

Information & Guidance Notes for Applicants



MR
WILLATS'
CHARITY

On behalf of all the Trustees, may we thank you for the interest you have shown in applying for a grant from Mr Willats' Charity.

Please carefully read 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 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 of the innovative ways you intend to engage 'the poorest and lowest classes of society' with God's Word.

Paul Lindon, Chairman of the Trustees and **Quentin Elston**, Clerk & Receiver To The Trustees

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About Mr Willats' Charity + Guidance on the Application Process

The Charity 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'.

The duties of Guides were expressed 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 churches and Christian organisations who are nominally appointed as a "Mr Willats' Guide" (although their employers remain the churches or charities in whose name the application is made who will fulfil our founding objectives). The Charity will support workers in any protestant denominations and other Christian charities who seek to extend the Kingdom of God.

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 Administrator.

In addition, please read the following guidance before applying.

- Grants are renewed biannually up to a maximum of three (3) years (see below) and are made in sums starting from £500 per annum.
- The Trustees hope that in the applications they receive they will see innovative ways of engaging people with God's Word with mercy and compassion.
- The Trustees see the making of a grant to support the work of a *Mr Willats' Guide* as being an investment in the Guide which will bring great returns for the Kingdom of God.
- The policy of the Trustees is to assist churches/charities by contributing towards the salary which the church or charity itself has agreed to pay to the proposed Guide.
- In most cases, the Trustees would expect that the applicant church/charity would match the funding sought from the Charity from their own funds but the Trustees realise that this may not be possible in all cases and that funding may be provided from a variety of sources.
- Should you wish to apply for a grant to support someone who works full-time, the Charity would expect to see a minimum of 20 of a 35 hour week being spent in pastoral/ evangelistic work and in personal 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 personal contact with the subject group).
- Save in exceptional circumstances, the Charity would expect no more than one third of a Guide's time to be spent in preparation and administration.

- 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 church or charity's own funds or any other source.
- Grants are reviewed by the Trustees biannually in March and September when Guides are requested to submit a report on their work and a prayer request. Should a satisfactory report be received, the grant will be renewed for a further six (6) months.
- Should the Guide fall ill and is absent from their work due to that illness for any length of time, the Charity reserves the right to withdraw funding.
- Should the Guide commence a period of maternity or paternity leave, the Charity reserves the right to withdraw funding.

About the Application Process

The Application Form must be completed and signed off by at least three/four people:

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

The application must also be supported by two referees, whose reference forms must be completed and uploaded along with the application.

For your application to be considered by the Trustees, the full application must be submitted to the Charity by either of the following dates in each year: **31st January & 31st July**. You should not leave submitting your application to the last days before the deadline for applications, since there may not be time to correct any shortcomings in your application.

Please check the Charity's website for any changes in the closing dates for applications.

Regrettably, 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.

What Happens Next?

We would ask that you initially fill out our **eligibility application form**. We will assess this and if you are eligible, we will invite you to make a full application. If you submit a completed application, you will receive an acknowledgement of receipt from the Charity's Grants Administrator. Your application will be checked by the Charity's Grants 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 your application against the criteria which the charity has set and in the light of the funds available and competing applications.

Data Protection

The Charity requires the information and documentation requested in the application form to allow us to process your application and the Trustees to properly assess your application. All the information provided in support of your 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.

IMPORTANT FINAL NOTICES

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

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