

Applying for a grant from the ITF Seafarers' Trust

The ITF Seafarers' Trust is a registered charity in England and Wales. We are regulated by UK law and responsible to the Charity Commission for England and Wales.

We are governed by our Deed of Trust, our "governing document". This sets out our charitable purpose and the Trust is only permitted to make grants that meet the aims set out in this document – our "charitable aims".

Who can apply?

The Trust only makes grants to organisations that support the welfare of seafarers, maritime workers and their families. We do not make grants to individuals.

The Trust accepts applications from:

- Registered charities and Non-profit organisations
- Educational institutions (such as universities and colleges)
- Trade unions
- NGOs (non-governmental organisations)

We make grants to organisations in any part of the world. Your organisation must:

- Be able to show that the project will improve seafarers, maritime workers and/or their families' health and well-being irrespective of nationality, religion, race, language, gender or rank.
- Have a constitution or a set of rules, which set out the aims of your organisation and how you work.
- Have a bank account in the name of the organisation.

How to apply

All grant applications must be made online. Read all the information in this guide before applying to ensure you send us the correct information.

For all applications over 50,000 GBP, except vehicle requests, we strongly encourage you to use the project proposal form to help you describe your project. You can download it from our "[how to apply for funds](#)" page

You can find the link to the grant application on our website. There are different requirements depending on what your grant application is for. When you start the application, it will ask you to select which type of grant you are applying for. The four different grant types are:

- Port Based Welfare – grants toward seafarers' centres, hotels for seafarers, clinics and any other facility or service based in a port.
- Vehicles – such as a mini-bus, van or car used to transport or visit seafarers.
- Research – any research or study focused on seafarers, their families or other maritime workers.
- General - for all other categories, which are explained in more detail further below.

Once you select the grant type, you will be asked the correct questions for that type of application.

If you have any problems with completing the online application, or are not sure which application form to complete, please contact us.

We use Blackbaud Grantmaking (BBGM) to manage our grant application process. BBGM now uses one online identity (log-in details, the Blackbaud ID, or BBID) for each applicant organization applying to any grant-making organization which uses its platform. This means if you have created a BBID to apply to another organization (not the ITF Seafarers' Trust) you can use the same BBGM ID to log into our grant application form. For more information click [here](#)

If you do not already have a BBID, you need to set up a BBID before you can access the application form. You should keep these details safe so that you can access your saved applications, make another grant application in the future, send us reports or update your details.

Please make sure to use the same BBID details every time your organisation applies for a Trust grant. This will help us to create a complete history of your organisation's grant requests to the Trust. The Trust can only see grant applications made to us; however you will also be able to access a complete history of the requests made with your BBID to all funders on that platform.

What types of grants are available?

Port based welfare

The Trust makes grants to support port based welfare projects such as developing ship visiting, outreach work, or projects to improve health, safety and wellbeing.

The Trust does not usually make grants for new seafarers' centres except for in particular circumstances. However we are happy to consider grants for existing seafarers' centres, hotels, clinics or any other port based facility catering for seafarers, including:

- Repairs and refurbishment of existing port based welfare facilities. (Building)
- Equipment for port based welfare facilities. (Equipment)
- Port based services, such as enhancing ship visiting activities, providing Wi-Fi on-board ships, counselling in port etc. (Service)

If you are thinking about applying for a grant to open a new seafarers' centre, we recommend that you contact us to discuss this with us first.

For these grants please select the “**Port Based Welfare**” grant type and chose one of the three subcategories (**Building, Equipment** or **Service**).

Vehicles

The Trust makes grants for the purchase of vehicles such as mini-buses, vans and cars to support welfare organisations to transport seafarers and to undertake ship visiting.

We also have an ongoing Vehicle Replacement Programme, which invites applicants from organisations and seafarers' centres already involved in transporting seafarers and ship visiting to update their old vehicles.

If applying to replace a vehicle, you need to complete our Ship visitors' and transport log and upload it where required in the application. You can download the log on our website “how to apply for funds” page. We strongly suggest that you always keep track of your ship visiting and transport activities. If you already have your own bus log, we can accept that for your application.

For these grants please select the “**Vehicles**” grant type.

