Online Application Form: Step-by-Step Guidance Notes

Introduction:

These instructions are provided to help you make your application for a grant from The Seafarers' Charity. The following will guide you through:

- what you will need to prepare before you commence your application, including a list of the questions asked
- how to set up a user profile
- step-by-step guidance on our application form
- guidance on the monitoring and evaluation reporting
- information about GDPR and your privacy
- how to get help

Preparation to Apply:

The following is an overview of what is requested so please review these before you begin to ensure you have everything you need. You can save and return to complete your application, but it is best to have most information to hand before you start. Please pay particular attention to the character limits in some fields.

You can save and return to complete your application by clicking outside the fields you are working on. It is best to do a trial to check the form is saving by filling out one sentence, then opening a different section of the application. Then return to the field you were working on to see if it has saved. To be sure you do not lose any work, we recommend copying the list of questions into a word document and preparing all of the answers beforehand as a backup copy. This way you will also be assured that you have all the information needed before you commence your application.

Section A: Contact Details

- Salutation
- First name
- Surname
- Job title
- Phone number

the seafarers' charity

Section B: Organisation Details
- For which fund would you like to be considered? (Select from drop down options)
- Alternative organisation name
- Organisation address
- Main number
- Website address
- Legal status (Select from drop down options)
- Organisation Mission Statement or Purpose
- Project/ Activity Category: (Select from drop down options)
- Profession Category: (Select from drop down options)
- Beneficiaries Category: (Select from drop down options)

Section C: Application Summary
Strategic Outcomes met (Select from drop down options)
- Request Title
- Request Summary
- Request Description
- Expected impact

Please note there are character and word limits on some fields to ensure the information submitted is concise. If they are too restrictive, please feel free to add any additional wording or documents at the upload section along with your budget for the project.

Section D: Inputs Information (Financial & Staffing)
- Total cost of the project/programme
- Amount requested
- Project/Activity duration
- Describe the type of funding for which you are applying (Select from drop down options)
- Have you applied to another funder/s for part or all of this?
- If yes, please list the other funders who may fund all, or part of this project and the amounts requested or awarded.
- If your request represents part-funding, how will you fund the balance?

Upload a budget for this project

- Upload any supplementary information
- How many current or extra paid staff and/or volunteers will be funded?
- Current or extra paid staff expected as a result of the funding
- Current or extra volunteers expected as a result of the funding

Section E: Outputs Information (Service Delivery and Beneficiaries)
- Where is the main geographical area where the grant funding will be spent? (Select from drop down options)
- When not working at sea, where are the majority of beneficiaries usually resident? (Select from drop down options)
- What is the total number of beneficiaries that will be supported by this application?
- Does your organisation only serve seafarers or includes beneficiaries from the general population?
- What is the total number of current merchant seafarer beneficiaries?
- How many former merchant seafarers will benefit from this application?
- What is the total number of current Royal Navy, Royal Fleet Auxilliary and/or Royal Marines beneficiaries?
- How many former Royal Navy, Royal Fleet Auxilliary and/or Royal Marines beneficiaries from this application?
- How many of your total beneficiaries are veterans?
- How many trainee seafarers will benefit from this application?

Section F: Confirmation of Authority to Submit
You will then be asked to confirm your authority to submit an application on behalf of your organisation and to provide consent for GDPR Data handling.

