



Foundation of St Matthias

Vocations realised, communities enriched, creation renewed

Pre-Application Information for Personal and Further Funding Grants

Thank you for enquiring about a Personal Grant or Further Funding Grant from the Foundation of St Matthias. Please read the information below carefully. It explains the purpose of the awards, how to complete an application, and answers frequently asked questions.

Required Documents and Information

The following documents are available on our website and are required for your application:

- Personal Grant Application Form OR Further Funding Application Form (if you have previously received a grant for the same studies).
- Information for Referees Sheet (required for Personal Grants only).
- Foundation of St Matthias Diversity Monitoring Form (voluntary, but encouraged).

By signing and submitting the application form, you agree to the Trustees processing your personal data in line with the Foundation's Data Privacy Notice. You also confirm that you have read and accepted the Applicant's Declaration of Intent.

About the Foundation

The objective of the Foundation is to advance education and training—preferably higher or further education—that furthers the mission and ministry of the Church of England.

Eligibility Criteria

- The funding must be for the advancement of your own education or training.
- The education/training or its impact must enhance the mission and ministry of the Church of England.

The Trustees evaluate applications using the Church of England's Five Marks of Mission. They are interested in how your studies contribute to a healthy society, enhance religious education, and spread God's love. The Five Marks of Mission are interconnected and collectively demonstrate the Church's mission to proclaim the good news of God's Kingdom.

5 Marks of Mission

(examples of education/training areas they apply to)

- 1. Proclaim the Good News**
(Eg: Chaplaincy, priests, ministers, ordinands, theological)
- 2. Teach, baptise and nurture new believers**
(Eg: Chaplaincy, priest, ministers, ordinands, theological)
- 3. Respond to human need to loving service**

(Eg: social welfare work, teachers, social workers, music and the arts, community workers, youth workers, counsellors)

4. **To seek to transform unjust structures of society, to challenge violence of every kind and to pursue peace and reconciliation**
5. **To strive to safeguard the integrity of creation and sustain and renew the life of the earth**

(Eg: studies or work/conservation/innovation in areas of environmental sustainability)

References (Personal Grants Only)

To support your application, the Foundation requires two references, which are highly valued by the Trustees.

Important: You are responsible for selecting appropriate referees and ensuring their references are submitted on time.

There are no official reference forms. However, referees should review the *Information for Referees* sheet (available on our website) to understand what the Trustees expect and reflect this in their letters.

1. Academic Referee

- Ideally provided on official letterhead.
- Should comment on your academic ability and your potential to successfully complete the proposed course, considering time, opportunity, and capability.

2. Personal Referee

- Must know you personally, preferably in a professional context.
- Should explain how your studies will support your vocation and career, and the wider impact on your organisation or community.
- Your church leader may act as your personal referee if they encourage your application.

Submission: Referees must email their references directly to the Foundation.

Note: Serving Trustees of the Foundation cannot act as referees.

Acceptance Letter

Applicants for a Personal Grant must provide an official letter of acceptance from their chosen institution of study.

Tutor's Report (Further Funding Applications Only)

Applicants seeking further funding must provide a current Tutor's Report.

- The Foundation accepts reports in any format provided by your institution.
- Reports must be current. You may be contacted if additional information is needed.

Diversity Monitoring Form (Optional)

While not mandatory, the Foundation encourages applicants to complete and submit the Diversity Monitoring Form.

This form is kept separate from your application and is never seen by those making funding decisions.

All information is collected anonymously.

The purpose of this form is to help the Foundation monitor its performance on equality and, where necessary, improve its approach.

Award Amounts and Duration

Awards for Personal Grants typically range between £500 and £3,000. All awards are made at the sole discretion of the Trustees. The Foundation is rarely able to cover the full cost of studies. Applicants are encouraged to seek additional support from other individuals or organisations and to disclose their own financial contributions.

Note: The Foundation can only pay grants to recipients with a UK bank account.

Application Process and Timeline

Trustees meet in July to evaluate funding applications. You will be contacted by the Clerk regarding the outcome of your application.

If your application is successful, you must provide your banking details within the requested timeframe. Grants will be paid by 30th September.

Contact Information

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Clerk to the Trustees

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