

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. This is also handy to share with the Impact team via email before you load it up to Benefactor. 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

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 (4 words max. preferred)
- Request Summary (1 sentence max. preferred)
- Request Description (4-5 paragraphs max. preferred)
- Expected impact (1 sentence max. preferred describing what would be the result if your organisation was entirely successful)

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 (numeric in months only)
- 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
- 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?

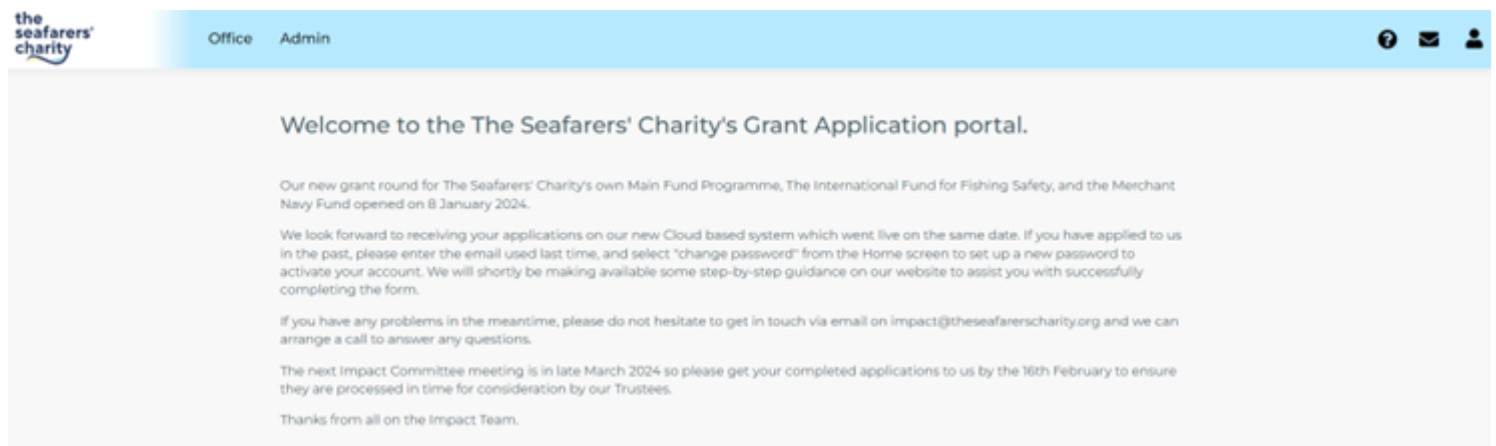
Section F: Confirmation of Authority to Submit