Step-By-Step Guidance
Our cloud-based Benefactor database and application form uses a familiar format where users must register an account, identify themselves as a legitimate charitable entity, and pass a short eligibility questionnaire. The following step-by-step guide will give you detailed instructions about how to navigate this process and advance through the application form which can be accessed via our website here:
https://seafarerscharity.benefactorcloud.co.uk/
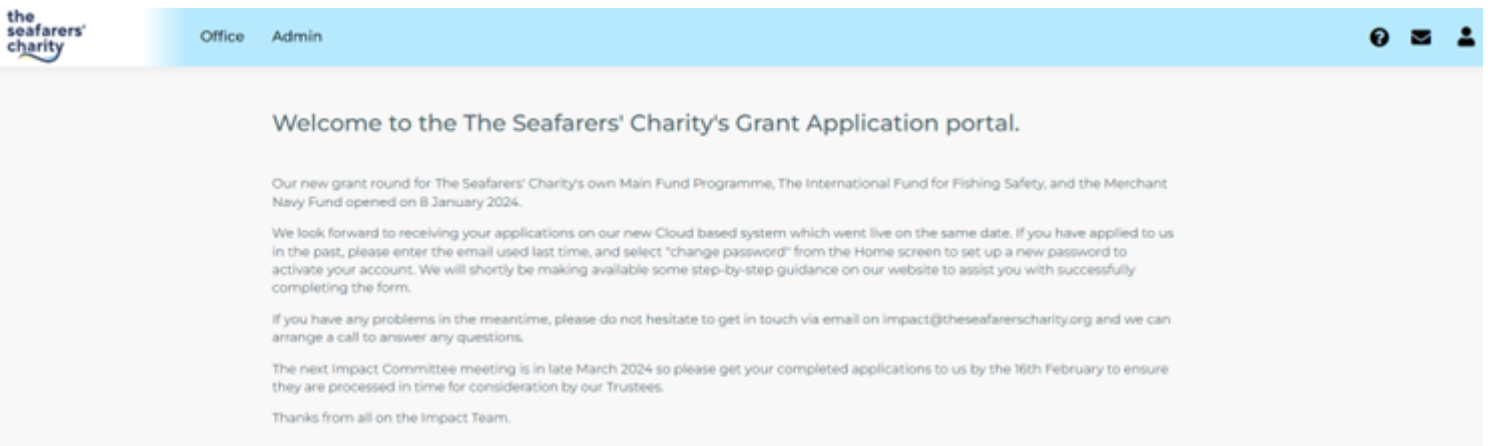
Step 1: Register

At the landing page, please register your email address and choose a strong password through the link at the top right-hand corner. If you have applied to The Seafarers' Charity in the past, please use Login to enter your email address and then reset your password when you first access the system.

Step 2: Confirm Your Registered Email Address

You will be asked to confirm your registered email address so please log in to your email and confirm your identity.

Step 3: Your Email Address Has Been Confirmed

Once confirmed it will return you to a screen that will allow you to Log In.

Step 4: Log in

Please log in using the email address and password chosen

Step 5: Your Details

Please select Apply for My Organisation option.

Step 6: Your Details continued

Search for your organisation on the Charities Commission and select the correct legal entity. If you cannot find it or wish to enter it manually please fill out the form. Then add your name and job title above where the name of your organisation and the registration number has been auto-filled.

Tick the consent box for the storage and processing of your personal data and save.

Step 7: Programmes – Current Grant Rounds

Please select which programme you would like to apply to and select "Start an Application."

Programmes
Current grant rounds

2024 Merchant Navy Fund (MNF)

Merchant Navy Fund

Start your MNF application here for our current grant round.

The annual allocation for grants runs from January to December each year. We hold three Impact Committee meetings to review our applications in March, July and November with no hard deadline. However, we do recommend that you submit your completed application by mid-month prior to the meeting month to give time for consideration by both Impact teams at the The Seafarers's Charity and the Merchant Navy Welfare Board to guarantee its inclusion.

You will first be asked to complete an Eligibility Test with three questions. If you cannot advance past this, it means you have failed the test and you should email us on impact@theseafarerscharity.org for advice. We look forward to hearing more about your application.

Opened:
08/01/2024 09:00 AM

Closes:
15/12/2024 23:59 PM

Submission Deadline:
31/12/2024 23:59 PM

Start an application

2024 Main Grants Programme

Main Grants Programme

Start your application here for our current grant round.

Our annual allocation for grants runs from January to December each year. We hold three Impact Committee meetings to review our applications in March, July and November with no hard deadline. However, we do recommend that you submit your completed application by mid-month prior to the meeting month to guarantee its inclusion.

You will first be asked to complete an Eligibility Test with three questions. If you cannot advance past this, it means you have failed the test and you should email us on impact@theseafarerscharity.org for advice. We look forward to hearing more about your application.

