



Information & Guidance Notes for Grant Applicants

On behalf of all the Trustees, may we thank you for your interest in applying for a grant from The Willats' Trust.

Please carefully read the information set out below. If after having read this information, please complete the application form. Please note that the Trustees consider applications twice a year and applications received after the closing dates 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 BA12QA

T: +44 (0) 1225 - 331499 | E: grants@willatstrust.org

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. Mr Willats had a heart for people who were excluded. His vision was one of taking God's Word out to those people. Thus his charity was 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'*".

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 applicant 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.

It is important to support your application with a clear statement and information which show how you will seek to meet the intentions of the Founder. You will also need to agree to the full Terms and Conditions before making the full application. If you would like to see a full copy of our Terms and Conditions before then, please contact the Grants Manager.

In addition, please read the following guidance before applying:

- The maximum grant The Willats' Trust awards is £15,000.00 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 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 maximum of 20 hours per week.
- The Trustees stress that any grant awarded is for the sole benefit of the named Guide and is not transferable.
- The Charity will not ordinarily support more than one (full-time equivalent) Guide in any one organisation.
- 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 annually by The Willats' Trust 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 a maximum of three years.
- Should the guide fall ill and is on long-term sick leave, the Willats' Trust reserves the right to withdraw funding.
- The church/charity must notify the Charity if such absence continues beyond four working weeks. The absence of the Guide from his/her work will be noted and reviewed by the Trustees at their next ensuing meeting after being notified of the Guide's absence due to illness. The church/charity should notify the Charity when the Guide returns to work. The Charity will notify the church/charity of their decision concerning the continuation of funding during the period of illness and after the Guide returns to work.
- 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.
- The church/charity must notify the Charity of the anticipated date for the commencement of maternity/ paternity leave and the expected date (if any) for the Guide's return to work. The grant will cease on the last day prior to the commencement of parental leave. Should any grant monies have been paid which cover a period during which the Guide is on parental leave, the church/charity must reimburse those monies to the Charity. If the Guide plans to return to work, the church/charity must notify the Charity of the agreed date of return to work with confirmation that the nature of the Guide's work and their hours remain unchanged. If, however, changes are proposed, the church/charity must notify the Charity of those changes whereupon the Trustees will, in their discretion, decide whether to alter the grant in any way or withdraw the grant and request a new application.

About the Grant Process

The Charity seeks to assist organisations by contributing towards the salary which the organisation has agreed to pay to the proposed Guide. Since in most cases a grant will not support the whole of a Guide's salary, the Trustees would expect that the organisation would match the funding sought from the Charity from their own funds. The Trustees realise that this may not always be possible. If funding is being sought from a variety of sources, the applicant's organisation must identify the sources and the amounts sought and/or awarded.

All grants are awarded subject to the Charity's finances and funds available for its grant making. Grants of an ongoing nature up to a maximum of three years are made in sums starting from £500 per annum. We suggest that you speak to the Charity's grant manager should you require further information about the size and nature of our grant making program. The Trustees reserve the right to withdraw a grant at any time without notice.

Payments of a grant are made to the PCC or other administrative body or charity, by monthly payments. After the first payment of grant monies is made, subsequent payments are contingent upon the receipt of satisfactory written reports from the Guide. Therefore, since continued funding cannot be guaranteed, applicants should account for this in their planning. The annual reports of the Guide must be approved and signed off by his/her line-manager (who is usually the minister of the church or chief officer of the charity). These reports are requested yearly. Please note that failure to deliver a Guide's report in accordance with the Trustees requirements by the due date jeopardises the continuance of the grant.