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

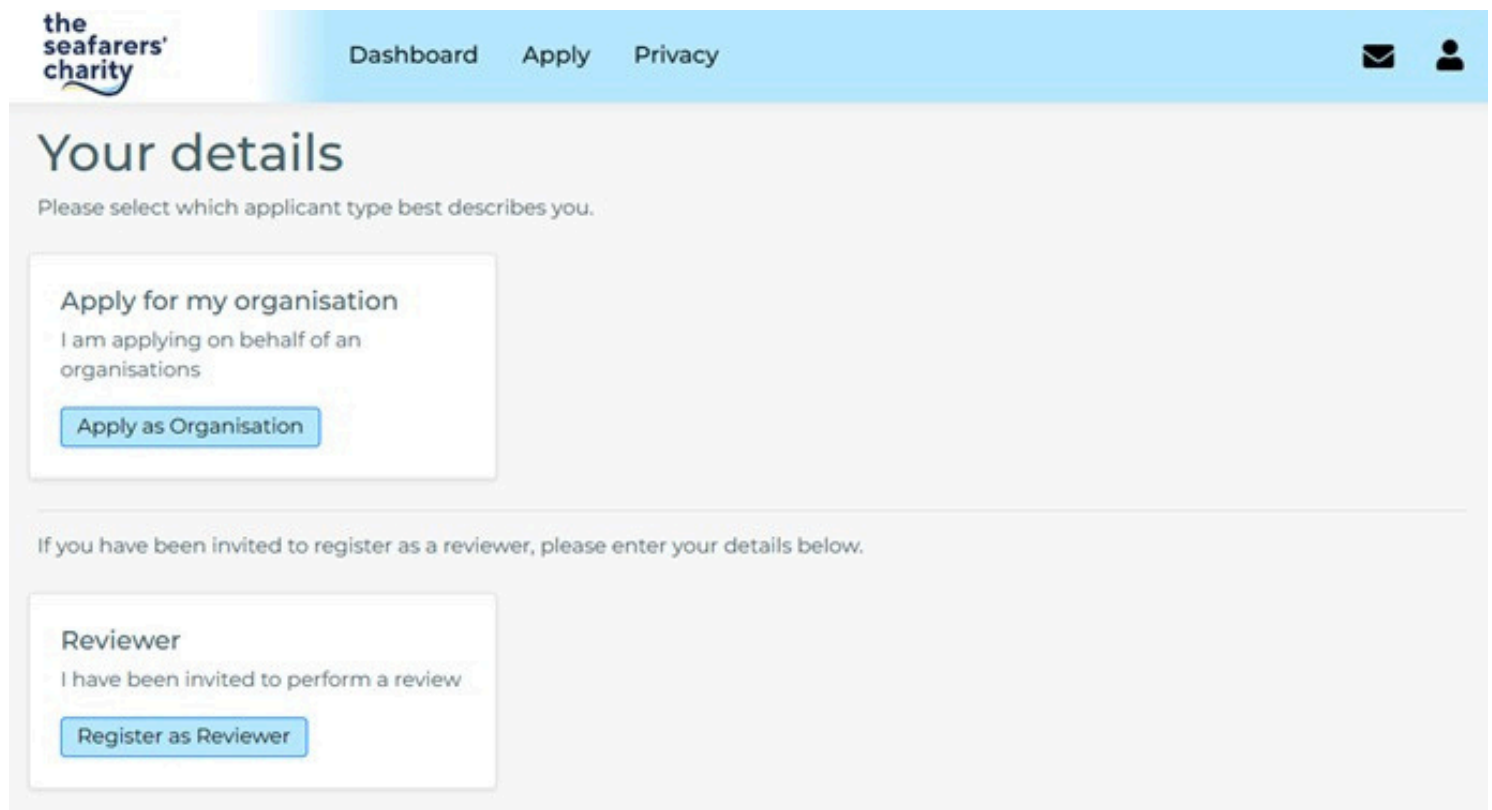
Once confirmed it will return you to a screen that will allow you to Log In.

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.



The screenshot shows the 'Your details' page of the seafarers' charity website. The page has a light blue header with the charity logo on the left and navigation links for 'Dashboard', 'Apply', and 'Privacy' in the center. On the right side of the header, there are icons for an email and a user profile. The main content area is titled 'Your details' and includes the instruction: 'Please select which applicant type best describes you.' There are two main options presented in white boxes with light blue borders. The first option is 'Apply for my organisation' with the subtext 'I am applying on behalf of an organisations' and a blue button labeled 'Apply as Organisation'. The second option is 'Reviewer' with the subtext 'I have been invited to perform a review' and a blue button labeled 'Register as Reviewer'. Below the second option, there is a note: 'If you have been invited to register as a reviewer, please enter your details below.'

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.”

[Dashboard](#) / [Apply](#)

Programmes

Current grant rounds

2025 Grants Programme Main Grants Programme

Start your application to all grant pools here including The Seafarers' Charity's **Main Grants Programme** and the **International Fund for Fishing Safety (IFFS)**.

Our annual allocation for grants runs from January to December each year. Applications are open all year and there are no set deadlines.

