

## SEAFARERS EMERGENCY FUND

### GUIDANCE NOTES FOR APPLICANTS

#### PURPOSE:

“The Seafarers Emergency Fund is to provide immediate, essential aid to seafarers and families of seafarers, who are directly involved in sudden and 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 relation with a sudden and unforeseen crisis.

The Fund may, for example, be used to cover costs of psychological counseling, 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 may be submitted electronically and should be on the application form that is available from our website [www.seafarerswelfare.org](http://www.seafarerswelfare.org) or can be requested from [Help@seafarersemergencyfund.org](mailto:Help@seafarersemergencyfund.org). Completed application forms should be sent to the International Seafarers Welfare and Assistance Network (ISWAN), at [Help@seafarersemergencyfund.org](mailto:Help@seafarersemergencyfund.org)

Those considering applying should read the documents “How to apply” and “Grant Terms” which are on our website [www.seafarerswelfare.org](http://www.seafarerswelfare.org)

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 quickly as possible. It is expected that transferring the funds will take approximately four working days.

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 Seafarers Emergency Fund.

#### REPORTING:

The Applying Organisation will be required to submit a report to [Help@seafarersemergencyfund.org](mailto: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.

#### FURTHER INFORMATION

If you require further information please contact ISWAN on +44 (0)20 8680 7474