Get Help:

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

- Online Help - click on the '?' symbol to the right of a question for more information
- Read through these Guidance Notes to check you have all the information you need before you begin and to help you structure your answers
- The Seafarers' Charity's Impact Team are always happy to help. Contact us on 020 7932 5975 or 07834 572042 or impact@theseafarerscharity.org

Please use plain English and avoid using jargon or acronyms.

Section A

Applying Organisation	
A1	<p>Organisation name (registered)</p> <p>Please give your organisation's full name. This is the legal name and will be the same as in the organisation's rules or constitution.</p> <p>Please do not use a short form of name or an acronym. Also please do not put 'The' before name: e.g. 'The Merchant Navy Welfare Board', just insert 'Merchant Navy Welfare Board'.</p> <p>Other Name should be given if the organisation is more commonly known by a shorter or trading name.</p>
A2	<p>Address</p> <p>Please enter your organisation's correspondence address where we can post letters. This may not necessarily be the registered office address.</p>
A3	<p>Telephone number</p> <p>This may be a switchboard or a direct line or mobile phone number. We may need to phone you with questions about your application.</p> <p>If a landline, please place the area code in the first box.</p>

A4	<p>Legal status</p> <p>If the organisation is not a registered charity, it will be necessary to upload the Memorandum and Articles, Rulebook, or Constitution document at the end of the application process.</p>
A5	<p>Website address</p> <p>If the organisation has a website, please provide the full website address.</p>
A6	<p>Purpose (max. 600 words).</p> <p>What is the primary purpose or objective of the organisation? Does the organisation operate in a defined sector, specific geographical area or with a particular target group of people? Who benefits from the organisation's work?</p>
Main Contact Person's Details	
A7	<p>Main contact person's name and job title</p> <p>This should be the person who has overall responsibility for the application and can answer any questions concerning the application. A single point of contact makes it easier to get in touch about the grant application. This is the person who will be contacted about the outcome of the grant application.</p> <p>Please enter your title (e.g.: Mr/Ms) in the first box; your first name in the second box and your surname/family name in the last box.</p> <p>Please include your job title.</p>
A8	<p>Main contact's email address</p> <p>This e-mail address will be used to progress your grant application.</p> <p>It will be used to:</p> <ul style="list-style-type: none"> • acknowledge receipt of your application. This will be by automatic email notification within 24 hours of submitting your application. A copy of the completed application form will also be provided to this email address. • raise queries about your grant application. • formally notify you of the outcome of your grant application; including the Terms & Conditions attached to successful grant awards. <p>NB: When you receive the first automated email please mark the email address as 'safe' and not junk to ensure that future automated emails concerning your grant application are not directed to your spam filter.</p>

A9	Main contact's telephone number Please provide a day time contact telephone number.
A10	Full name of the contact to inform when grant has been paid This may be a person in a Finance Team instead of the main contact.
A11	E-mail address of contact name in Question A10

Section B

Grant Proposal Summary	
B1	<p>Which grants programme are you applying to?</p> <p>Please select one of the following options. The Main Grant Fund will be the most suitable for most applications.</p> <ul style="list-style-type: none"> • Main Grant Fund – for UK, International, Commonwealth and cross-sector applications • Merchant Navy Fund – restricted to organisations supporting UK Merchant Navy personnel <p>NB: We may change your selection if there is a more applicable fund to make the grant award.</p>
B2	<p>Short description of grant proposal</p> <p>This should be no more than 35 words to help us understand your grant proposal. You may find it helpful to use this simple format:</p> <ul style="list-style-type: none"> • “To provide/ deliver services / give support toin/at[insert area/location]”.
B3	<p>Purpose of grant (max. of 600 words or 5,078 characters)</p> <p>In this section, please address as many of the following questions as possible:</p>