However, please note that for the Main Grants Programme we hold three Impact Committee meetings per year in March, July and October to review applications. Therefore, we do recommend that you submit your application at least a month prior to the meeting to guarantee its inclusion.

Our preference is that you only hit the **Submit** button for your application after a discussion with the relevant member of the Impact Team (Louise Parkin for TSC and Alan McCulla for IFFS). Otherwise you will be unable to edit it if we request any changes.

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:
06/01/2025 15:22 PM

Closes:
19/12/2026 09:00 AM

[Start an application](#)

2023 Reporting 2023 Monitoring Report Programme

[Start an application](#)

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.

The screenshot shows the 'Eligibility Quiz' page. At the top, there is a navigation bar with 'Dashboard', 'Apply', and 'Privacy' links. Below this is a breadcrumb trail: 'Dashboard / Programmes / Eligibility - 2024 Main Grants Programme'. The main heading is 'Eligibility Quiz'. There are three questions, each with a 'Yes' dropdown menu:

1. Does this application aim to help those who earn, or have earned, a living from the sea?
2. Is the application being made on behalf of a Not-for-Profit or an organisation with charitable aims?
3. Have you read the grant programme guidelines on our website?

At the bottom left, there is a blue button labeled 'Check eligibility'.

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.

The screenshot shows the 'Main Grants Programme' page. At the top, there is a breadcrumb trail: 'Dashboard / Programmes / Main Grants Programme'. The main heading is 'Main Grants Programme' followed by '2025 Grants Programme'. Below this, there is a line of text: 'By starting this application you are agreeing to our [Privacy Agreement](#)'. At the bottom, there is a blue button labeled 'Start 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.

Dashboard

This Dashboard is where you can start a new application, review current applications, and check messages. It is also where you can start your Monitoring and Evaluation (M&E) Report if you have been prompted to do so.

To start a new application, click **Start a new application**. Please ensure that your details are up-to-date by checking **Your details** by clicking on the black account icon in the top right of the window next to the email icon. We recommend that before you start that you have downloaded the Step-by-Step Guidance available on our website under How To Apply to assist you. You may wish to copy the list of questions in the Guidance and prepare everything in a Word document before you commence in case there are any problems with saving.

Click **View your applications** to continue with an application you haven't submitted yet, and to view previously submitted applications. Please note that once submitted you cannot make changes so please set up a meeting with one of the Impact Team to make sure we have everything we need to take your application forward.

If you have any messages to respond to, please click on the **View your messages**.

2023 Reporting

Your Monitoring and Evaluation Report is also submitted here until we can create a separate M&E section. It is labelled as an application for now and you should receive a message via the system when it is time to complete your report. We also have a new M&E Framework so please refer to the Step-by-Step Guidance for assistance with this.

We look forward to hearing from you and please message us if you have any queries or email us on impact@theseafarerscharity.org.


Applications

 5 applications

[View your applications](#)

[Start a new application](#)

Monitoring

 0 active and 0 upcoming monitoring forms.

[View Monitoring](#)

Step 10: Application Form

[Dashboard](#) / [Applications](#) / [Application Request](#) / Application Form

[← Back to application](#)

Application Form

Welcome

The Seafarers' Charity Grant Application

Thank you for your interest in applying to The Seafarer's Charity for funding.

Our grant making strategy has a focus on impact so our application form is divided into a number of sections that ask questions about the Inputs, Outputs, Outcomes and Impact of your request that requires funding.

Alongside some questions is additional Help text - click on the **?** to find out more. If you wish to select more than one option from a drop down menu, please hold down the Shift key when you click on the best descriptors.

Please note that opening a new section will save any changes that you have made so far and fields marked with a red star are compulsory. Please also refer to our guidance note available on our website [here](#).

Please now click the Contact Details panel below to get started.

