



MERCHANT NAVY WELFARE BOARD

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Chairman of the Council
Mr R.J. Jones

Chief Executive
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GRANTS TO ORGANISATIONS APPLICATION GUIDELINES

AREAS OF ASSISTANCE

The Board will consider providing financial assistance to its Constituent Voluntary Societies towards capital projects and feasibility, or evaluation studies, normally only within the UK and Gibraltar. **In order to assist with the process it is recommended that applicants contact the Chief Executive at an early stage, outlining the purpose of the application.** This will help to ensure that it meets with the criteria and that all the requirements are met. The Board does not award revenue grants, or grants to individuals.

APPLICATION PROCEDURES

The Board welcomes applications throughout the year as follows:

Grants under £5,000

Subject to its financial circumstances the Board will consider awarding grants up to £5,000 throughout the year. Such grants will be subjected to the criteria set out below and must be for a specific project. The Board will allocate a maximum of £50,000 in each year for grants in this category but, in every case, reserves the right to defer any decision until towards the end of each calendar year.

Grants over £5,000

As a general policy the Board will agree its grant distribution for grants of over £5,000 towards the end of each calendar year. **Applications for these should therefore be submitted no later than 1st September.**

Emergency Capital Grants

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

APPLICATION PROCESS

Applications should be made on the Board's own application form (downloadable from MNWB website www.mnwb.org under Grants navigation bar) and submitted with the latest annual report and accounts. The Board also reserves the right to request a business plan.

LOCAL REPRESENTATIVE ORGANISATION E.G. SEAFARERS' CENTRE

Subject to the policy of a parent organisation, capital grant applications can be made directly from the local representatives e.g. a seafarers' centre. Any applications must meet the criteria outlined in the guidelines **and be accompanied by the latest set of local audited accounts.** The Board will always advise the appropriate managing society/ies and reserves the right to consult them about any particular application.

The Board will accept unsigned, grant application forms which should be completed and sent via email to enquiries@mnwb.org.uk. Receipt of all applications will be acknowledged at the earliest opportunity and organisations can expect to be contacted by the Board if further information is required.

PORT WELFARE COMMITTEE/S (PWC)

The Board requires the views of the appropriate Port Welfare Committee on any proposed local capital project. This might include proposals for the opening, closing or major refurbishment of any seafarers' facility within the area and for the provision of additional or replacement vehicles. The recommendations will be taken into account and may affect the overall outcome of the application. Additionally the committees will be asked to monitor the progress of any application and subsequent work until completion.

RESERVES POLICY

Applicants should summarise their reserves policy and state whether the policy is to reduce, maintain or increase reserves and why that policy is considered appropriate.

VAT

Applicants should indicate whether they are able to reclaim VAT, as the Board will not fund any VAT element that can be reclaimed by a society that is VAT registered.

GENERAL

No expenditure entered into prior to the date of the grant offer letter will be paid. No significant change to any project, or its implementation, may be made without prior written consent of the Board. Societies should take up the grant within the agreed period of the grant offer. 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 disposed of within a five year period, the grant will be repaid in full.
- is always pleased to consider jointly funding capital grants, or 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 show how the grant has been used; these financial records must be copied to the Board.
- provide further financial or other information, if required, to help the Board 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 stickers signifying the Board's support and acknowledging the grant in the recipient charities annual report.

ASSISTANCE WITH COMPLETING AN APPLICATION FORM

Any organisation which does not have the administrative ability to process the application should advise the Board.

ACCEPTANCE OR REFUSAL OF GRANT APPLICATIONS

All organisations will be advised of the outcome of their application within a few days of the meeting of the MNWB Council. Successful applicants will be asked to confirm, in writing, their acceptance of any terms and conditions associated with the grant.

May 2016