



Information & Guidance Notes for Grant Applicants

Thank you for the interest you have shown in applying for a grant from The Willats Trust.

Please read carefully the information set out below. If after having read this information, you believe that you may be eligible for a grant, please complete the online eligibility application. This will be assessed and, if successful, you will be invited to make a full application. Please note that the Trustees consider applications twice a year. Applications received after the closing dates of 16 June and 16 December will not be considered.

We look forward to hearing from you if you decide to apply and to reading about the innovative ways you intend to engage communities with little to no experience of or interaction with the Christian faith and bring them the Good News of the Gospel.

The Willats Trust, The Basement, 19 Rivers Street, Bath BA1 2QA

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www.willatstrust.org

About The Willats Trust and Guidance on the Application Process

The Willats Trust was founded by Mr William Willats on 13th November 1858 to appoint "in different parishes, districts, and places in England, Wales and Ireland, persons, under the name of *'The Poor Man's Guide to Eternal Life'*.

As indicated in the 19th century document, the duties of Guides were expressed as to "visit the resident members of the poorest and lowest classes of society; to read and explain to them the Holy Scriptures, sermons and other good books; to pray with or read prayers to them; and generally to impart to them religious instruction, advice and consolation".

In the modern context, the Charity's objective is to support the work of lay people in organisations who are nominally appointed as a "Mr Willats' Guide", and whose role focuses on bringing the Good News of the Gospel to communities with little to no experience of or interaction with the Christian faith. The supporting organisation is the employer of the applicant. The Willats Trust supports workers in any denominations and organisations, and the application must have a clear statement as well as information that explains how the applicant's work aligns with the vision of the Founder, our purpose and mission.

The organisation and the applicant will also need to agree to the full Terms and Conditions before making the full application and before any grant can be awarded.

In addition, please read the following guidance before applying:

- The maximum grant The Willats Trust awards is £15,000 per annum.
- Grants are paid on a monthly basis and are for up to a maximum of three years.
- The Trustees see the making of a grant to support the work of a Mr Willats' Guide as being an investment in the Guide and communities in which the Guide serves.
- The policy of the Trustees is to assist organisations by contributing towards the salary which the organisation itself has agreed to pay to the proposed Guide.
- Should you wish to apply for a grant to support someone who works full-time, the Willats Trust would expect to see a minimum of 20 of a 35-hour week being spent in pastoral/ evangelistic work and in direct contact with the subject group.
- The Trustees are also prepared to make grants for part-time workers who are employed for a minimum of 20 hours per week (similarly, 14 hours of which must be spent in pastoral/evangelistic work and in direct contact with the subject group).

- The Trustees stress that any grant awarded is for the sole benefit of the named Guide and is not transferable.
- The grant is made for the benefit of the Guide, to supplement rather than replace any other contributions being made to the Guide's salary and expenses, whether from the organisation's own funds or any other source.
- Grants are reviewed by The Willats Trust annually when Guides are requested to submit a report on their work. Should a satisfactory report be received, the grant will be renewed for the following year, up to 3 years.
- Should the Guide fall ill and is on long-term sick leave, the Willats Trust reserves the right to withdraw funding.
- Should the Guide commence a period of maternity, paternity or adoption leave, the Willats Trust will speak to the organisation and applicant directly to make suitable arrangements.

About the Application Process

1. We ask that the supporting organisation initially fill out the **Eligibility Quiz** together with the applicant. The organisation will receive an acknowledgement of receipt. This must be submitted by either of the following dates in each year: **16th June or 16th December**. We will assess this and, if we believe the applicant is eligible, we will invite the organisation to submit a full application.
2. The Full Application Form must be completed and submitted by the organisation and signed off by:
 - a. the proposed Guide
 - b. the line manager of proposed Guide
 - c. the chief officer/minister/director of the organisation (if different to the line manager).
3. The application must also be supported by two referees, whose reference forms must be completed and submitted along with the application.
4. For the application to be considered by the Trustees, the full application must be submitted to The Willats Trust by either of the following dates in each year: **31st January or 31st July**. You should not leave submitting the application to the last minute before the deadline, since there may not be time to address any missing information on the application.
5. After submission of your full application, you will be invited to an online interview with us. The interviews takes place either in February or August each year.
6. Regrettably, in view of the number of applications The Willats Trust receives, the application process is competitive. Thus, we encourage you to take the necessary time to carefully consider how your application is framed and present the strongest application possible.

What Happens Next?

The application will be checked by the Grants and Office Administrator to ensure that it is complete and, if it is, will be considered at the Trustees' meeting.

The Trustees will individually and corporately seek to carefully and prayerfully assess the application against:

- its mission and purpose
- the vision of the Founder
- the funds available
- competing applications.

Data Protection

The Willats Trust requires the information and documentation requested in the application form to allow us to process the application and the Trustees to properly assess the application. All the information provided in support of the application, including personal details, will be retained by the Charity and some of it will be held in a database. The Charity complies with the procedures concerning the storage and disclosure of your information required by the Data Protection Act 1998 and the new GDPR regulations 2018.

Contact Details

Should you require any further information about the application process or if you would like clarification on any aspect of this information/guidance, please do not hesitate to contact the Charity's Grants and Office Administrator.

**Rev'd Méri Schoeman, Grants and Office Administrator, The Willats Trust, The Basement, 19 Rivers Street,
Bath BA1 2QA**

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