	<ul style="list-style-type: none"> • 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, 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?
B4	<p>Which one of our long-term outcomes for seafarers is addressed by your grant application?</p> <p>Please select from the drop-down list of 5 Outcomes for seafarers that your application is most closely aligned to. You may find it useful to refer to the explanation of the outcomes provided at Page 1 of the Guidelines.</p> <p>The 5 outcomes are:</p> <p>Better Working Lives at Sea People working at sea are valued as key workers. They work within sustainable and ethical supply chains and are the backbone of the global economy. Wherever they are in the world they can access virtual and port-based welfare services through an international chain of seafarer centres, port welfare committees and ship visitors which meet their welfare needs. The promotion and support of maritime careers and education is also included within this outcome.</p> <p>Enhanced Financial Resilience Seafarers, fishers, and their families, at work and in retirement, have access to confidential and independent advice, information and financial help during difficult times which can support their economic resilience and build independence. Services and interventions funded under this outcome may include the provision of information and advice and hardship and welfare grants.</p> <p>Improved Health & Wellbeing Seafarers, fishers and their families are able to obtain access to health and welfare services to enable them to continue, or return to work, as well as initiatives to support their physical and mental health and wellbeing at the time and location that they are needed; on board and on shore, while at sea and during retirement. This includes appropriate retirement accommodation in the community of their choice as well as initiatives to tackle loneliness, support relationships and responds to suicide ideation.</p> <p>Increased Social Justice Seafarers, fishers and their families have access to welfare services and programmes that are responsive to the unique needs arising from working at sea and provide support during retirement. This includes initiatives which promote diversity and inclusivity, support human rights, as well as reduce or</p>

	<p>prevent bullying, harassment or social stigma and provides advocacy for the rights of seafarers.</p> <p>Safer Working Lives at Sea Seafarers and fishers are kept safe and return from their seafaring voyages without experiencing accident or harm. This includes supporting better safety management practices, encouraging reporting of unsafe practices, risk reduction and promoting an enhanced safety culture.</p>
B5	<p>Main geographical area of benefit</p> <p>A dropdown list contains a range of different geographical areas. Please select the region where most beneficiaries will access this grant funded service. For example:</p> <ul style="list-style-type: none"> • If the service will be based at, and only accessed through visiting a local port (eg: a seafarer centre), specific location or community setting, or • Your charitable objects restrict your area of operation, or • The grant will fund a postholder, service, or equipment that will only be available in a defined area. <p>UK wide should be selected if you offer a service than can be accessed by anyone in the UK, either through referral, phone or the internet.</p> <p>International should be selected if your beneficiaries are predominantly international seafarers and not UK residents.</p> <p>Commonwealth should be selected if the proposed service, project or activity will be delivered in a commonwealth country.</p>
Numerical Information	
C1	<p>How much money are you requesting?</p> <p>Please use UK currency and enter whole numbers only: i.e. no symbols (£), commas or full stops.</p>
C2	<p>Total number of beneficiaries who will be supported by our grant</p> <p>Please use your best estimate of how many seafarers your organisation will support as a result of this grant award.</p>

	<p>Please do not include:</p> <ul style="list-style-type: none"> • Seafarers and other people who are supported by your organisation but who will receive no 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 <u>not</u> current or ex-seafarers or the direct dependent of a seafarer (e.g.: a widow or an orphan).
C3	<p>If your cost is for either project or capital costs what is the total cost of this activity?</p> <p>If you are requesting full funding for your proposal then the total cost will be the same as the amount requested.</p> <p>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.</p> <p>Please upload a budget which clearly shows what the grant will pay for.</p> <p>Use UK currency and enter whole numbers only: i.e. no symbols (£), commas or full stops.</p>
C4	<p>What type of funding is required? Core (overheads), project or capital?</p> <p>Please select your answer from the dropdown box.</p> <ul style="list-style-type: none"> • Core (overheads) costs include wages, rent, insurance, heating, and maintenance. • Project costs are 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.

