

2020 GUIDELINES FOR APPLYING FOR A GRANT FROM THE MERCHANT NAVY WELFARE BOARD (MNWB)

Thank you for considering making an application to MNWB for a grant to improve the welfare of seafarers, fishers and their dependants. The following guidelines will help you establish your eligibility for a grant and ensure that your application meets our charitable objectives, enabling you to optimise your chance of success. If, once you have read through the guidance and application form, you have further questions then please do not hesitate to contact our Executive Assistant, Celia Jackson either via email grants@mnwb.org.uk or telephone 02380 337799.

CRITERIA

The MNWB will consider providing financial assistance to its Constituent organisations towards any capital project (normally within the UK and its Overseas Territories) that supports the provision of quality welfare services for seafarers and their dependants. The MNWB does not normally award revenue grants or provide grants to individuals. All grant applications will be considered in relation to MNWB fulfilling its charitable objects as follows:

- To help improve the effectiveness of all those charities caring for merchant seafarers, fishermen and their dependants and this is done irrespective of nationality, religion or ethnic background.
- Strive to ensure that all welfare needs are met through the most effective deployment of resources.
- Facilitate the work of Constituent organisations through the provision of grants and specialist support services.
- Provide a dedicated welfare support and referral service for UK seafarers and their dependants.
- Manage and support Port Welfare Committees to develop local welfare services.
- Encourage and enable closer collaboration amongst both Constituent organisations and Port Welfare Committees.
- Represent and raise awareness of seafarers' welfare issues at national level.

The above wording summarises the formal Objects, a copy of which may be obtained from Executive Assistant, Celia Jackson either via email grants@mnwb.org.uk or telephone 02380 337799.

APPLICATION FORM

Our grant application form is only available online at www.mnwb.org (put in specific link to form) and, within the bounds of good governance, is designed to be as easy to complete as possible. You are encouraged to contact us at any time should you require any advice or assistance.

It is important that you outline clearly the amount that you are requesting, the total project cost and provide details of the project or service the MNWB grant would support. You should also highlight how your application aligns with our charitable objects as this is an area MNWB will consider closely.

It is also helpful to include details of how many individuals will benefit from your project, specifically the number of seafarers, fishers and/or their dependants. If you are applying for funding towards a new, innovative project then MNWB would be content to receive this information as an estimation based on initial research and planning. This important information helps MNWB understand the breadth of support and impact that our grants have on the maritime charity sector.

You will only be able to submit your grant application after you have completed the online form and uploaded the necessary supporting documentation. Once submitted you will be sent an 'acknowledgement of receipt' email.

GRANT CATEGORIES

The Board welcomes grant applications at any time throughout the year. However, there are three distinct categories of grant that are defined as follows:

Major Grants (over £5,000)

As a general policy MNWB agrees the distribution of its major grants to Constituent organisations for applications over £5,000 towards the end of each calendar year. As a result, major grant applications must be submitted by no later than **1st October each year** in order to be considered by the MNWB Council of Management. MNWB reserves the right to request a business plan for any major grant application.

Small Grants (under £5,000)

Subject to financial circumstances, the Board will consider awarding grants of up to £5,000 at any time throughout the year. Small grants will be assessed and authorised by both the Chief Executive and the MNWB, Chairman. Such grants will be subject to the normal grants process and must be for a specific project. MNWB has agreed to allocate a maximum, overall sum of £50,000 in each calendar year for grants in this category. In each case, MNWB reserves the right to defer any decision until

towards the end of each calendar year. Small grants can normally be considered quickly and will be processed within 30 days.

Emergency Capital Grants

Emergency capital grants may be applied for at any time and will be considered throughout the year. In exceptional circumstances the Board will endeavour to make a prompt decision.

How is the grant paid?

Successful applicants will receive grant payments via BACS transfer once MNWB has received valid proof of expenditure e.g. receipts, invoices.

APPLICATION PROCESS

All grant applications should be made on the MNWB online application form through the MNWB website www.mnwb.org (under Grants navigation bar) and submitted with the latest annual report, appropriate accounts and supporting documentation.

To ensure good governance, your organisation must confirm that the relevant safeguarding and GDPR policies and procedures are in place. If you work with children, young people or vulnerable adults we expect you to have a written policy and set of procedures in place at all times to safeguard individuals and ensure that your staff have the relevant DBS, Disclosure Scotland or PVG clearance. You will need to upload these policy documents and any other supporting documentation at the end of the application form.

