Applying for a grant from the Seafarers' Trust Emergency Fund

What is the ITF Seafarers' Trust Emergency Fund and who is it for?

The ITF Seafarers' Trust Emergency Fund (STEF) enables individuals from unions, ITF inspectors and staff to apply for small grants on behalf of seafarers in need. This includes immediate needs on board or needs arising from difficulties at home.

The minimum amount that can be awarded for an individual case is £500, the maximum is £5,000.

Grants are for emergency needs that cannot be met by other means. The funds can be used directly by, or on behalf of, seafarers. They can also be used for the benefit of seafarers' immediate family members.

Examples:

- Funds for seafarers' families in the event of abandonment of seafarers
- Temporary hardship arising from accidents, disasters and unavoidable misfortune

Who can apply?

The Trust accepts STEF applications from case handlers from ITF affiliated trade unions, ITF inspectors and staff. The System depends on the applicant being a trusted individual who is certain that the need is genuine.

How to apply

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

You can access the STEF application via this direct link or find the link on our website here. If you have any problems with completing the online application, 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.

Applications that are not likely to be supported

STEF is only available to meet emergency needs of seafarers and their immediate families. Our definition of seafarer is:

'a person currently living or working on board a ship or a person who has earned their living on board a ship within the last 12 months.'

Retired seafarers who have spent most of their working life at sea may be eligible.

Immediate family means seafarers' spouses, partners, children, dependent parents.

STEF cannot be used to cover costs that could be met by other people, or entities with a responsibility to meet the need, for example, P&I clubs, crewing agents, ship managers, shipowners, flag states and port states.

Due to the limitations of the fund, STEF is not intended to replace any forms of social security, such as unemployment benefits, that may or may not exist in a country. It can make one-off payments for hardship arising from an emergency.

Applications with insufficient information and documentation to support the case may be declined.

How much can I apply for?

You can apply for a STEF grant from £500 to £5000 GBP. However, the amount applied for must be realistic for the services or goods required. The Trust may take into account whether the beneficiaries are entitled to other support when considering making a grant.

What should I do before making an application?

You should assess the situation and make sure that the seafarers' claims are genuine. Moreover, in order to support your request, you should collect evidence supporting the case, e.g. crew lists, financial statements, medical certificates etc. If you are applying for a specific item or service, please provide relevant quotations. If you are applying for subsistence, please provide an estimate of the amount needed to cover a specified period of time.

How long does the process take?

The ITF Seafarers' Trust aims to take no more than 48 hours to assess STEF applications. A decision may take longer if further information is required. If the application is approved, the applicant will be asked to provide bank details for the payment. Once bank details are received, we aim to make the payment within 48 hours. However, international payments may take 3 to 5 days once we have the details of where to make the payment and may take longer to reach the final destination. We will endeavour to make allowances for bank charges and exchange rates.

What happens next?

After you submit your application, you will receive an email to confirm we have received your request. A copy of your request will be attached to the email.

We will assess your application and you may be asked for additional information.

Applications are submitted to an Approvals Panel consisting of the Head of the ITF Seafarers' Trust and the ITF Inspectorate Coordinator. We will contact you as soon as possible to inform you of the outcome of your application.

If successful, you will need to provide bank details of the beneficiary or the entity providing the service or goods required. We prefer to make payments directly and not via intermediaries.

The beneficiary will be required to confirm receipt of payment and proof that it has been used to meet the need identified in the application.

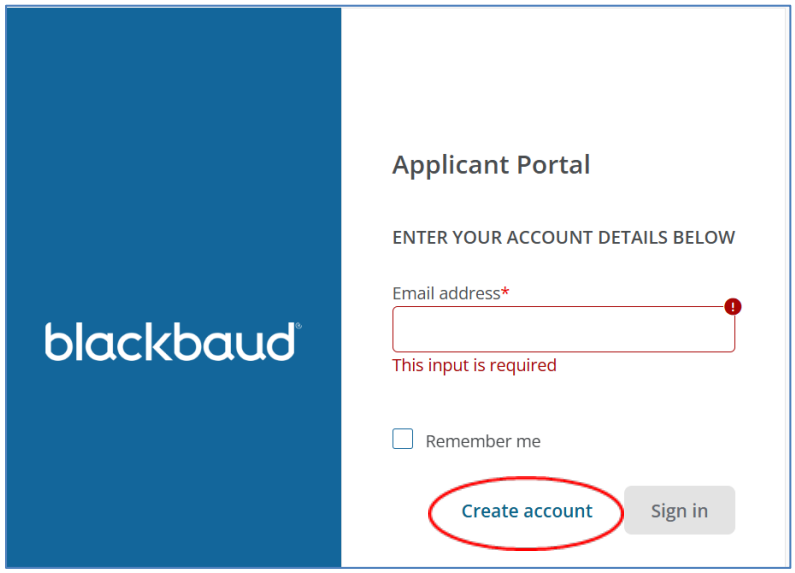
Your information

You can read about how we keep and use the information you give us in our Privacy Policy on our website: www.seafarerstrust.org/privacy-policy/

