

## **2022 GUIDELINES FOR APPLYING FOR A GRANT FROM THE MERCHANT NAVY WELFARE BOARD (MNWB)**

Thank you for your interest in applying for a grant from the Merchant Navy Welfare Board. The following guidelines will help you establish your eligibility for a grant and ensure that your application meets our criteria.

If, once you have read through the guidance and application form, you have further questions then please do not hesitate to contact us via email at [grants@mnwb.org.uk](mailto:grants@mnwb.org.uk) or telephone 02380 337799.

### **CRITERIA**

The MNWB will consider providing financial assistance to its Constituent Organisations and other charities to support the provision of quality welfare services and the following areas:

- **Services:** Provision of quality welfare services for serving or retired seafarers, and their dependants.
- **Skills & Diversity:** Plugging skill gaps, broadening the pool of talent, providing an equal opportunity for all and fostering creativity.
- **People:** Research into, and support for programmes to alleviate seafarer mental health and wellbeing.

### **APPLICATIONS**

All grant applications should be made through our online application platform at [https://www.mnwb.org/Grants\\_to\\_Organisations](https://www.mnwb.org/Grants_to_Organisations) and submitted along with the latest annual report, appropriate accounts and supporting documentation. Should a significant amount of funds be held in reserve, applicants should explain why the cost of the project and/or service is not being met through existing funds. For funding applications above £5,000, three quotations will be required.

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 grant would support. You are also required 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 project then please provide an estimate of the potential beneficiaries.

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 email.

To ensure good governance, your organisation must upload its current safeguarding and GDPR policies, and for port-based projects a copy of your lone working policy is required. Port-based projects also require the support of the appropriate Port Welfare Committee before submitting an application.

Organisations will be advised of the outcome of their application within 28 days. 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.

### **VAT**

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