Research

The Trust accepts grant applications for research from organisations such as Universities and educational institutions. We will also consider funding for feasibility studies to see whether a research project or welfare project is possible. Research or studies must meet our charitable aims. You are very welcome to contact us to discuss your research aims before applying for a grant.

For these grants please select the “**Research**” grant type.

Welfare at sea and Welfare at home

The Trust provides grants for a variety of projects that support the welfare of seafarers while they are at sea or while they are at home. We also support projects that enhance the welfare of seafarers' families.

For these grants please select the “**General**” grant type and choose “**Welfare at sea**” or “**Welfare at home**” within the application.

Training and education / Conference and event/ Publications

The Trust considers grant applications for training and education (scholarships and other training), conferences or for publications (books and leaflets) for or about seafarers and maritime workers. Any training, conferences or publications should aim to:

- Improve welfare services provided to seafarers
- Improve seafarers' life opportunities
- Promote the health, safety well-being of seafarers and maritime workers

For these grants please select the “**General**” grant type.

Operational support

The Trust provides a small number of grants to some organisations for operational support, supporting the general running costs of those organisations.

Organisations that are seeking grants for operational support need to have a proven record of dealing with seafarers' welfare. For operational support grant requests, we encourage you to always send a detailed project proposal. You can download the form from our website “how to apply for funds” page.

For these grants please select the “**General**” grant type.

Other grants

If you are considering applying for a grant which is not covered above and are not sure about its likelihood of success, we are happy to discuss your project with you. Our contact details are listed at the end of this leaflet and on our web site and you are very welcome to contact us.

Applications that are not likely to be supported

The Trust does not make grants to individuals, only to organisations. As well as this, applications for the following are not likely to be supported:

- Funding for projects that you have already completed and paid for.
- Deficits that have already been incurred - where you have already spent money before applying for a grant.
- Projects that promote particular religious beliefs.
- Recurring costs – costs that you need to pay on a regular basis.

How much can I apply for?

You can apply for any amount from £500 upwards. However, the amount applied for must be realistic, considering the size of your organisation and the work your organisation does. The Trust will take into account your financial position when considering making a grant, especially for grants for running costs and large grants for things like buildings and equipment. The greater the amount you apply for, the more supporting documents and checks are required.

What should I do before making an application?

If your organisation is part of a larger organisation, discuss your request with your head office and get their support.

If you are applying for a grant for Port Based Welfare or a vehicle and your port has a port welfare committee or similar, discuss your plans with them and get their support.

Discuss the application with your local ITF affiliate and obtain their endorsement. You must prove you have the support of a maritime union affiliated to the ITF, in the form of a signed endorsement letter from their President or General Secretary. You are responsible for obtaining the endorsement letter. If you do not have an ITF affiliated union in your country, the Trust will refer the matter to an appropriate union in another country.

The endorsement letter should be uploaded where required in the application. If the endorsing union require to see your grant request before the endorsement is provided, you can submit the application form without attaching an endorsement. As soon as your application is submitted, you will be sent an email with the link to the grant portal, where you can download a copy of the application to be sent to the endorsing union. You can then send us the endorsement via email. You can access your account via the "[how to apply for funds](#)" page or by clicking [this link](#).

If applying for a vehicle grant, complete the Ship visitors' and transport log for 2 months.

How long does the process take?

Applications **up to** £75,000 (small grant) require a minimum of two months but may take up to 6 months.

Applications **over** £75,000 (large grant) require a minimum of 3 months but may take up to 12 months.

What happens next?

After you submit your application, you will receive an email to confirm we have received your application. You can download a copy of your request in your grant portal page, which can be reached following the link provided with the confirmation email.

We will assess your application, and you might be asked additional questions.

We may ask the local Port Welfare Committee or local ITF affiliate some additional questions.

We will contact you as soon as possible to inform you of the outcome of your application. If successful, we will send you a grant agreement and information on what you need to do next.

Who makes the decision?

Although the Trust consider the views of the ITF affiliate and other parties, only the Trustees can make decisions on grants.

Need more information?

Contact us at info@seafarerstrust.org if you have any further questions, want to discuss your application or need specific advice.

