



Manx Community Assistance Supported Travel Scheme Terms & Conditions

1. Eligibility

- 1.1. Applicants must be residents of the Isle of Man or,
- 1.2. Events, initiatives or projects must be based on the Isle of Man.
- 1.3. Applicants must be at least 18 years of age at the time of the application.
- 1.4. Applicants must propose a project, initiative, activity or event that contributes positively to the local community and aligns with the aims of the Scheme.

2. Application Process

- 2.1. All applicants must complete the relevant application form, which can be found online [here](#); a paper copy can also be downloaded from this link, or can be requested from the Manx Community Assistance (MCA) team via MCAfund@steam-packet.com.
- 2.2. Applicants must provide a detailed description of events, initiatives or projects they plan to undertake for the relevant year ahead, including goals, promotional activity and anticipated impact on Manx Community and how this will be measured, and how the Scheme support will be used.
- 2.3. Once completed, the online application will automatically be sent to the MCA team. If completing the paper copy, this must be emailed to MCAfund@steam-packet.com.
- 2.4. Applications must be submitted within the application window.
- 2.5. Only one application per organisation/group will be considered per year. Duplicate or multiple applications will not be considered.
- 2.6. Incomplete applications, or those received after the closure of the application window, will not be considered.

3. Selection Process

- 3.1. The selection of recipients is at the sole discretion of the Isle of Man Steam Packet Company (IOMSPC) selection panel, based on eligibility criteria, merit and alignment with the Scheme aims.
- 3.2. IOMSPC reserves the right to request additional information as part of the selection process.
- 3.3. Applications of the following type will not be considered:
 - 3.3.1. Promoting political activities or religious beliefs or similar causes unless proven to wholly benefit the community;
 - 3.3.2. Used to pay salaries, expenses or running costs;
 - 3.3.3. Make grants or offer funding to any other persons or organisations whether worthy or otherwise;
 - 3.3.4. Projects for which public authorities are responsible;
 - 3.3.5. Projects not wholly within or carried out by, an Isle of Man resident;
 - 3.3.6. Projects which could harm the reputation of IOMSPC.
- 3.4. Upon closure of the application window, the applications will be shortlisted and provided to the selection panel for further discussion.
- 3.5. The selection panel will decide which applicants to support, and the MCA team will notify applicants of the decision.
- 3.6. Decisions made by IOMSPC regarding the level of assistance and the selection of applications to assist are final and not subject to appeal.
- 3.7. Level of assistance is to be provided in the form of a travel voucher.
 - 3.7.1. All applicants, whether successful or unsuccessful, will be notified within 5 days of the decision being made.
 - 3.7.2. Travel vouchers will be provided within 10 days of the support decision. Vouchers will be available for collection from the IOMSPC Head Office; Imperial Buildings, Bath Place, Douglas, IM1 2BY.
 - 3.7.3. Travel vouchers are valid until 31st December of the year of application.
 - 3.7.4. Any remaining value in the vouchers as of the date above, will be null and void.
- 3.8. No other support will be given. Vouchers must be used for travel for purposes highlighted within the application. Bookings made as a result of Supported

Travel Vouchers, and any related information, are auditable at the end of the year.

4. Applicant Obligations

- 4.1. Applicants will not provide false, inaccurate or misleading information about the events, initiatives or projects they are planning to undertake, or use the Scheme for anything other than what is set out within the application and agreed upon with IOMSPC.
- 4.2. Applicants can only use the Scheme support to carry out the events, initiatives or projects as described within the application.
- 4.3. Applicants will act in good faith when administering and carrying out the events, projects or initiatives.
- 4.4. Applicants will not disparage or cause harm to IOMSPC's reputation (see clause 9 for further information).
- 4.5. When completing the events, projects, or initiatives, applicants agree and confirm they shall:
 - 4.5.1. Acquire all the necessary permissions before commencing their events, projects, or initiatives;
 - 4.5.2. Maintain clear and accurate records of how and where the Scheme support has been used;
 - 4.5.3. Share progress and outcomes of the events, projects, or initiatives with IOMSPC.
- 4.6. Misuse of Scheme support, including but not limited to personal gain or unrelated activities, may result in the immediate withdrawal of support and the requirement to repay the funds in full.

5. IOMSPC Obligations

- 5.1. IOMSPC will act responsibly and comply with all relevant laws and regulations including those relating to funding community projects and data protection.
- 5.2. IOMSPC will provide applicants with a Timeframe Document upon completion of application. IOMSPC will act according to the timings laid out in the document.
- 5.3. IOMSPC will ensure up-to-date information regarding sailings is available 24 hours a day, 7 days a week on their website: www.steam-packet.com.
- 5.4. IOMSPC will provide access for applicants to create bookings under its normal [Terms and Conditions](#).

