



MNWB Grants Platform Guide for Applicants

mnwb.org/grant-funding

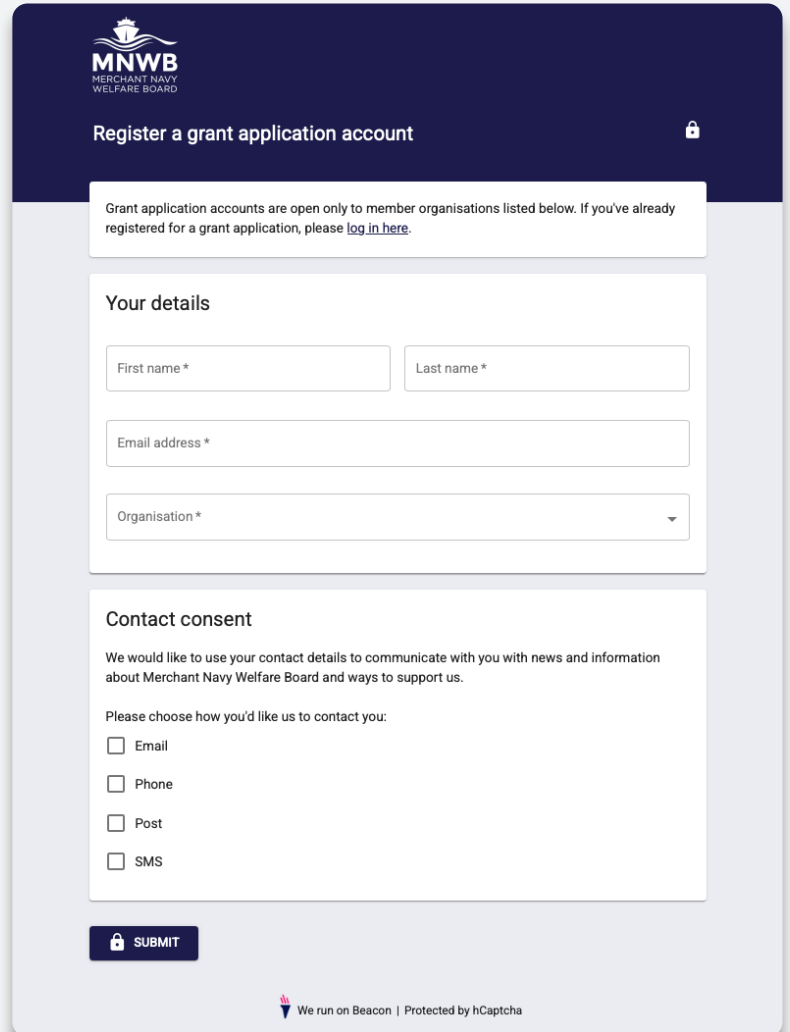
Register on to the Grant Application Platform. You only need to do this the first time you make an application.

Form link: <https://merchantnavywelfareboard.beaconforms.com/form/28ec4d0c>

Complete your details on the form and select your organisation from the drop down list.

Select the ways you would like us to keep in touch (optional).

Click **submit**



The screenshot shows the registration form for a grant application account. At the top left is the MNWB logo (Merchant Navy Welfare Board). The title is "Register a grant application account" with a lock icon. A message states: "Grant application accounts are open only to member organisations listed below. If you've already registered for a grant application, please [log in here](#)." The form is divided into two sections: "Your details" and "Contact consent".

Your details

Fields include: First name *, Last name *, Email address *, and Organisation * (dropdown menu).