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Start an application

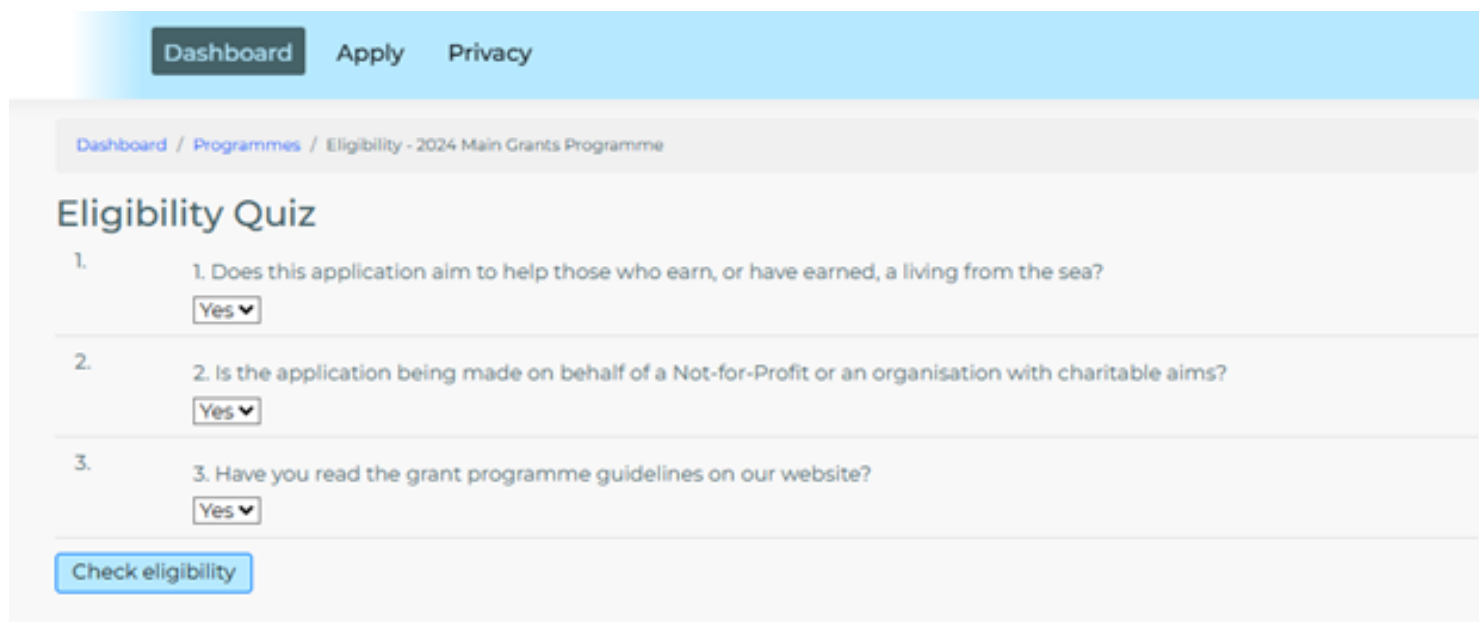### 2024 International Fund for Fishing Safety (IFFS)

International Fund for Fishing Safety

Start your IFFS application here for our current grant round.

Our annual allocation for grants runs from January to December each year. We hold two Impact Committee meetings to review our applications in May and October with no hard deadline. However, we do recommend that you submit your completed application by

Step 8: Eligibility Quiz

Please complete the three question Eligibility Quiz and check your eligibility to apply to the Seafarers' Charity. Please note that if you do not pass the quiz, the screen will just refresh back to the original status and you will not be able to advance. If this happens, please email us on impact@theseafarerscharity.org for help.

Step 9: Programme Privacy Agreement

Once you have passed the eligibility quiz, please click the black box to consent for the application data to be processed in line with our Privacy Agreement. You can then start an application.

You can return to a part-completed application at any time by logging in to Benefactor and following the instructions on your Dashboard. You can also see previously submitted applications. Please ensure that your return to your application via this link only: https://seafarerscharity.benefactorcloud.co.uk/

Trying to log in via a cached link on a browser may result in an Access Denied error. We suggest you bookmark the link and use this to access your account.

Step 10: Application Form

The application form is divided into the following sections:

- Contact Details
- Organisation Details
- Application Summary

- Inputs Information (Financial & Staffing) including budget and supplementary information
- Outputs Information (Service Delivery and Beneficiaries)
- Confirmation of Authority to Submit

The following table outlines each of these sections and the information required and Help contained within them which is also accessible via the Help options in the form by clicking on the ? icon above each question. Please refer to the Grant Application Guidelines for more detail.

