



**IMTF**

## **IMEC/ITF/AMOSUP 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 and develop the infrastructure required in providing training, upgrading and education provided by the Employer parties to the aforementioned agreements, to enhance the skill sets of Seafarers (specifically Filipino for IMTF AMOSUP applications), employed on board vessels of IMEC Member companies and to ensure a continued provision of well-trained Seafarers.
2. The provision of grants shall not be allowed to support the normal provision of Mandatory STCW training that is required by International convention(s), or for refunding companies training expenses incurred.
3. Only IMEC members that have contributed into the fund, will be allowed to apply for grants.
4. The maximum that applications can be for is 90% of the total cost of projects. Applicants will need to pay the remaining 10% costs. The Joint Panel reserves the right to pay equipment suppliers directly if deemed necessary to ensure appropriate usage of the funds.
5. 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.
6. IMTF will not support the maintenance of sponsored equipment, which is the responsibility of the entity that has received the grant.
7. Salary of training staff employed by companies is not admissible for grants from this fund.
8. 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, which should include invoice pro-forma / intention to purchase proof.
9. For IMTF AMOSUP applications, you will need to provide a letter of endorsement from AMOSUP.

10. Details of projected use of the funding in terms of numbers of seafarers, should be provided.
11. Details of how other IMEC members can benefit if a sponsored course is offered, should be provided.
12. 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.
13. 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.