	<ul style="list-style-type: none"> Capital costs relate to funds spent on acquiring or maintaining fixed assets, such as land, buildings, and equipment.
C5	<p>If you are requesting capital costs - how much is being requested?</p> <p>Please use the “miscellaneous” upload option at the end of this application to upload three quotes for the cost of the work.</p> <p>Use UK currency and enter whole numbers only: i.e. no symbols (£), commas or full stops.</p>
C6	<p>Additional financial information</p> <p>At the end of the application you will asked to upload your latest annual accounts. NB: Please provide draft accounts if the latest accounts are not yet finalised.</p> <p>You will also be able to upload a budget showing any other confirmed income for the grant proposal and the costs that will be funded.</p> <p>This is an opportunity to explain any unusual items within the accounts or budget that require further explanation or may benefit from an update due to significant financial activity since the accounting date.</p> <p>Please also specify any critical financial information that may impact the delivery of this grant proposal (e.g.: securing funding from another source, planning permission, etc.)</p> <p>We are also interested to know if you have applied (or plan to apply) to any other maritime funder such as ITF Seafarers Trust, Merchant Navy Welfare Board or Trinity House?</p>

	You may also be interested to see our approach to reserves when considering a grant application.
Governance Focus	
<p>The following questions are asked as part of our due diligence process. You will also be requested to upload documents and we shall also check online for publicly available information. We do this because we believe that seafarers deserve good quality, well managed services. So, we ensure our grant funding is awarded to organisations operating in accordance with standards set by regulatory bodies and adhere to good practice in respect of governance, diversity and inclusion.</p>	
C7	<p>Governance focus: when did Trustees last review your organisation's strategy?</p> <p>Please use the drop down boxes to enter the date of the last trustee or board meeting at which the organisation's strategy was reviewed. This could be the date on which the most recent strategy was agreed.</p>
C8	<p>Governance focus: What role do your Trustees perform in ensuring internal financial controls are upheld?</p> <p>For more information on Trustee financial responsibilities please visit the Charity Commission website.</p> <p>Please see the document Internal Financial Controls for Charities: checklist.</p> <p>See weblink: Internal Financial Controls for Charities: checklist</p> <p>If you are an international non-profit please give details of the oversight of financial controls in your NGO.</p>
C9	How many Merchant Navy beneficiaries will benefit from the grant?

	<p>This should be the number of merchant seafarers who will benefit from this grant. This is not usually the same number as the total number of beneficiaries helped by your organisation. We understand that at application stage this may be an estimate. This may be zero if your primary focus is on commercial fishers.</p>
C10	<p>How many Fishing Fleet beneficiaries will benefit from the grant?</p> <p>This should be the number of commercial fishers who will benefit from this grant. This is not usually the same number as the total number of beneficiaries helped by your organisation. We understand that at application stage this may be an estimate. This may be zero if your primary focus is on merchant seafarers.</p>
C11	<p>How many Royal Navy and/or Royal Marines Officers will benefit from the grant?</p> <p>At the current time, applications from organisations supporting Royal Navy and Royal Marines Officers and their dependants are welcome. All other Royal Navy and Royal Marine applications should be submitted to the Royal Navy and Royal Marines Charity in the first instance.</p> <p>Unless your grant application is focused on supporting Officers serving in the Royal Navy and Royal Marines, this number should be zero.</p> <p>This should only be the number of Royal Navy and/or Royal Marines Officers (or their dependents) that will benefit from the grant. This is not usually the same number as the total number of beneficiaries helped by your organisation. We understand that at application stage this may well be an estimate.</p>
C12	<p>How many staff in your organisation will be directly employed as a result of this grant funding?</p> <p>Please calculate the total number of full time equivalent posts that will be supported by the grant.</p>