- Contact Details
- Organisation Details
- Application Summary
- Inputs Information (Financial & Staffing)
- Outputs Information (Service Delivery and Beneficiaries)
- Confirmation of Authority to Submit
- Review and Submit

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	<p>Main Contact Information</p> <p>Enter the salutation, first name, surname, job title of main contact for the grant application.</p>
A2	<p>Contact Details</p> <p>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) xxxxxxxxxx (number with no spaces).</p>

Section B: Organisation Details

B1	<p>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 (IFFS) or the Merchant Navy Fund. The 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. Most international applicants are applying to IFFS.</p>
B2	<p>Alternative organisation name This may be any acronym, trading name, or other name by which your organisation is commonly known.</p>
B3	<p>Address and telephone number Enter the physical address of your organisation including the country and post code completing all compulsory fields. Enter the best contact number for your organisation. Please include the country code and use the following format +xx (country code) xxxxxxxxxx (number with no spaces).</p>
B4	<p>Website Enter the website address for your organisation.</p>
B5	<p>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.</p>

B6	<p>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.</p>
	<p>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</p>
	<p>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</p>
	<p>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</p>

Section C: Application Summary	
C	<p>Grant Pool</p> <p>Please select which pool you are applying too. The Main Grant Programme of The Seafarers' Charity or the International Fund for Fishing Safety.</p>
C1	<p>Which one of our long-term outcomes for seafarers is addressed by your grant application?</p> <p>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:</p> <ul style="list-style-type: none"> • 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	<p>Request Title (max. 40 characters)</p> <p>Please add a short title that identifies your request</p>
C3	<p>Request Summary (max. 500 characters)</p> <p>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).</p>
C4	<p>Request Description (max. 750 words)</p> <p>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?</p>

	<ul style="list-style-type: none"> • 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	<p>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.</p>
<p>Section D: Inputs Information (Financial and Staffing)</p>	
D1	<p>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.</p>
D2	<p>Amount requested How much are you applying to The Seafarers' Charity for? Please use the same format D1.</p>
D3	<p>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. Two years would be 24.</p>

	<p>Funding type</p> <p>Some awards are for multiple purposes e.g. overheads and programme costs. In this section, choose the two most significant options from the drop-down list. Options include:</p> <ul style="list-style-type: none"> • 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	<p>Other funders</p> <p>Have you applied to another funder/s for part or all of the total cost? Choose Yes or No.</p> <p>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.</p>
	<p>If your request represents part-funding, describe in the free-text box how the balance will be met?</p>
D5	<p>Uploads</p> <p>Please upload a budget for this application and any supplementary information that supports your application showing clearly what our grant will actually pay for. Acceptable formats are .pdf or .xls with a maximum size of 10mb.</p>

	<p>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.</p>
D6	<p>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.</p>
<p>Section E: Outputs Information (Service Delivery and Beneficiaries)</p>	
E1	<p>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.</p>

	<p>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.</p>
	<p>When not working at sea, where are the majority of the beneficiaries usually resident? Please select all that apply from the drop-down options.</p>
<p>E2</p>	<p>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:</p> <ul style="list-style-type: none"> • 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. • Please also do not put in the full number of seafarers worldwide i.e. 3 million+. If it is a service that potential any seafarer could access, please list the most recent number of hits on your website or service users – or the number you hope to achieve by a successful award.

	<p>Seafarers or General Population</p> <p>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.</p>
E3-E7	<p>Beneficiaries description</p> <p>Enter the relevant number of beneficiaries in each section. Enter 0 if not relevant.</p>
E8	<p>Deliverables</p> <p>Please choose 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 as Outputs or Outcomes, so they need to be measurable.</p>

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 screenshot shows the user interface for an application request. At the top left is the 'the seafarers' charity' logo. To its right is a light blue navigation bar containing a hamburger menu icon, an envelope icon, and a user profile icon. Below the navigation bar is a breadcrumb trail: 'Dashboard / Applications / Application Request #1431'. The main heading is 'Application Request #1431'. Below this, there are two columns of information: 'Grant round: 2024 Main Grants Programme' and 'Application created: 19/01/2024'. The 'Application status' is 'Assessment Started'. A 'Progress' section follows, with the text 'The current step of the application.' and a list of steps: 'Application Form' (marked 'Complete') with a 'View application form' button, and 'Initial decision' (marked 'In Progress'). Below this is a 'Messages' section with the text 'Messages related to this application.' and a note: 'Click on a message subject to view replies and to respond, or [create a new message](#) for a new subject.'