Section A: Contact Details	
A1	**Main Contact Information** Enter the salutation, first name, surname, job title of main contact for the grant application.
A2	**Contact Details** Enter the best phone number to contact you on if we have any questions about your application. This is likely to be a mobile number but may also be a direct landline. Please include the country code and use the following format +xx (country code) xxxxxxxxx (number with no spaces).

Section B: Organisation Details

B1	**For which fund would you like to be considered?** Select one from the three drop down options – Main Grant Fund, International Fund for Fishing Safety or the Merchant Navy Fund. The vast majority of applications will be best suited to the Main Grants Programme as they would not meet the eligibility criteria of the other funds. We may change your selection if there is a more applicable fund to make the grant award.
B2	**Alternative organisation name** This may be any acronym, trading name, or other name by which your organisation is commonly known.
B3	**Address** Enter the physical address of your organisation including the country and post code completing all compulsory fields.
B4	**Telephone number and website** Enter the best contact number and the website address for your organisation. Please include the country code and use the following format +xx (country code) xxxxxxxxxx (number with no spaces).
B5	**Legal status** Select the charitable status from the drop-down list of options. These are taken from the UK Charities Commission descriptors so if you are unsure of the structure, please visit www.findthatcharity.uk to check your organisation's status. If the applying organisation is outside the UK, please use Other and supply your proof of legal status (Memorandum and Articles, Rulebook, or Constitution document) as an upload or when requested for due diligence purposes. The same applies if your organisation is not a registered charity but has a different legal format such as a mutual society or community interest group.

B6	**Organisation Mission Statement or Purpose (max. 300 characters).** This is a description of what your organisation does so please enter your official mission statement or a brief description of your purpose – ideally one sentence but two if required.
	Project/Activity Category Select one term only from the drop-down options that most closely describes the activity that the award will be used for. It may be the same as your organisation's main activity or it may be different. E.g. An organisation that normally describes itself as making Grants to Individuals might be carrying out some research for which they are applying for funding. In this case, the correct selection would be Sponsors or Undertakes Research. Again, these are based on the Charities Commission descriptors, so if you cannot find a term that matches please use Other Charitable Services
	Profession Select all terms that apply from the drop-down options that most closely describes the maritime professions that the award will most benefit. E.g. Merchant Navy
	Beneficiaries Category Select all terms that apply from the drop-down options that most closely describes the beneficiaries that the award will most benefit. E.g. Elderly/Veteran

Section C: Application Summary	
C1	**Which one of our long-term outcomes for seafarers is addressed by your grant application?** Our Thrive Strategy sets out the outcomes we aim to achieve through our grant funding. Please select one outcome from the drop-down list of five Strategic Outcomes for seafarers that your application is most closely aligned to. You may find it useful to refer to the explanation of the outcomes in the Grant Funding Guidance. The options are: • Better Working Lives at Sea (this includes port welfare services such as ship visiting) • Enhanced Financial Resilience (this includes hardship grants and advice services) • Improved Health & Wellbeing (this includes retirement accommodation, initiatives to tackle loneliness or support family relationships and tackle suicide at sea, etc) • Increased Social Justice • Safer Working Lives at Sea
C2	**Request Title (max. 40 characters)** Please add a short title that identifies your request
C3	**Request Summary (max. 500 characters)** Briefly describe the purpose of the project, preferably in one sentence "Funding to provide/deliver services/give support/training to seafarers/fishers in/at (location) who are in need of (insert) over (time period).
C4	**Request Description (max. 750 words)** • Describe what will be funded, the context, evidence of need, and desired outcomes in approximately four paragraphs including: • What is the main focus of services, activities or intervention that will be funded by this grant?

	- What will the grant actually pay for (eg: staff posts, equipment, core costs, development etc) - How will seafarers and/or their families benefit? - Is it a new innovative service or project? Or is business as usual? If yes, is it your core business or additional to your core services? - An overview of the budget breakdown - What other funders or partners you are hoping to involve
C5	**Expected Impact (max. 500 characters)** Describe the long-term impact you hope to achieve through this grant if successful (400 words) In one to two sentences, please describe the wider societal impact or systems change that is expected if this project/activity or service is successful.

Section D: Inputs Information (Financial and Staffing)

D1	**Total cost** What is the total cost of the whole project/activity that this application is related to? Please enter numbers only without currency, commas or full stops. E.g. £5,000 should be entered as 5000.
D2	**Amount requested** How much are you applying to The Seafarers' Charity for? Please use the same format D1.
D3	**Project/Activity duration** Please add the number of months you expect the project/programme to be delivered within. E.g. if it is a year long project write 12 months. Two years would be 24 months.