	<p>One full time post = 1 FTE</p> <p>Part time posts are calculated as 1 day = 0.2 FTE.</p> <p>Only 1 number can be entered so if the grant will fund 2 members of staff who are employed as 1 Full Time Equivalent and 1 person working 1 day per week that would be $1 + 0.2 = 1.2$.</p> <p>If there is a third person working 4 days per week (0.8FTE) your calculation is $1 + 0.2 + 0.8 = 2$</p>
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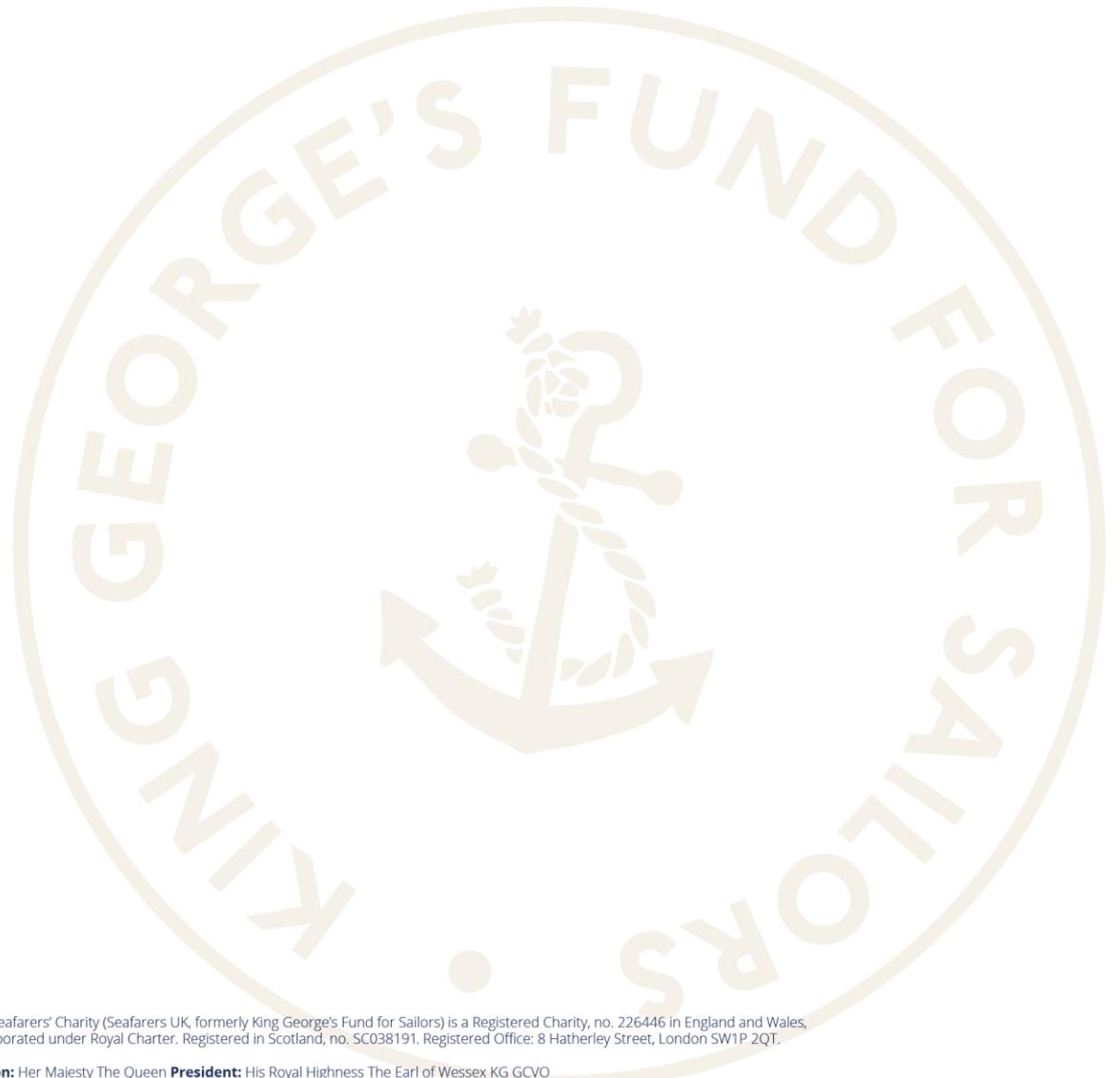
Section D

Attachments	
D1	<p>Annual Accounts.</p> <p>These may be combined with the Annual Report.</p> <p>If not available via the Charity Commission for England and Wales, Office of the Scottish Charity Regulator, Companies House or the Financial Conduct Authority's Mutual Societies Register please upload your latest financial accounts. The latest draft (unsigned) accounts can be submitted if available and more up to date.</p> <p>The maximum file size is 10MB so if larger than this please compress your file or call us on 020 7932 5975. Re-uploading a file overwrites a previously uploaded file.</p> <p>Please note: Excel sheets with "xlsx" file extensions are not currently supported on this system. You will experience problems if you try to upload documents with an 'xlsx' file extension so please re-save your document with an 'xls' file extension and then upload.</p>