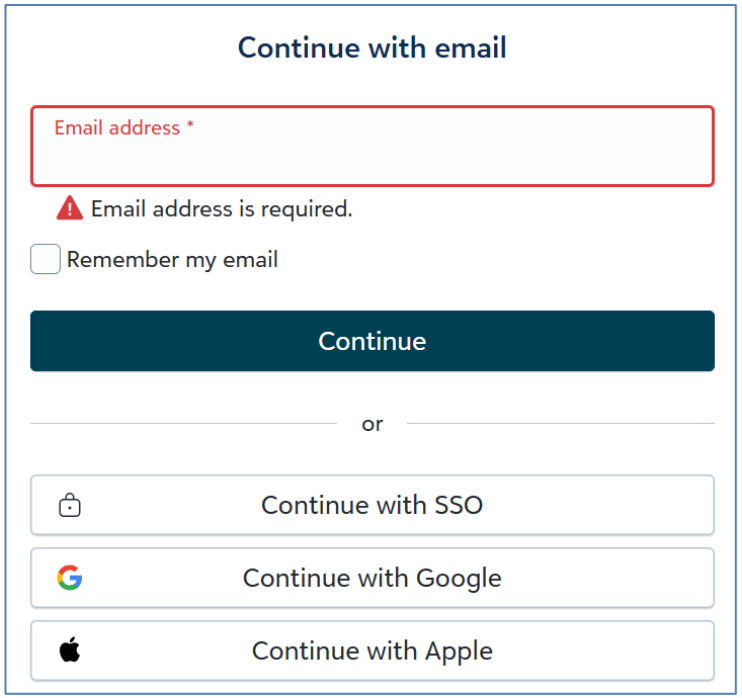
Need more information?

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

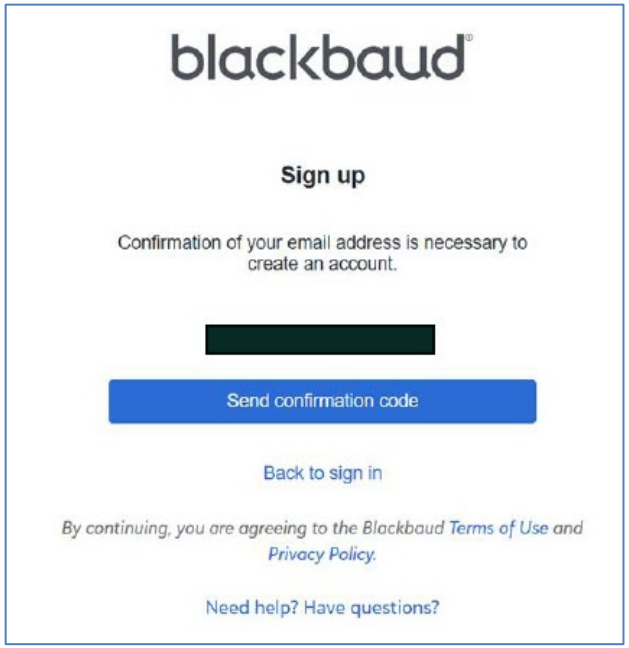
How to create a Blackbaud ID (BBID)



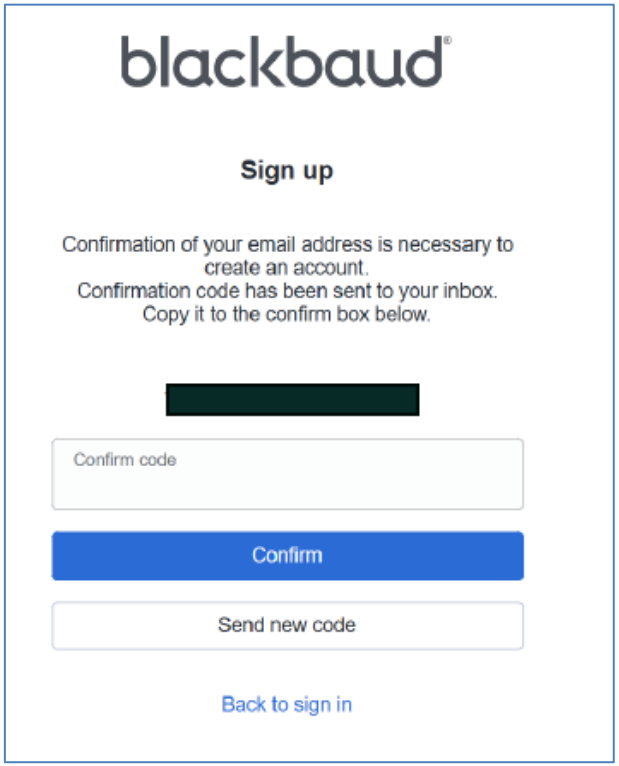
1) On the applicant portal log in page, click on **Create account**.