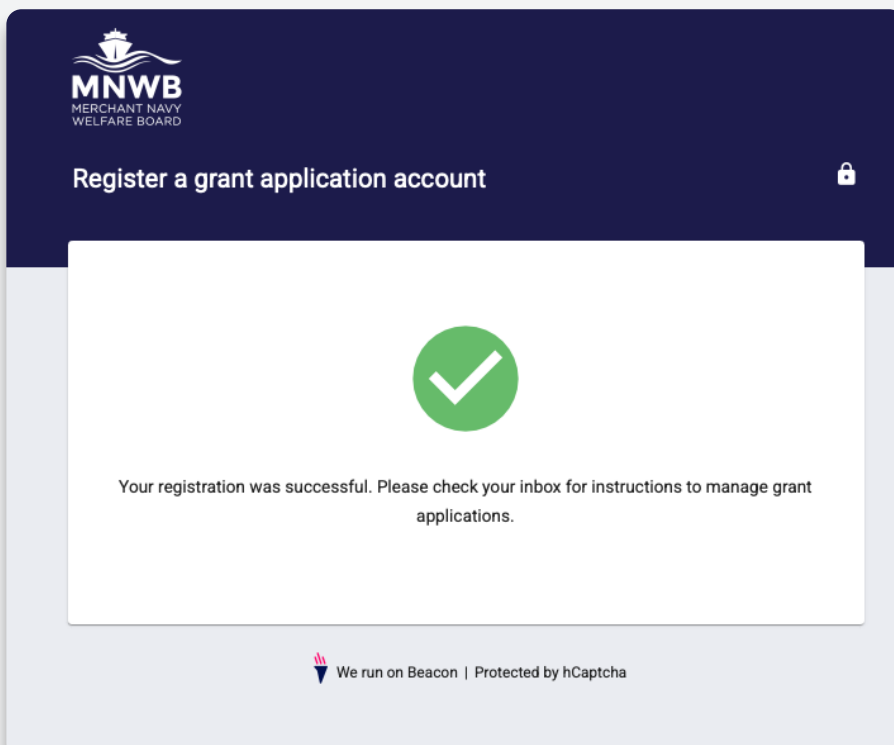
Contact consent

We would like to use your contact details to communicate with you with news and information about Merchant Navy Welfare Board and ways to support us.

Please choose how you'd like us to contact you:

- Email
- Phone
- Post
- SMS

A "SUBMIT" button is at the bottom. At the very bottom, it says "We run on Beacon | Protected by hCaptcha".



The screenshot shows the successful registration message. At the top left is the MNWB logo. The title is "Register a grant application account" with a lock icon. A large green checkmark icon is centered. Below it, the text reads: "Your registration was successful. Please check your inbox for instructions to manage grant applications." At the bottom, it says "We run on Beacon | Protected by hCaptcha".

When you see the success message, check your email for next steps

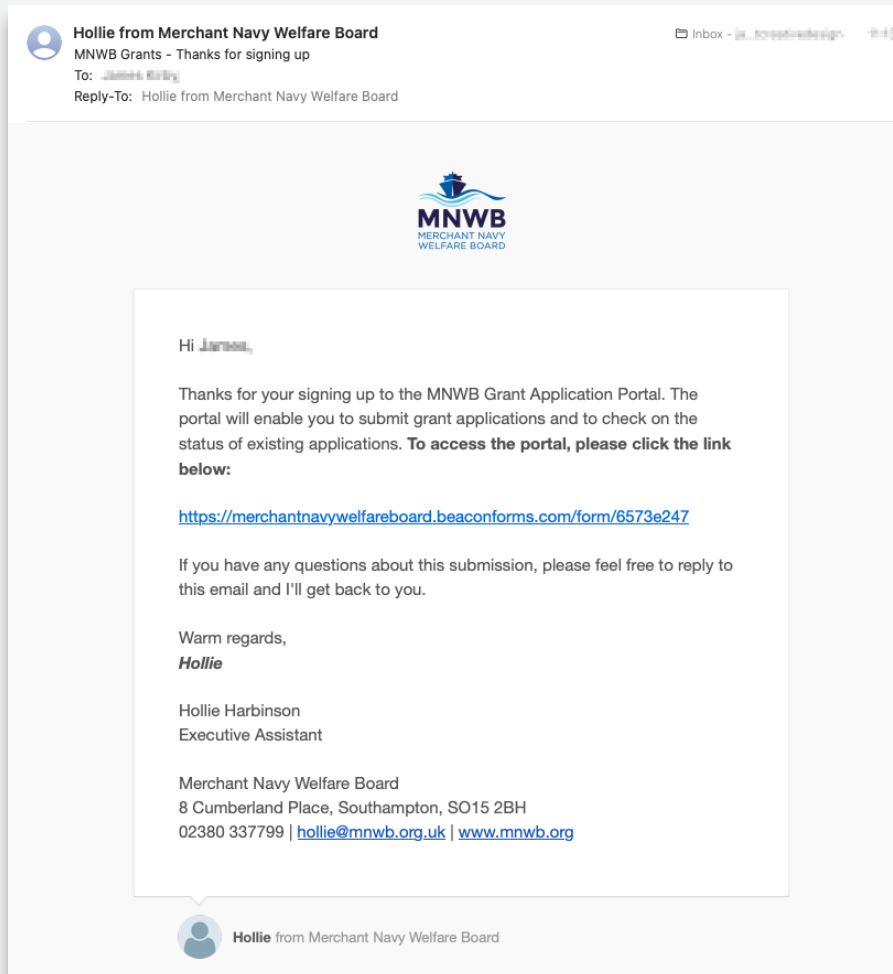
You should see the following message:

"Your registration was successful. Please check your inbox for instructions to manage grant applications."