D2	<p>Annual Report</p> <p>If you have already uploaded your Annual Report containing your <u>full accounts</u> you need not upload again. However, if your accounts are a standalone document, please upload your Annual Report if not available via the Charity Commission for England and Wales, Office of the Scottish Charity Regulator, Companies House or the Financial Conduct Authority's Mutual Societies Register</p>
D3	<p>Legal Constitution</p> <p>If not a registered charity please upload your charitable constitution, rulebook or governing documents.</p> <p>The maximum file size is 10MB so if larger than this please compress your file or call us on 020 7932 5975. Re-uploading a file overwrites a previously uploaded file.</p>
D4	<p>Budget</p> <p>Please upload a simple budget for your grant proposal. Please round your request to the nearest £100.</p> <p>Detail all the major elements and their projected cost in UK pounds e.g.</p> <p>Materials £X,XXX</p> <p>Marketing £X,XXX</p> <p>Staff costs £X,XXX</p> <p>5% contribution to overheads £XXX (NB: This is a maximum contribution to full cost recovery of overheads).</p> <p>It should be clear what the grant funding will pay for.</p>

D5	<p>GDPR Policy or Data Protection policy applicable to your country if not UK based</p> <p>Please upload your current GDPR policy.</p> <p>In the UK the General Data Protection Regulation applies to all organisations who hold and process individual personal data.</p> <p>Further information is available from the Information Commissioners Office – www.ico.org.uk</p> <p>NCVO provide a range of support on adhering to GDPR requirements: https://www.ncvo.org.uk/practical-support/information/data-protection</p>
D6	<p>Safeguarding policy document</p> <p>Please upload your current Safeguarding policy. This should include the review date on which the policy was last reviewed by your trustees – this should be a date within the last 12 months and should be signed by the Chairman or a Trustee as evidence that a recent review has taken place.</p> <p>If you do not currently have a safeguarding policy, please review our Safeguarding Guidance for the Maritime Sector which will help you to develop your approach to safeguarding.</p>
D7	<p>Evidence of review of safeguarding policy within the last 12 months</p> <p>Please submit evidence that your safeguarding policy has been reviewed by trustees within the last 12 months by uploading relevant information from the trustee meeting at which the policy was reviewed. This may be the agenda from the meeting which clearly shows review of the safeguarding policy as an agenda item or it may be an extract from the minutes of the meeting at which the safeguarding policy was reviewed.</p>
D8	<p>Please upload a list of your trustees showing their length of service</p>

	<p>The voluntary Charity Governance Code recommends:</p> <p><i>“If a trustee has served for more than nine years, their reappointment is:</i></p> <ol style="list-style-type: none"> <i>1. subject to a particularly rigorous review and takes into account the need for progressive refreshing of the board</i> <i>2. explained in the trustees’ annual report.”</i>
D9	<p>Upload facility if needed to add a miscellaneous letter or document.</p> <p>The maximum file size is 10MB so if larger than this please compress your file or call us on 020 7932 5975. Re-uploading a file overwrites a previously uploaded file.</p> <p>If your application is for capital costs, three quotes are required and should be uploaded to this application.</p>



Section E

E	<p>In this section you are asked 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>
	<p>Your online grant application to The Seafarers' Charity has now been completed!</p>
	<p>Please take time to review your application and ensure you are happy it has been completed correctly.</p> <p>Press 'SUBMIT' button to send your application to the Impact Team.</p> <p>This will cause an automatic acknowledgement email to be generated to inform you your grant application has been received. If you do not receive an email acknowledging submission please contact us on 0207 932 5975 as we may not have received your application.</p> <p>Once we have received the application form, we will get in touch using the contact details given in your application form if we need any further information.</p>
	<p>You will be notified of the outcome of your grant application by letter.</p>

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. Please tick relevant boxes if you do not want us to contact you by:

- post
- email
- telephone

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.

Thank you for your interest in The Seafarers' Charity.