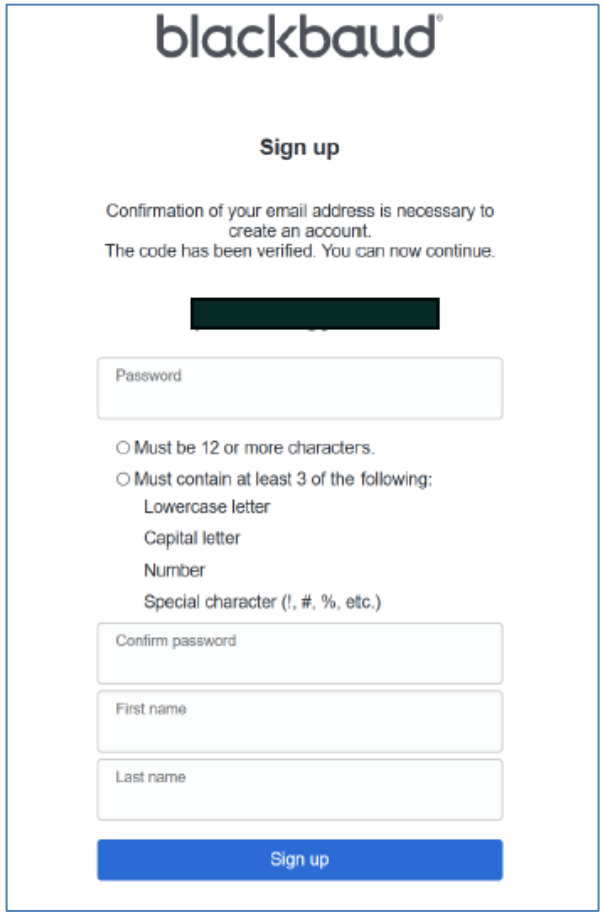
2) Enter your email address and click on **Continue.**



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



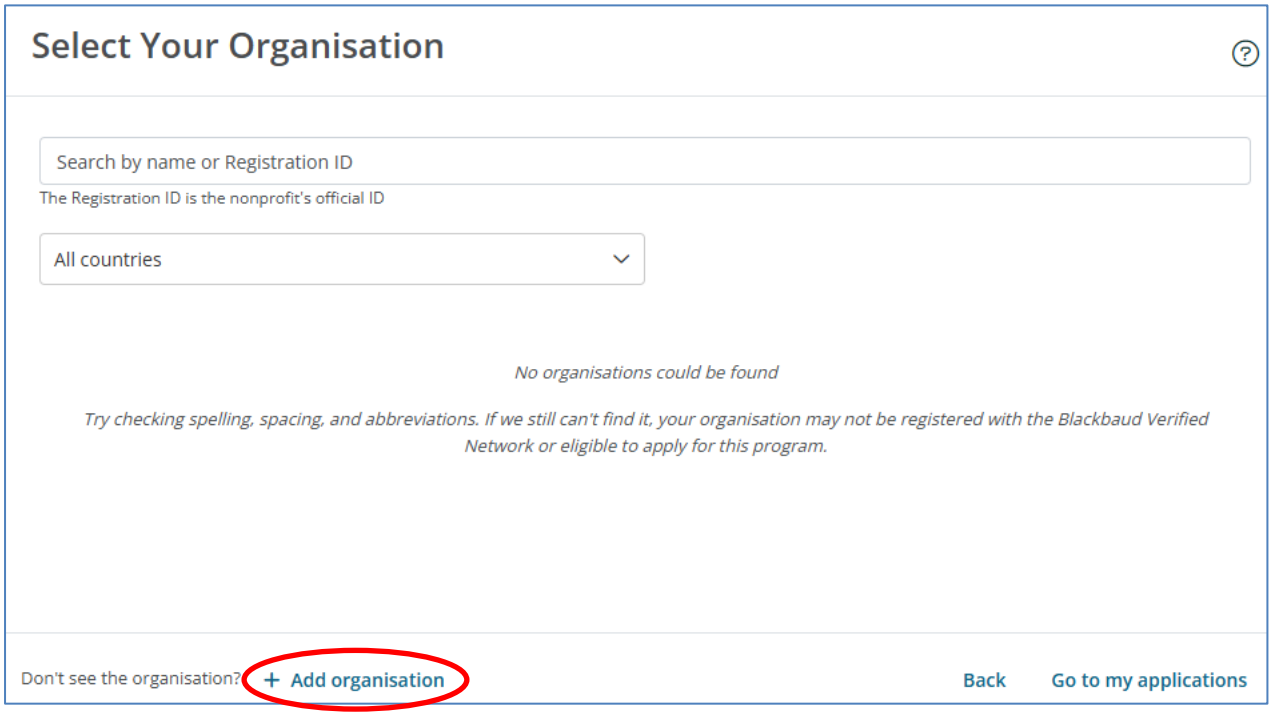
4) A confirmation code will be sent to your inbox. Enter the code on the sign up page within 10 minutes and click **Confirm**. If you run out of time, click on Send new code to receive another code.