For major grants, all organisations will be advised of the outcome of their application within a few days of the meeting of the MNWB Council, normally held in late October/early November each year. Thereafter, successful applicants will be asked to confirm, in writing, their acceptance of any terms and conditions associated with the grant.

MNWB reserves the right to request a business plan or review/evaluation of current welfare services for any major grant application.

APPLICATIONS FROM LOCAL REPRESENTATIVE ORGANISATIONS

Subject to the policy of a parent Constituent organisation, capital grant applications can be made and received directly from a local representative organisation such as a seafarers' centre. Any application must meet the above criteria and, where applicable, must be accompanied by the latest set of **local** audited accounts. Local representative organisations must inform their parent organisation of their intention to apply for a grant from the outset and MNWB reserves the right to consult with the parent organisation about any particular application at any time.

WORKING GROUPS & PORT WELFARE COMMITTEE/S (PWC)

The Board requires the views of the appropriate MNWB working groups or Port Welfare Committees on any proposed capital project. This might include proposals for the opening, closing or major refurbishment of any welfare facility within the area and for the provision of additional or replacement vehicles. The committees should also consider welfare needs and current welfare services to avoid any unnecessary duplication, which may result in the need for a review/evaluation of current welfare services. Their recommendations will be considered and may affect the overall outcome of the application. Additionally, the committees will be asked to support the project, monitor the progress of any application and subsequent work until completion. The MNWB will also take applicants' participation in working groups and PWCs into consideration.

RESERVES POLICY

In order for MNWB to properly assess your grant application, you will need to include a copy of your latest Annual Report and clarify your organisations' current financial position. The MNWB will pay particular attention to your current level of reserves, utilising the reports available through the Charities Commission website. If you hold a significant amount in reserve, it is recommended that your organisation explain why the cost of the project and/or service is unable to be met through existing funds. If your application is for an ongoing rather than a fixed term project or welfare service, then please include your project sustainability plan.

VAT

MNWB will not fund any VAT element that can be reclaimed by a VAT registered organisation.

GENERAL

No expenditure entered into prior to the date of the grant offer letter will be paid. Once agreed, no significant change to any project, or its implementation, should be made without prior written consent of MNWB. Societies should also take up the grant within the agreed period of the grant offer, which is normally one year. Unless otherwise stated in the application, the project must be started within 3 months of receiving notification of the grant offer and completed within 15 months. In exceptional circumstances an extension of time may be considered. Grants will only be paid on proof of expenditure, or the submission of a valid invoice and cannot be paid directly to a contractor.

The Board:

- will require a written undertaking that, if the property is sold below market value, or if you borrow against any assets or the property is disposed of within a five-year period, the grant will be repaid in full.
- is always pleased to consider jointly funding capital grants, evaluation and feasibility studies with the recipient charity and/or other grant providers.
- will usually but not exclusively, wish to act as the principal in any feasibility or evaluation study and include its own questions. Enabling a feasibility study does not represent any commitment, by the Board, to fund any subsequent activity.

The Grant:

- must only be used for the purpose set out in the application form and it is not transferable to any other project or organisation.
- will only support actual expenditure as identified in the application form.
- will not be increased in the event of an overspend on the project.

The applicant society must:

- keep proper up to date accounts and records, including invoices, to demonstrate how the grant has been used; these financial records must be copied to the MNWB.
- provide proof of any relevant planning permissions if appropriate.
- maintain adequate insurance at all times, employee and public liability.
- for funding awards above £5,000, send in 3 quotes for all works above £1,000.
- provide further financial details (of additional funding applied for) or other information, if required, to help the MNWB monitor and evaluate the project and its grants programme.
- take steps to monitor the success of the project and provide progress reports at the request of the Board.
- agree to display plaques or decals that recognise MNWB support and acknowledge the grant in the recipient charities annual report.
- agree to provide MNWB with details of any instances relating to safeguarding in the previous 2-year period if your project involves working with children, young people or vulnerable adults.

IMPACT, OUTCOMES & REPORTING

On receipt, approval and payment of a grant, MNWB needs to understand the impact or difference that it has made to your beneficiaries, organisation and how many it has assisted. We are extremely keen to highlight and communicate the support that the MNWB and your organisation contributes to the maritime community. To that end, MNWB will require an appropriate project report/s that will identify the outcomes and impact of the grant along

with relevant photographs and videos, which will require consent of use for publicity purposes. Impact reports will be mutually agreed prior to the start of the project and will be included in the terms and conditions document.

ASSISTANCE WITH COMPLETING AN APPLICATION FORM

Any organisation which does not possess the administrative ability to process the application should contact the Board for advice and, where necessary, assistance.