

**Timetable The Willats Trust (TEMPLATE)**

**Instructions for completing the timetable**

When completing the timetable, please specify:

* The name of the activity or programme
* The type of activity or programme (i.e. training, outreach or church/charity)
* The hours spent on the activity or programme.

Further details on particular elements of the timetable can be included on page 3. To avoid any delay in processing your application, please ensure you complete the hours summary at the bottom of the timetable.

When completing the timetable, you may reduce the font size or merge cells if required.

An example application form can be downloaded from the website but if you have any further questions about how to complete the application, please contact the grants administrator [grants@willatstrust.org](mailto:grants@willatstrust.org).

Grant Applicant’s Details:

Full Name: …………………………………….

Role: ………………………………………

Organisation: ……………………………………….

Level of grant requested (delete as appropriate):

Full time Part time

To apply for a grant to support a full-time post the applicant will need to work a minimum of 35 hours per week, of which at least 20 hours must be spent in pastoral or evangelistic work with the subject group (i.e. **unchurched individuals from deprived backgrounds**). The Trustees will also consider grants for part-time posts where the applicant works a minimum of 20 hours per week and at least 14 hours are spent in pastoral or evangelistic work with the subject group.

In order to apply for a grant, you must complete the following sections:

* Applicant’s details (above)
* Expected timetable
* Further details

Please provide as much detail as you can about the Applicant’s expected activities in their usual working week. When completing the timetable, it is important to identify the hours that will be spent in pastoral or evangelistic work with the subject group as applications cannot be processed without this information.

Meri Schoeman

Grants and Office Administrator

The Willats Trust

The Basement

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Expected weekly timetable (though the Willats Trust understands that there may be some flexibility required for working with specific communities)** | | | | | | | |
|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| 00:00 – 09:00 |  |  |  |  |  |  |  |
| 09:00 – 10:00 |  |  |  |  |  |  |  |
| 10:00 – 11:00 |  |  |  |  |  |  |  |
| 11:00 – 12:00 |  |  |  |  |  |  |  |
| 12:00 – 13:00 |  |  |  |  |  |  |  |
| 13:00 – 14:00 |  |  |  |  |  |  |  |
| 14:00 – 15:00 |  |  |  |  |  |  |  |
| 15:00 – 16:00 |  |  |  |  |  |  |  |
| 16:00 – 17:00 |  |  |  |  |  |  |  |
| 17:00 – 18:00 |  |  |  |  |  |  |  |
| 18:00 – 19:00 |  |  |  |  |  |  |  |
| 19:00 – 20:00 |  |  |  |  |  |  |  |
| 20:00 – 21:00 |  |  |  |  |  |  |  |
| 21:00 – 24:00 |  |  |  |  |  |  |  |
| Total hours: | PLEASE ENSURE YOU COMPLETE THIS SUMMARY BEFORE SUBMITTING THE ELIGIBILITY QUIZ | | | | | | |
| Training & prep. |  |  |  |  |  |  |  |
| Evangelistic / outreach |  |  |  |  |  |  |  |
| Church/charity work |  |  |  |  |  |  |  |

**THIS SECTION SHOULD BE COMPLETED BY THE LINE MANAGER OF THE GRANT APPLICANT**

**Further Details**

1. Please provide:
   1. A brief explanation of what happens during time listed as “Evangelistic/Outreach” explaining any abbreviations or event names mentioned in the timetable above. Where possible, please describe the impact this is having on the community your applicant will be working with. Please note that an explanation is needed for each entry listed as “Evangelistic/Outreach” in order for us to process your application.
   2. A clear indication of the application’s specific involvement in the above activities (e.g. leading, training, organising, delivering…)
2. Please provide any further information related to the expected timetable which you think is relevant. Please note that this is not the full application.