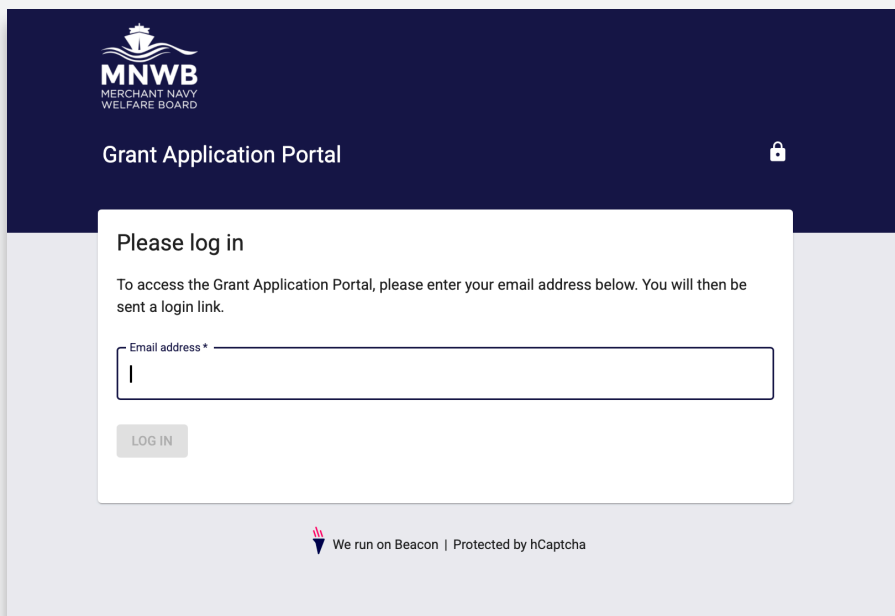
**Check your inbox for an email with the subject line:
MNWB Grants - Thanks for signing up**

Click the link to access the grants portal:

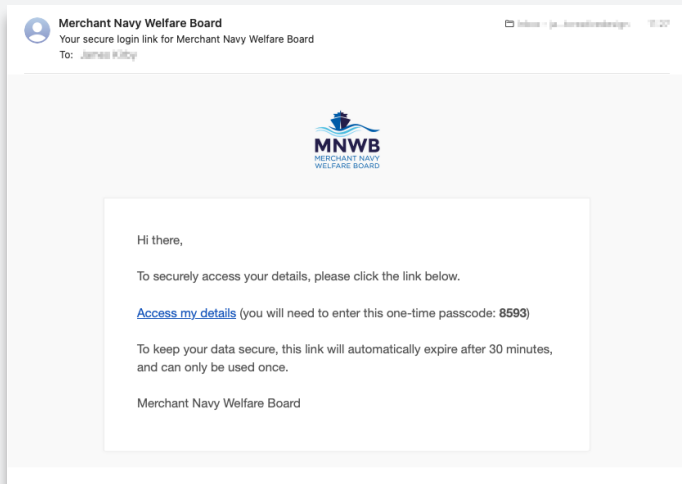
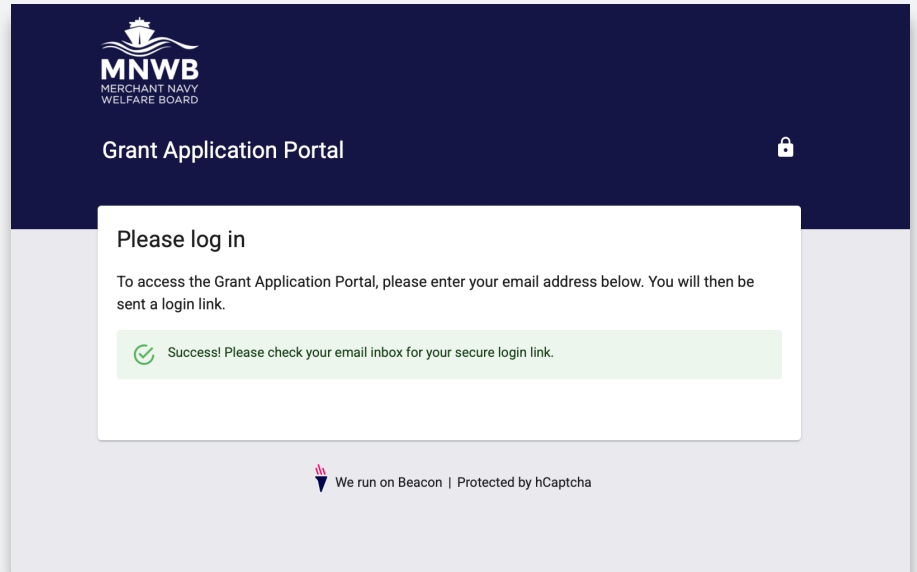
<https://merchantnavywelfareboard.beaconforms.com/form/6573e247>