	Funding type Select all that apply from the drop-down list. Options include: • Core/Overhead Costs – New (include new wages, rent, insurance, heating, and maintenance) • Core/Overhead Costs – Existing (include existing wages, rent, insurance, heating, and maintenance). • Programme/Project Costs – New (all the costs associated with running a project that is not part of your core service. This may include salary and equipment costs as well as no more than 5% of the project cost as an allocation towards full cost recovery.) • Programme/Project Costs – Existing (as above) • Capital Costs (funds spent on acquiring or maintaining fixed assets, such as land, buildings, and equipment.) Please supply three quotes for the work required. • Capacity Building (any of the options above that strengthen your organisation's ability to deliver on its mission. E.g. governance or management training, systems development, fundraising staff etc.
D4	**Other funders** Have you applied to another funder/s for part or all of the total cost? Choose Yes or No. If yes, please list the other funders who may fund all or part of this application. Please include the amounts requested or already awarded in the free text box.
	If your request represents part-funding, describe in the free-text box how the balance will be met?
D5	**Uploads** Please upload a budget for this application and any supplementary information that supports your application showing clearly what our grant will actually pay for.

	If you are requesting full funding for your proposal then the total cost will be the same as the amount requested. If you are applying for part funding or only a percentage, please explain how the remainder of the cost of the proposal will be funded e.g. 50% match funding from X organisation, or funded from organisation's reserves or income received from service users contributing to the cost of the service, etc. You may also use this upload function to supply three quotes for suppliers bidding for work related to capital costs. When attaching multiple files at the application stage (or at the due diligence request stage after submission), please select all the files you want to upload at once by holding down the shift key – otherwise the system will overwrite each one done separately and only the last one will be received.
D6	**Staff and Volunteers** How many current or extra paid staff and /or volunteers will be funded? Enter the value into the relevant field. To calculate the value, find the total number of days supported using the full time equivalent (FTE) method i.e. 1 FTE = 1 Any part time posts are calculated with 1 day = 0.2 FTE. Only the total number of the FTE posts can be entered so if you have 1 FT and 2 x 2 days per week that would be 1 + 0.2 + 0.2 = 1.4 If the grant application is not for staff costs then please enter 0.

Section E: Outputs Information (Service Delivery and Beneficiaries)

E5	**Geographical benefit** Where is the geographical area where the grant funding will be spent? United Kingdom should be selected if you will be delivering a service that can be accessed by any seafarer or fisher anywhere in the UK, either through referral, in person, phone or the internet. If operating in a specific region please select the region where most beneficiaries will access this grant funded service. E.g. South West.

	International should be selected if you will be delivering a service that can be accessed by any seafarer or fisher anywhere in the world, either through referral, in person, phone or the internet. Please add a specific country if it is one country only. Commonwealth should also be selected if the proposed service, project or activity will be delivered predominantly in a commonwealth country. Please select all options that apply.
	When not working at sea, where are the majority of the beneficiaries usually resident? Please select all that apply from the drop-down options.
	Deliverables Please choose 2-3 tangible deliverables that your organisation can produce as part of this award. It might be a written report, course materials for an improved training programme, a new website, a new post recruited etc. You will be asked to report on these deliverables as part of your Monitoring & Evaluation report.
E2	**Beneficiaries** Please use your best estimate of how many seafarers your organisation will support as a result of this grant award. Please do not include: • Seafarers and other people who are supported by your organisation but who will receive no direct benefit from this grant award. For example: Your organisation supports 1,000 people per year throughout the UK. 500 seafarers are supported but only 50 of them are based in the North West where this new grant funded service will be delivered. In this example, the correct number of beneficiaries supported by the grant is 50. • Non-seafarers: people who are not current or ex-seafarers or the direct dependent of a seafarer (e.g.: a widow or an orphan). • Assumed number of family members of seafarer.

	Seafarers or General Population Most of our delivery partners only serve seafarers, while others benefit them as part of a wider group which might include the general population. Please indicate which category your organisation fits in to by selecting the drop-down option that most applies.
E3-E7	**Beneficiaries description** Enter the relevant number of beneficiaries in each section. Enter 0 if not relevant.