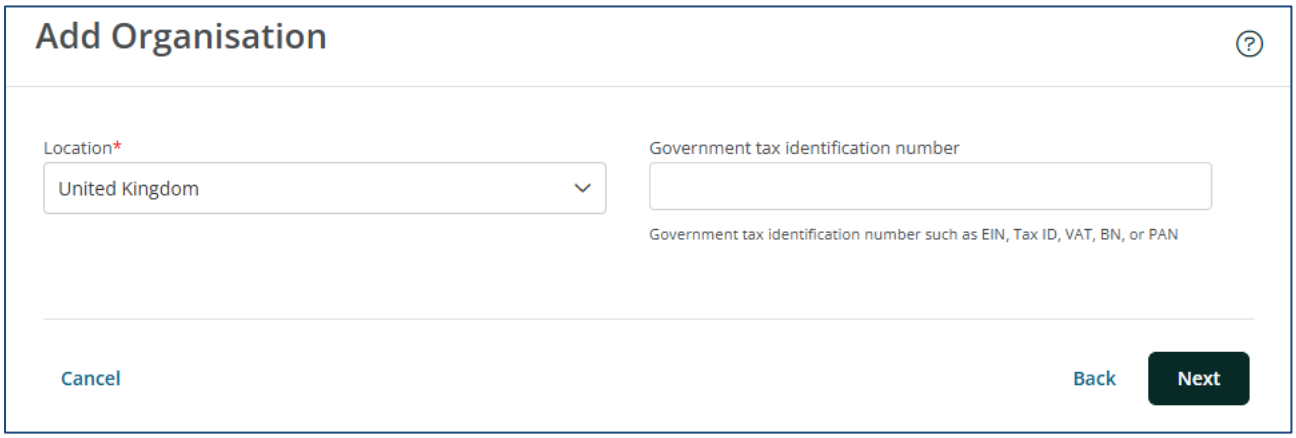
5) Once your email address is confirmed, you will be asked to create a password. Confirm the password and enter you First and Last name. Click on **Sign up**.

How to add a new organisation

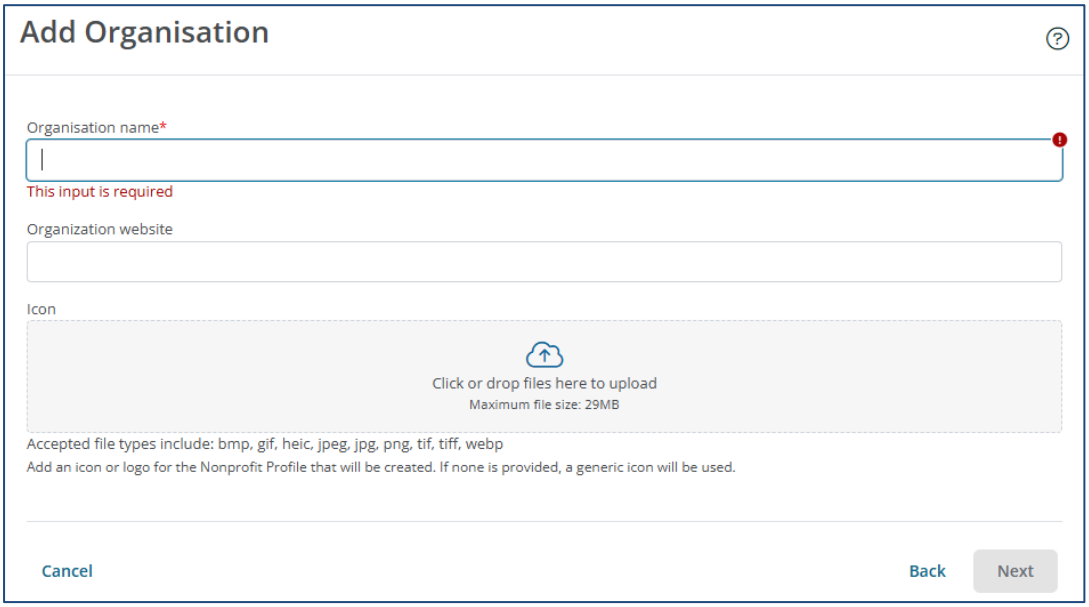
1. If you're unable to find your organisation, click on **Add Organisation** to add your organisation details.