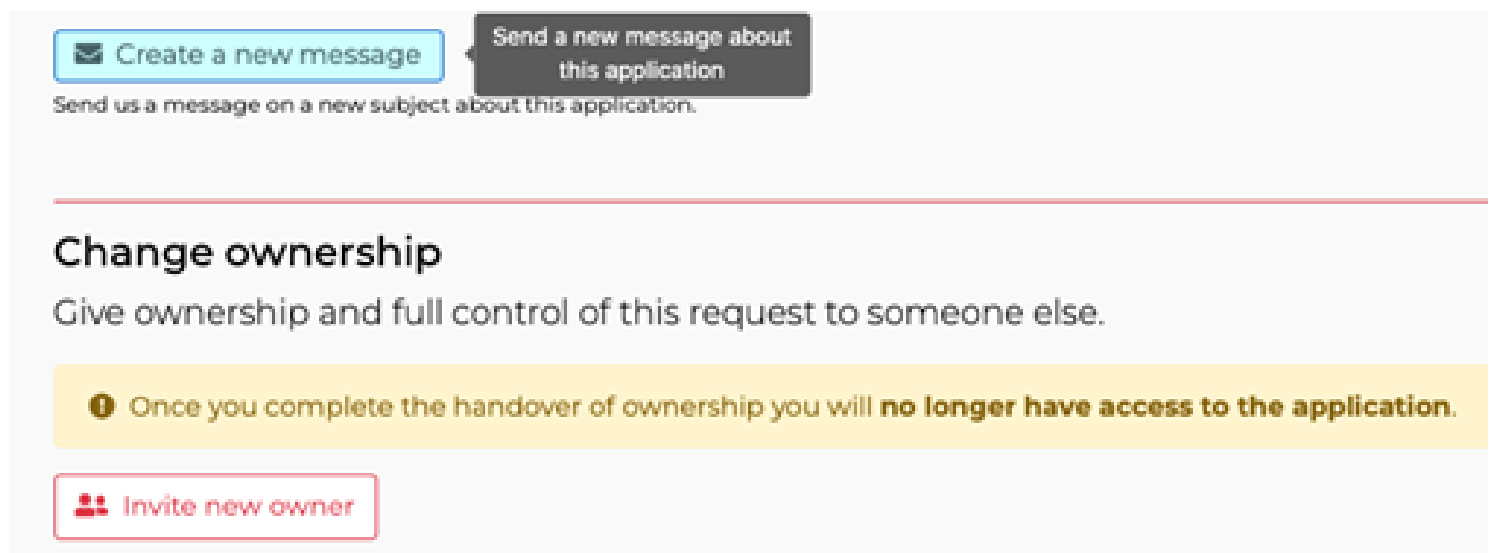
You can download a copy of your application as a PDF by selecting "View Application Form" and opening the last "Review and Submit" section. On the top right hand of the section, there is a "print" button. Select this which will open your print preferences - but instead of printing, you can use the "Save 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.

Transferring 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:



The screenshot shows a user interface for managing an application. At the top, there is a blue button labeled 'Create a new message' and a grey button labeled 'Send a new message about this application'. Below these buttons is a text prompt: 'Send us a message on a new subject about this application.' A horizontal red line separates this section from the 'Change ownership' section below. The 'Change ownership' section has a title 'Change ownership' and a subtitle 'Give ownership and full control of this request to someone else.' Below the subtitle is a yellow warning box with an information icon and the text: 'Once you complete the handover of ownership you will no longer have access to the application.' At the bottom of the section is a red button labeled 'Invite new owner'.