Section F: Confirmation of Authority to Submit	
F1	Tick Yes to confirm that the application information is correct and you have the authority to make this application
F2	Tick Yes to consent to sharing the information in the application with relevant stakeholders e.g. other funders
F3	Please re-confirm your name.

Remember: once you submit your application you can no longer edit it. Please contact someone from the Impact Team to ensure we have everything we need to progress your application.

Once you have submitted your application you will see the following screen which shows the status of your application and allows you to message The Seafarer's Charity if you have any queries relating to it. You will also receive a confirmation email to the address you registered with.

the seafarers' charity

Dashboard / Applications / Application Request #1431

Application Request #1431

Grant round:
2024 Main Grants Programme

Application created:
19/01/2024

Application status:
Assessment Started

Progress

The current step of the application.

- Application Form **Complete** [View application form]
  ↓
- Initial decision **In Progress**

Messages

Messages related to this application.

Click on a message subject to view replies and to respond, or **create a new message** for a new subject.
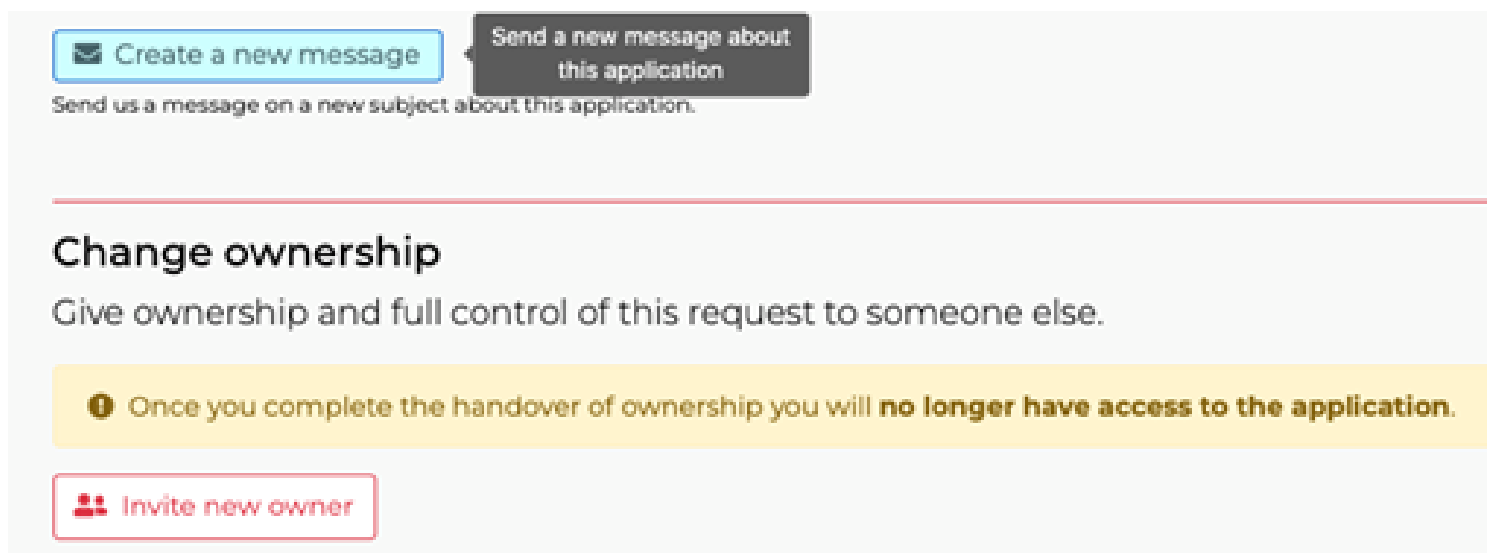
You can download a copy of your application as a PDF by selecting "View Application Form" and opening the last "Review and Submit" section. On the top right hand of the section, there is a "print" button. Select this which will open your print preferences - but instead of printing, you can use the "Save as a pdf" option.

After we have received your submitted request, we will be in touch to ask for documents that we use for carrying out due diligence – either through the Messaging section of your Benefactor account or directly from our Impact team. A response to this request must be received before your application can proceed for consideration by our Impact Committee.

Tranferring Ownership

If you are leaving your organisation or have a new person managing applications to The Seafarers' Charity, you can transfer the ownership of the new application.