- 5.5. IOMSPC will provide applicants with the ability to book travel under special offer fares, subject to availability and special offer conditions (page 9 of IOMSPC's standard [Terms and Conditions](#)).
- 5.6. IOMSPC will adhere to their obligations to passengers as per the [Passenger Charter](#).
- 5.7. Any personal data collected through the application process will be handled in accordance with IOMSPC's [Privacy Policy](#).
- 5.8. IOMSPC will provide successful applicants with a travel voucher, as a means of support, for use for travel for the reasons disclosed within their application. The validity of the voucher will last until 31st December of the year of application, the value of which will be determined by the selection panel.

6. Publicity & Promotion

- 6.1. By applying for the Scheme, applicants agree that IOMSPC may use their name, image, and project information for promotional purposes, including but not limited to social media, websites, and press releases, to promote the Scheme.
- 6.2. Applicants may be required to participate in promotional activities such as interviews about their event, project, or initiative on behalf of IOMSPC.
- 6.3. It is the applicant's responsibility to promote their event, project, or initiative. IOMSPC may, at its own discretion, choose to assist with the promotion of an event, project, or initiative.
- 6.4. Applicants are required to promote IOMSPC's support through the Manx Community Assistance Scheme in their publicity and promotional activities, including but not limited to social media, websites, and press releases. A PR pack will be supplied to successful applicants.
- 6.5. Applicants agree IOMSPC may edit or change the wording of any promotional content mentioning IOMSPC.
- 6.6. Applicants agree to follow any brand guidelines provided by IOMSPC when mentioning IOMSPC in their own publicity or marketing.
- 6.7. Applicants grant IOMSPC worldwide and irrevocable licence to use, publish and reproduce photographs, logos, trademarks or other intellectual property rights provided by the applicant to IOMSPC.
- 6.8. If any photos, logos, trademarks or other intellectual property rights are provided to IOMSPC, the applicant must confirm:

- 6.8.1. Ownership of them;
 - 6.8.2. The right to give IOMSPC licence to use them;
 - 6.8.3. Permission of anyone who appears in a photo;
 - 6.8.4. Parent or legal guardian's permission for any person in a photo under the age of 18;
 - 6.8.5. Confirmation they don't infringe on anyone else's intellectual property
- 6.9. IOMSPC shall have no obligation to inform applicants of its publicity and marketing initiatives.

7. Privacy & Data Protection

- 7.1. All personal data provided by applicants will be used in accordance with IOMSPC's privacy policy.
- 7.2. By applying, applicants consent to the collection, use, and processing of their personal data for the purposes of administering the Scheme.

8. General

- 8.1. Applicants can contact the MCA Team to request further information at MCAfund@steam-packet.com.
- 8.2. Applicants will be contacted by IOMSPC via the email address provided on applications.
- 8.3. Once a support decision has been made, all future correspondence is to be made via the Reservations Team (iom.reservations@steam-packet.com).
- 8.4. Travel can be booked via www.steam-packet.com, or via IOMSPC Reservations Team in person in the Ferry Travel Shop, Sea Terminal or by phoning 01624 661661. The voucher number and passcode must be provided.
 - 8.4.1. When booking via the website, applicants must ensure they are logged into an online account.
- 8.5. IOMSPC's MCA team may further contact successful applicants regarding updates to the events, projects or initiatives.
- 8.6. These terms and conditions and the documents included in them, such as the Application, contain everything agreed between IOMSPC about the Scheme.
- 8.7. These terms and conditions are governed by the laws of the Isle of Man.
- 8.8. IOMSPC reserves the right to amend these terms and conditions at any time without prior notice. All changes will be communicated via the IOMSPC website.

9. Non-Disparagement

The applicant agrees not to make, publish or communicate to any person or entity in any public forum, including but not limited to traditional media, social media, or online platforms, any derogatory, negative, or disparaging remarks, comments or statements concerning IOMSPC, its business practices, services, reputation, or any of its directors, officers or employees.

10. Termination & Withdrawal

10.1. IOMSPC reserves the right to withdraw Scheme support at any time if:

10.1.1. The event, project or initiative is found to be in violation of local laws, ethical standards, or these terms and conditions.

10.1.2. The recipient is unable to demonstrate progress or appropriate use of Scheme support.

10.2. In the event of withdrawal, IOMSPC reserves the right to charge the full fare of any travel already undertaken under the purpose of Supported Travel.

11. Limitation of Liability

11.1. IOMSPC is not responsible for any damage, loss, or liability incurred by participants as a result of applying for or receiving Scheme support.

11.2. IOMSPC's liability is limited to the value of the Scheme support provided.

12. Disclaimer

Failure to adhere to any of the above terms and conditions will result, at IOMSPC's sole discretion, in the withdrawal of any support offered for travel and IOMSPC reserves the right to charge the full fare of any travel already undertaken under the purpose of Travel Support.