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.

If you have any problems with this process, please let us know as we can administer this manually from the back-end.

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.

Due Diligence

After application submission, most future correspondence will be via the in-built messaging system. Our team will send the following message about the required Due Diligence checks:

Thanks for your recent application for funding from The Seafarers' Charity. We are writing to you about the due diligence that we carry out routinely on our current and prospective awardees that we refer to as Delivery Partners.

As a funder, we are continually reviewing the guidance provided by the UK Charity Commission to improve our due diligence process. While the list of requested information below may seem extensive, please remember that we are here to assist with any queries you may have and to support your organisation on your journey to better practice across governance and management. Please note that if your organisation does not have these policies or records, it will not affect any grant decision, but we would recommend these are added to your next agenda for consideration by your Trustees.

The information we require now to complete the processing of your application is:

- 1. Latest or Draft Annual Financial Statements*
- 2. Annual Report (if separate to the above)*
- 3. Legal Constitution – proof of your charitable registration if not publicly available*
- 4. Recent (within 3 months) redacted bank statement with Account details (ideally with two signatories required)*
- 5. Name, email address and mobile number of the best person in your Finance team to contact regarding the grant*
- 6. The review date of your organisation's strategy*
- 7. A copy of your GDPR Policy or Data Protection Policy applicable to your country*
- 8. A copy of your Safeguarding Policy and the date of its next review*
- 9. Trustee Safeguarding Annual Review – if available this is likely to be in the relevant section of minutes, safeguarding as an agenda item, or a review date noted on policy documentation.*
- 10. Trustees Rotation – information demonstrating how the charity rules relating to Trustee appointment and rotation are being monitored and adhered to i.e. a list of trustee full names, and their appointment date, length of service, duration in officer roles (e.g. Chair, Secretary or Treasurer).*

11. Equality, Diversity & Inclusion information relating to your trustees e.g. anonymised breakdown of gender, age and ethnicity or your board members. Additionally, we are keen to hear if you have representation on your Board that reflects your mission. e.g. if your charity serves young people, do you have a young trustee on the Board? If your mission supports persons with disabilities, do you have a person with a disability on your board?

12. A copy of your Complaints Procedure

We ask for the documents listed above because they are recommended by the Charity Governance Code (<https://www.charitygovernancecode.org/en>). In an effort to relieve the burden of repeated requests for this type of information, we are now creating a Philanthropy "Commons" space where we can store supporting documentation until it needs updating. This means you only need to supply some documents once, instead of every time you apply to us.

Please send the information via the Reply function below where you can add text or attachments. Please ensure you attach your files in PDF format and all at once by holding down the control key as you select them. Otherwise, the system will overwrite them.

A different version of this email is sent to applicants to the International Fund for Fishing Safety as our international due diligence process varies on scope and detail. Please get it touch if you have any questions.

Baseline Data Collection:

After payment of the award, you may be contacted via the messaging system about collection of baseline data relating to the award. For instance, if you are hoping to grow a support service, you will send the number of beneficiaries at the start of the award, against which we can measure progress at the review date.

The baseline can be a measurement taken after you receive this email. Or if you are routinely collecting this data, please align the measurements with your next review date which is stated in your Terms and Conditions of the grant. This way we can collect as close to 12 months data as available.

The following terminology will be useful to keep in mind:

- **Inputs:** the raw materials that provide a basis for a project or services. E.g. money, technical expertise, relationships and personnel
- **Outputs:** the tangible and intangible products that result from activities
- **Outcomes:** the benefits that a project or intervention is designed to deliver
- **Impacts:** higher level strategic goals, such as increased access to justice or improvements in public safety
- **Indicator:** a quantitative or qualitative factor or variable that provides a simple and reliable means to measure achievement, to reflect the changes connected to an intervention, or to help assess the performance of a project or programme

Your stated Deliverables are normally outputs or outcomes which should be measurable by the Indicators.