How to create a Blackbaud ID (BBID)

blackbaud

Applicant Portal

ENTER YOUR ACCOUNT DETAILS BELOW

Email address*

This input is required

Remember me

[Create account](#) [Sign in](#)

1) On the applicant portal log in page, click on **Create account**.

Continue with email

Email address *

⚠ Email address is required.

Remember my email

[Continue](#)

or

[Continue with SSO](#)

[Continue with Google](#)

[Continue with Apple](#)

2) Enter your email address and click on **Continue**.

The screenshot shows the Blackbaud sign-up page. At the top is the Blackbaud logo. Below it is the heading 'Sign up'. A message states: 'Confirmation of your email address is necessary to create an account.' There is a redacted email address. A blue button labeled 'Send confirmation code' is prominent. Below it is a link 'Back to sign in'. At the bottom, there is a small text: 'By continuing, you are agreeing to the Blackbaud Terms of Use and Privacy Policy.' and a link 'Need help? Have questions?'.

3) Check that the email address on the screen is correct and click on **Send confirmation code**

[Click here to go back to the guidance](#)

The screenshot shows the Blackbaud sign-up page. At the top is the Blackbaud logo. Below it is the heading 'Sign up'. A message states: 'Confirmation of your email address is necessary to create an account. Confirmation code has been sent to your inbox. Copy it to the confirm box below.' There is a redacted email address. A text input field labeled 'Confirm code' is present. A blue button labeled 'Confirm' is prominent. Below it is a button labeled 'Send new code'. At the bottom is a link 'Back to sign in'.

4) A confirmation code will be sent to your inbox. Enter the code on the sign up page within 10 minutes and click **Confirm**. If you run out of time, click on Send new code to receive another code.

The screenshot shows the Blackbaud sign-up page. At the top is the Blackbaud logo. Below it is the heading 'Sign up'. A message states: 'Confirmation of your email address is necessary to create an account. The code has been verified. You can now continue.' There is a redacted email address. A text input field labeled 'Password' is present. Below it are radio buttons for password requirements: 'Must be 12 or more characters.', 'Must contain at least 3 of the following: Lowercase letter, Capital letter, Number, Special character (!, #, %, etc.)'. A text input field labeled 'Confirm password' is present. Below it are text input fields for 'First name' and 'Last name'. A blue button labeled 'Sign up' is prominent.

5) Once your email address is confirmed, you will be asked to create a password. Confirm the password and enter you First and Last name. Click on **Sign up**.

How to add a new organisation

1. If you're unable to find your organisation, click on **Add Organisation** to add your organisation details.

Select Your Organisation ?

The Registration ID is the nonprofit's official ID

All countries ▼

No organisations could be found

Try checking spelling, spacing, and abbreviations. If we still can't find it, your organisation may not be registered with the Blackbaud Verified Network or eligible to apply for this program.

Don't see the organisation? **+ Add organisation** Back Go to my applications

2. Select your location (country) and enter your government tax identification number. If you do not have one, you can leave this blank. Click on **Next**.

Add Organisation ?

Location* ▼
United Kingdom

Government tax identification number

Government tax identification number such as EIN, Tax ID, VAT, BN, or PAN

Cancel Back Next

3. Enter your organisation name. You also have an option to add your website and upload your organisation logo.


Add Organisation ?

Organisation name* 1

This input is required

Organization website

Icon


Click or drop files here to upload
Maximum file size: 29MB

Accepted file types include: bmp, gif, heic, jpeg, jpg, png, tif, tiff, webp
Add an icon or logo for the Nonprofit Profile that will be created. If none is provided, a generic icon will be used.

[Cancel](#) [Back](#) [Next](#)

4. Enter your organisation address

Add Organisation ?

Address line 1* 1

This input is required

Address line 2

Country*

City* 1

This input is required

State, province or region*

Postcode* 1


This input is required

[Cancel](#) [Back](#) [Next](#)

5. Finally, click on **Submit and Continue**.

Add Organisation ?

To proceed with your application using this nonprofit, click 'Submit and continue'. If you wish to return to search click 'Cancel'.

 **TEST**
Test, london, London, SE1 4JB, UK

[Cancel](#) [Back](#) [Submit and continue](#)