Terms & Conditions of Grant Awards

In addition to the terms and conditions outlined above all grants are made subject to the following provisions:

1. The church/charity supporting the application (and who will receive the grant monies) must be a registered charity.
2. Once a grant has been approved, it will be paid on a monthly basis from April or October or as is reasonably possible after the Trustees' meetings in those months.
3. Grants are solely for the benefit of the Applicant and therefore should be shown in the church/charity's audited accounts as 'restricted'.
4. Grants are awarded on an individual application basis.
5. Grants are reconsidered and may be renewed every year subject to receipt of a satisfactory formal report from the appointed Guide. Failure to submit a report by the stated date may result in the grant being withdrawn without notice.
6. Grants may be renewed every year for a maximum period of three (3) years.
7. A grant can only be used for the benefit of the named Applicant and should not be used for any other purpose or transferred to any third party.
8. If the grant is used for any purpose other than for the benefit of the Applicant, the Charity reserves the right to ask for any money paid to be returned.
9. The church/charity supporting the application must take reasonable care to ensure that the work undertaken by the Guide is conducted in a proper manner and in accordance with applicable laws and relevant guidance.
10. By providing a grant the Charity is not accepting any responsibility for the Guide and/or his/her work for or in the church/charity, which remains the responsibility of the church/charity who appointed and employs the Guide.
11. The support of Mr Willats' Charity may be mentioned in appropriate terms in publications, websites, events and other publicity relating to the Guide and the work that he/she undertakes. If the church/charity chooses to celebrate publicly the appointment of the Guide and his/her work, we request that a copy of any announcement is sent to the Charity. Please contact the Charity first if you would like to use our logo.
12. By agreeing to the terms and conditions of grant awards you agree that all photos, video material and case studies supplied by your church/charity can be used by the Charity in its publicity material.
13. Background material including photos, video material, stories and logos must be provided to the Charity at the time of receipt of the grant and throughout the grant period so that we are able to fulfill the Charity's reporting requirements.
14. The Charity reserves the right to ask for the whole of a grant or any unspent balance to be returned if it is found out that the applicant and/or the church/charity supporting the application has provided false information or has not adhered to the terms and conditions of acceptance.
15. Data Protection: The Charity 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 2016.

About the Application Process

In view of the number of applications the Charity receives, the application process is competitive. Thus, we encourage you to prayerfully and carefully consider how your application is framed.

It is important that the application contains a clear statement together with any supporting papers which show how the role will seek to meet the intentions of Mr Willats. The Trustees neither seek to specify what such a statement might include, nor what supporting documents should be included. However, the Trustees would expect to see:

- Evidence of the nature and extent of the deprivation of the people you are seeking to reach.
- A clear description of the nature of the work which will be undertaken.
- An explanation of how such work will result in spreading the Good News and in so doing addressing problems such as loneliness, isolation, mental health issues, ill health, etc.

The Trustees would welcome applications which are innovative and creative in the manner in which these matters are addressed. All applications must be made using the online portal. The application must be completed and submitted by the Church/Charity and signed-off by:

1. the proposed Guide;
2. the line-manager of proposed Guide; and
3. the minister of the church/chief officer of the charity (if different than the line manager).

The application must also be supported by two referees, whose reference forms must be completed and uploaded along with the application. For the application to be considered by the Trustees, the completed application form, together with supporting papers and references, must be received by the Charity by either **31st January or 31st July**. You should not leave submitting the application to the last days before the deadline for applications, since there may not be time to correct any shortcomings in the application. After the submission of your application, we will invite the proposed Guide to an online interview with us. This will take place during **February** and **August** each year. Please check the Charity's website for any changes in the closing dates for applications.

What Happens Next?

Once you have submitted the completed application, you will receive an acknowledgement of receipt from the Charity's Grants Manager. The application will be checked by the Charity's Grants Manager to ensure that it is complete. Please also note that applications which are not complete in all respects will be rejected. The Charity's Grants Manager will contact the organisation if we believe that the application is deficient and we will attempt to work with you to correct this.

The Trustees will individually and corporately seek to carefully and prayerfully assess the application against the criteria, terms and conditions set out above. The Trustees will also assess application against its mission and purpose, the vision of the Founder, the funds available and competing applications. The organisation will be notified within 10 working days of the Trustees' meeting of the outcome of the application. Please note that in view of the number of applications the Charity receives, the Charity cannot guarantee to make a grant to all who apply.

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 of any aspect of this information/guidance, please do not hesitate to contact the Charity's Grants Manager.

Rev'd Méri Schoeman, Grants Manager, The Willats Trust P.O. Box 3883 Bath Somerset BA1 0AQ
T: +44 (0) 1225 - 331499 | M: +44 (0) 7432 - 367126 | E: grants@willatstrust.org | W: www.willatstrust.org