Please also keep this as simple as possible to avoid adding an unnecessary burden on top of the spending of the grant.

In addition, we would like you to choose at least two indicators from the list below depending on which of our five Strategic Outcomes you applied under. These may be qualitative (descriptive) or quantitative (numeric).

If none apply, please choose your own indicator of success that does apply to the activities associated with the grant award.

Please also keep this as simple as possible to avoid adding an unnecessary burden on top of the spending of the grant.

In addition, we would like you to choose at least two indicators from the list below depending on which of our five Strategic Outcomes you applied under. These may be qualitative (descriptive) or quantitative (numeric). If none apply, please choose your own indicator of success that does apply to the activities associated with the grant award.

Enhanced Financial Resilience	Health & Well-Being	Safer Working Lives at Sea	Better Working Lives at Sea	Social Justice
Level of financial security/hardship increased/ decreased	Percentage of beneficiaries that report their social care needs have been met/reduced	Numbers of service users	Numbers of service users	Number or percentage of social justice cases being raised and resolved
Level of awareness of financial rights and confidence in managing financial affairs	Numbers of seafarers reporting reduced isolation	Reduction in reported accidents	Improvement in seafarers' ability to connect with family and friends while at sea	Level of awareness of seafarers' rights
Level of awareness of seafarers' rights	Numbers of seafarers reporting on improved mental health	Levels of awareness of changes in safety legislation	Ability to access the training seafarers need to feel confident in their work	Numbers of seafarers reporting on improved mental health
Level of awareness of other support services available	How seafarers describe their health and well-being	What are seafarers saying about the safety of their working environments	What are seafarers saying about how content they are in their current role and their ability to communicate their concerns	How seafarers describe their health and well-being
Insert your own indicator	Insert your own indicator	Insert your own indicator	Insert your own indicator	Insert your own indicator

We are particularly interested in what success looks like for you. For example, success may be that your helpline sees an increase in users. Or it may mean that demand for a particular service is reducing as seafarers becomes safer, more financially secure, or are no longer experiencing hardship.

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 screenshot shows the 'Application Form' page. At the top, there are navigation links for 'Dashboard', 'Apply', and 'Privacy'. Below this is a breadcrumb trail: 'Dashboard / Applications / Application Request / Application Form'. A 'Back to application' link is also present. The main heading is 'Application Form'. A dark green box contains an information icon and the text 'Completing this form'. Below this, there is a welcome message and instructions. The form is divided into several sections, each with a corresponding icon and label: 'Applicant Information' (person icon), 'Project information' (gears icon), 'Enhanced Financial Resilience' (dollar sign icon), 'Improved Health & Wellbeing' (heart icon), 'Better Working Lives at Sea' (ship icon), 'Safer Working Lives at Sea' (safety icon), 'Increased Social Justice' (globe icon), and 'Review and Submit' (document icon).

Dashboard / Applications / Application Request / Application Form

← Back to application

Application Form

i Completing this form

Welcome to The Seafarers' Charity Monitoring and Evaluation reporting process.

When you completed your initial 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. Please fill out the Applicant and Project Information (where not auto-filled from your application) and then select **ONE** section to complete below that matches the Strategic Outcome you applied under.

Once complete you will be asked to Review and Submit your report. The form that appears presents all 5 sections, so please scroll down to check the data entered under the relevant section. 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. Thanks.

- Applicant Information
- Project information
- Enhanced Financial Resilience
- Improved Health & Wellbeing
- Better Working Lives at Sea
- Safer Working Lives at Sea
- Increased Social Justice
- Review and Submit

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.

You may also want to revisit our Monitoring and Evaluation webinar to guide you in your response to this request, or in developing your own internal processes:

[The Seafarers' Charity - Monitoring and Evaluation of Grant Awards \(youtube.com\)](https://www.youtube.com/watch?v=...)

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