



## IMTF

### IMEC/ITF International Maritime Training Fund: GUIDANCE NOTES

These Guidance Notes explore options offered by the IMT 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.

1. The rules of the Fund provide, inter alia, that IMEC members may make grant applications for the following purpose:
  - To support the training, upgrading and education provided by the Employer parties to the aforementioned agreements, to enhance the skill sets of Filipino Seafarers employed on board vessels of IMEC Member companies and to ensure a continued provision of well-trained Seafarers.
2. Only IMEC members that have contributed in to the fund, will be allowed to apply for grants.
3. 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 IMTF Joint Panel.
4. There is a cap on what the fund will pay at 90% of the cost of the project. The Joint Panel reserves the right to pay equipment suppliers directly if deemed necessary to ensure appropriate usage of the funds.
5. IMTF will not support the maintenance of sponsored equipment, which is the responsibility of the entity that has received the grant.
6. When completing and sending application forms, members are requested to provide an explanation of what they are claiming for; supporting documents should also be sent.
7. Please provide details of projected use of the funding in terms of numbers of seafarers.
8. Please provide details of how other IMEC members can benefit if a sponsored course is offered.
9. Grant applications should initially be submitted via the IMEC website at [www.imec.org.uk/grants/imtf](http://www.imec.org.uk/grants/imtf). 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 IMTF Joint Panel in accordance with the Fund's Rules.
10. In making a grant application, companies must accept requests by the Joint Panel to verify that the grant has been properly spent in accordance with the requirements of the Fund's Rules.