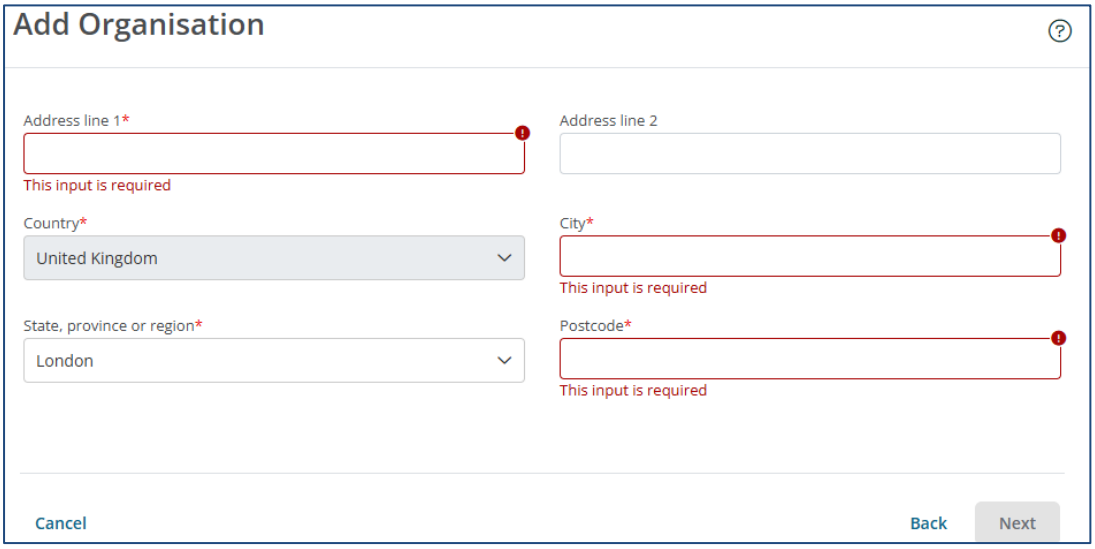
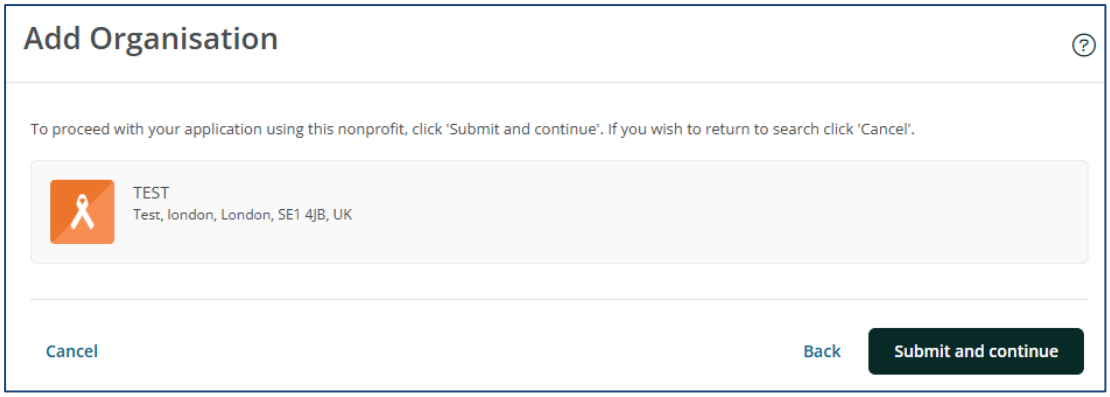
2. Select your location (country) and enter your government tax identification number. If you do not have one, you can leave this blank. Click on **Next**.



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



4. Enter your organisation address



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