

SEAFARERS EMERGENCY FUND

GUIDANCE NOTES FOR APPLICANTS

PURPOSE:

“The Seafarers Emergency Fund (SEF) is to provide immediate, essential aid to seafarers and families of seafarers, who are directly involved in unforeseen crises”.

This Fund is available to seafarer welfare organisations and other welfare organisations, hereinafter known as “Applying Organisation” to provide the means to purchase goods and/or services for seafarers and/or the spouse or children of seafarers, to relieve the need(s) brought on in unforeseen crisis. Please note that applications can only be made for seafarers, or their families, who are currently employed or between seafaring contracts. If you need to discuss the eligibility of a potential applicant please contact us on the number at the foot of these notes.

The Fund may, for example, be used to cover costs of psychological counselling, medical expenses or in some cases, repatriation. The Fund is not intended to be used for long term maintenance, to fund a private enterprise, as a social security replacement, for situations for which other sources of relief are available or for infrastructure projects. Each application will be considered on its own merits, on a personalized and timely basis and with confidentiality.

CRITERIA:

1. Minimum grant of \$250.00 USD – Maximum grant of \$5,000 USD;
2. The Applying Organisation is reasonably certain that alternative funding is not readily available locally or from other legally responsible parties such as ship owners, employment agencies, flag states or similar resources; and that a statement to such effect is included in the application;
3. It is the responsibility of the Applying Organisation to provide/purchase the goods or services that will benefit seafarers or seafarers’ families. *NO MONIES FROM THE FUND MAY EVER BE GIVEN DIRECTLY TO A SEAFARER OR FAMILY MEMBER;*

HOW TO APPLY:

Applications for funding are submitted electronically on the application form that is available from our website www.seafarerswelfare.org or can be requested from Help@seafarersemergencyfund.org. Completed application forms should be sent to the International Seafarers Welfare and Assistance Network (ISWAN), at Help@seafarersemergencyfund.org

Those considering applying should read the documents “How to apply” and “Grant Terms”, before applying, which are on our website www.seafarerswelfare.org

For security and transparency two different people from the applying organisation must be involved in the application process. The person making and signing the application form and the person signing the Grant Terms document must be two different people working for the applying organisation. The more

senior of the two should sign the Grant Terms document. If the applying organisation cannot meet this requirement they should contact ISWAN at Help@seafarersemergencyfund.org to discuss the matter.

ISWAN will make available facilities for the translation of applications in languages other than English.

ISWAN will circulate the application to the SEF Advisors who will decide whether or not to make a grant. ISWAN and the SEF advisors will ensure that a decision is taken as quickly as possible and the Applying Organisation should be informed of the decision within 72 hours of the receipt of all the required information. The decision of the SEF Advisors is final. When a grant is agreed the Applying Organisation will be asked for their bank details and to confirm their acceptance of the grant terms. When the bank details and confirmation are received the funds will be transferred to the Applying Organisation as soon as possible, however international banking requirements can sometimes cause a delay.

In situations where there is a reasonable opportunity to recoup the amount of a grant from some other legally responsible party, such as ship owners, employment agencies, flag states or similar resources, then the Applying Organisation will use its best efforts to so recoup such funds, either through its own facilities or through the facilities of a similar organization that may be better suited to the task, including ISWAN. Any funds so recouped shall be returned to ISWAN and credited back to the SEF.

REPORTING:

The Applying Organisation will be required to submit a report to Help@seafarersemergencyfund.org no later than two months after the grant is made. The report must include the following:

1. A narrative explaining the actions undertaken to aid the seafarers or their families. The narrative should be accompanied by:
 - a. Seafarers' names and home addresses;
 - b. Seafarers' credential number and issuing entity;
 - c. Name and address of the seafarers' present or last employers;
 - d. Seafarers' date of birth;
 - e. Seafarers' nationality or country of permanent residence;
 - f. Family relationship to seafarer if grant is made to assist a seafarer's family member.
2. A financial statement that is to compare, in a table format, the proposed and actual currency received and expended under the grant.
3. Original receipts for all goods and services provided to the seafarers and/or the seafarers' families.

For details of ISWAN's data protection policy please visit our website at <http://seafarerswelfare.org/>

FURTHER INFORMATION

If you require further information or need to discuss an application please contact ISWAN on +44 (0)20 8680 7474.