The new contact just needs to register with an account on Benefactor and then action the transfer at the bottom of the relevant active application. The command should appear below any messages about the application here:

You invite the new owner by entering their newly registered email address and following the instructions after selecting Review Ownership Request. Confirm the process by entering the phrase "I confirm the above" into the box.

the seafarers' charity

GDPR

By submitting a grant application, you give your explicit consent for us to use data relating to your organisation for the purposes outlined here.

We will use the information you give us on this application form, in supporting documents, during assessment and during the life of your grant (if awarded) to administer and analyse grants and for our own research purposes. We may give copies of all or some of this information to individuals and organisations we consult when assessing applications, monitoring grants and evaluating funding processes and impacts. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering services to seafarers.

We may also share information with other grant funders, government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in The Seafarers' Charity's grant applications, or for the prevention and detection of fraud. We might use the data you provide for our own research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

You are also giving consent for The Seafarers' Charity to communicate with you by email, telephone and/or post about the latest information from The Seafarers' Charity. If you wish to change your preferences please contact us on impact@theseafarerscharity.org.

Information on the use of personal data by The Seafarers' Charity is available from: The Seafarers' Charity, 8 Hatherley Street, London, SW1P 2QT and can be viewed on our website at www.theseafarerscharity.org.

Monitoring and Evaluation Reports:
Within 6-12 months of your successful application, you will receive a request via the messaging system in Benefactor to complete your Monitoring and Evaluation report (M&E). To access your M&E form, log in to your Benefactor Dashboard and select Start an Application. At present M&E reporting sits under the Applications box but in future this will be in a separate M&E section.

For now, from the list under Applications, please select "2023 Reporting" and hit the Start an Application button. Tick the opt-in to the Privacy Agreement and select Start Application when it appears. For 2024 reporting, many of the fields will be auto-filled from your original application, but in 2023 you will need to fill in the form with your applicant and project information again.

Then please only complete ONE of the following tabs that relates to the Strategic Outcome you applied under. When you completed your successful application, you will have selected one of our five Strategic Outcomes that best aligned with your project. These include Better Working Lives at Sea, Health and Wellbeing, Financial Resilience, Safer Working Lives at Sea, or Social Justice.

If you cannot remember which outcome you selected, this can be checked under View Your Applications. Click on the reference number highlighted on the left, then select View Your Application. The Strategic Outcome is under the Application Summary tab in field C1.

Enhanced financial resilience

Better working lives at sea

Safer working lives at sea

Improved health and wellbeing

Increased social justice

The core questions for each Strategic Outcome are similar to those you have seen in the past if you have reported to us before, but they have minor differences when it comes to questions about Inputs, Outputs, Outcomes, Impact and Indicators. As a reminder, the differences between these are outlined below:

- Inputs – the raw materials that go into delivering the project or service e.g. money, personnel, technical expertise etc
- Outputs – the tangible and intangible products that result from the activities e.g. information related to your beneficiaries who engaged with the project and their location
- Outcomes – the benefit that a project or intervention is designed to deliver e.g. what difference did the award make and any unintended outcomes?

- Impact – what big picture changes were realised for your organisation or your service users and what challenges you faced e.g. high level strategic goals
- Indicators - a quantitative or qualitative factor or variable that provides a simple way to measure success, reflect changes or help assess performance

If you need any help completing this, please email impact@theseafarerscharity.org or call 020 7932 5967 to speak to an Impact Team member.

Once complete you will be asked to Review and Submit your report. Please note that the review form that appears presents all 5 sections, so please scroll down to check the data you entered under the relevant section which could be some way down the page.

The form should save automatically but we also recommend you use the print facility to save a copy of your M&E report as a PDF for your records. Once submitted, you should receive an email confirming successful receipt of your report.

Concurrently we will also be sending a Funder Feedback survey. This enables you to input into how we might improve as a grant maker which we greatly value. Please note that your Funder Feedback is separate to your reporting and completely anonymous. Thanks for your patience while we implement our new M&E Framework and adapt it into our new database management system.

Get Help:
There are many ways to get help with your grant application:

- In-Application Help - click on the '?' symbol to the right of a question for more information
- The Seafarers' Charity's Impact Team are always happy to help. Contact us on 020 7932 5975 or 07979 344 480 or email impact@theseafarerscharity.org