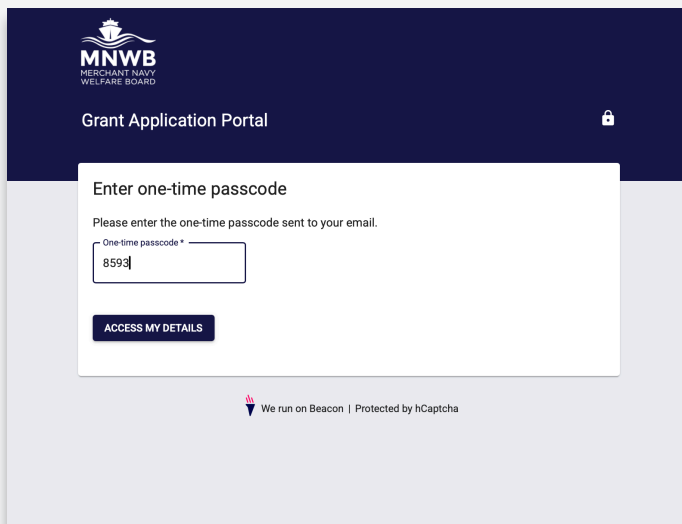
Once you've registered you can return to the portal to create new applications without needing to re-register



You won't need to set up or manage any passwords. We'll email you a secure link and access code each time you sign in.



Click on the link. This will open a web browser window, here you can enter the passcode and click on the button to access the grants portal.



Once signed in to the portal, you can submit and manage a new application and view any submitted entries.

We recommend taking a few moments to read through our Grant Guidelines before starting your application: [mnwb.org/ grant-funding/#Guidelines](https://mnwb.org/grant-funding/#Guidelines)

To start a new application - click on '+ ADD NEW'

The screenshot displays the 'Grant Application Portal' interface. At the top left is the MNWB logo (Merchant Navy Welfare Board). The page title is 'Grant Application Portal' and there is a 'LOG OUT' button in the top right. The main content area is divided into three sections:

- Your details:** A card showing user information with an 'EDIT' button. The details listed are:
 - Name: James Kelly
 - Email address: [redacted]
 - Organisation: [redacted]
- Unsubmitted grant applications (0):** A card with a '+ ADD NEW' button circled in red. Below the button, it states: 'This section shows any applications which have not been submitted, or which require further information. No grant applications found. To start a new grant application, click the "Add new" button.'
- Submitted grant applications (0):** A card stating: 'This section shows any applications which have been submitted, along with the status if each application. These applications cannot be edited. No grant applications found.'

At the bottom of the page, there is a small icon and the text: 'We run on Beacon | Protected by hCaptcha'.

Add the project title and select your organisation from the drop down menu

Unsubmitted grant applications (0)

+ ADD NEW

This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.

Title *

New Project Title

Applicant organisation *

CREATE

CANCEL

No grant applications found. To start a new grant application, click the "Add new" button.



Grant Application Portal

Your details

Name

Email address

Organisation

Unsubmitted grant applications

This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.

Title *

Applicant organisation *

CREATE

CANCEL

No grant applications found. To start a new grant application, click the "Add new" button.

Submitted grant applications

This section shows any applications which have been submitted. These applications can be viewed in the 'Submitted' section.

No grant applications found.

Aged Merchant Seamen's Homes and Sunderland Distressed Mariners' Fund

Alabaré

Broughton House

Care Ashore

Defence Medical Welfare Service (DMWS)

Erskine Hospital

Grimsby Sailors & Fishing Charity

Guild of Benevolence of the IMarEST (IMarEST)

Honourable Company of Master Mariners

Lighthouse Seafarers Mission

Liverpool Seafarers' Centre

Lowestoft Fishermen & Seafarers Benevolent Society

Marine Society & Sea Cadets (MSSC)

Merchant Navy Association (MNA)

Nautilus Welfare Fund

Naval & Military Bible Society (NMBS)

NeurodiversAtSea

QVSR Seafarers Centres

Queen Victoria Seamen's Rest (QVRS)

Royal Liverpool Seamen's Orphan Institution

Royal Merchant Navy Education Foundation (RMNEF)

SAIL

SSAFA

Safer Waves

Sailors' Society

Sailors' Children's Society




Your application will show in the unsubmitted section


Click on the arrow to show the form.

