



## **IMEC/ITF SEAFARERS' EMPLOYMENT PROMOTION FUND GRANT APPLICATIONS: GUIDANCE NOTES**

1. These Guidance Notes explore options offered by the SEP Fund and suggest practical steps to be followed by IMEC member companies in order to successfully apply for and receive grants in compliance with the Fund's Control and Management Rules.
2. The rules of the Fund provide, inter alia, that IMEC members may make grant applications for the following purposes:
  - Non-mandatory training, education, seminars and skills enhancement
  - Employment promotion (advertising the attractiveness of working at sea)
  - Recruitment expenses
  
  - To provide compensation for any additional financial expenses incurred by employers in employing Developed Economy Ratings (DER) in comparison with the costs of employing ratings from non-Developed Economy Rating countries.
3. An application might therefore cover the provision of any such program or use that the joint ITF/IMEC SEPF Management Committee deems is covered within the rules of the Fund.
4. Applications for mandatory training courses that are required by IMO Maritime International Conventions will not be accepted. Only courses that are **not** a mandatory requirement under STCW, ISM, ISPS etc. will be considered.
5. Whilst the SEP Fund is in existence to provide funding to support training, this does not extend so far as to pay the salary costs of on-board Trainers or Trainees.
6. The IMEC expects that such applications will be accepted on confirmation that all contributions due during the previous year have been paid in full. Final judgement on all grant applications will remain the discretion of the SEPF Management Committee.
7. Members cannot claim more money than they have contributed for training applications. The maximum that can be claimed, is 90% of the amount paid to the fund by the member the previous year.
8. Applying companies must be supported by a partner union – either the union signing the CBA or the labour supply country union and are not limited as to the number of applications they can make. A supporting letter or email from the union is required to be included with applications.

9. When completing and sending application forms, members are requested to provide an explanation of what they are claiming for; details of the specific training courses, supporting documents should also be sent and may include: names of crew trained, courses undertaken, location, invoices, expenses summary, receipts and certification.
  
10. Grant applications should initially be forwarded to the IMEC secretariat (Phil Enright at [phil.enright@imec.org.uk](mailto:phil.enright@imec.org.uk)). If an application appears to be in compliance with the rules of the scheme, the IMEC secretariat will pass the application for further approval by the SEPF Management Committee in accordance with the Fund's Rules:
  - Applications for up to \$80,000 may be approved by the Secretariat members of the Management Committee and will be reported back to the full Committee. If a cumulative total of \$240,000 is exceeded in a six month period then the Secretariat shall be required to gain Committee approval, by e-mail, to continue approving grant applications within that period.
  - Applications between \$80,000 and \$150,000 may be approved by e-mail confirmation from all parties, without the necessity for a full Committee meeting.
  - All grant applications over \$150,000 will require a full meeting of the Committee.
  
11. In making a grant application, companies, and partner unions, must accept that verification that the grant has been properly spent in accordance with the requirements of the Management Committee might be requested.