Unsubmitted grant applications (1)

[+ ADD NEW](#)

This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.


 **New Project Title**
6 May 2026
-
Unsubmitted



Submitted grant applications (0)

This section shows any applications which have been submitted, along with the status if each application. These applications cannot be edited.

No grant applications found.


 We run on Beacon | Protected by hCaptcha



Click on the **EDIT** button to open the form and fill in the application

Unsubmitted grant applications (1)





[+ ADD NEW](#)


This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.

 **New Project Title**
6 May 2026
-
Unsubmitted

For help completing your application, please click to view our [guidance notes](#)

 Project Title	New Project Title
 Applicant organisation	Naval & Military Bible Society (NMBS)
 Beneficiary details	-
 Project description	-



MNWB
MERCHANT NAVY
WELFARE BOARD

\$ Total project cost

☰ Collaboration (are you working with other organisations on this project?)

Please upload a budget for your project and evidence of match funding if relevant

📎 Supporting documentation

In order to save your application, please agree to the declaration below.

↔ I agree that the information in this application is accurate and complete. *

↔ SUBMIT MY APPLICATION

Do not check this box until you are ready to submit. Once submitted your application can no longer be edited.

You can save your progress, and return to the form later if you need to.


Important note - to save your progress you'll need to tick the first check box.

Only check the 'SUBMIT MY APPLICATION' box when all the information on the form is complete. Once submitted your application can no longer be edited.

Once saved the form will be read-only until you click on the the EDIT button to make any changes.

Unsubmitted grant applications (1)


This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.

 **New Project Title**
6 May 2026
-
Unsubmitted


For help completing your application, please click to view our [guidance notes](#)

☰ Project Title	New Project Title
↔ Applicant organisation	Naval & Military Bible Society (NMBS)
☰ Beneficiary details	Seafarers and Fishers
☰ Project description	<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean commodo ligula eget dolor. Aenean massa. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Donec quam felis, ultricies nec, pellentesque eu, pretium quis, sem. Nulla consequat massa quis enim. Don...</p> <p>SHOW MORE</p>
☰ Why is the work needed?	<p>Aenean imperdiet. Etiam ultricies nisi vel augue. Curabitur ullamcorper ultricies nisi. Nam eget dui. Etiam rhoncus. Maecenas tempus, tellus eget condimentum rhoncus, sem quam semper libero, sit amet adipiscing sem neque sed ipsum. Nam quam nunc, blandit vel, luctus pulvinar, hendrerit</p>


When you have completed all sections and uploaded your supporting documentation, and are ready to send, click the **SUBMIT YOUR APPLICATION** check box and then click **SAVE CHANGES**.


 Collaboration (are you working with other organisations on this project?)

Please upload a budget for your project and evidence of match funding if relevant


 Supporting documentation

In order to save your application, please agree to the declaration below.


 I agree that the information in this application is accurate and complete. *

 **SUBMIT MY APPLICATION**


Do not check this box until you are ready to submit. Once submitted your application can no longer be edited.


 Collaboration (are you working with other organisations on this project?)

Please upload a budget for your project and evidence of match funding if relevant

 Supporting documentation

In order to save your application, please agree to the declaration below.

 I agree that the information in this application is accurate and complete. Yes

 **SUBMIT MY APPLICATION** Yes

Do not check this box until you are ready to submit. Once submitted your application can no longer be edited.

Once saved, your form will be locked and can no longer be edited.

Please refresh the page to view the updated application status.

Once the page has refreshed, you will see your application in the submitted section.

Grant Application Portal

LOG OUT

Your details

EDIT

Name	James Riley
Email address	j.riley@merchantnavy.org.uk
Organisation	Merchant Navy Welfare Board

Unsubmitted grant applications (0)

ADD NEW

This section shows any applications which have not been submitted, or which require further information. Once submitted your application will be locked for further editing. If you need to make any changes, please contact Hollie@mnwb.org.uk.

No grant applications found. To start a new grant application, click the "Add new" button.

Submitted grant applications (1)

This section shows any applications which have been submitted, along with the status if each application. These applications cannot be edited.

New Project Title	-	Submitted	▼
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We run on Beacon | Protected by hCaptcha

If you need to make any changes to a submitted application please contact Hollie@mnwb.org.uk