



## Application for Approval of Works and / or Financial Assistance

June 2024

<b>Congregation of:</b>
<b>Presbytery of:</b>

Please appoint a main contact who will receive all correspondence from the General Trustees:

<b>Contact Name:</b>	
<b>Contact Address:</b>	
<b>Contact e-mail:</b>	
<b>Contact tel no:</b>	
<b>Presbytery Clerk:</b>	
<b>Presbytery Clerk e-mail:</b>	
<b>Presbytery Clerk tel no:</b>	

Does this request require Presbytery Approval?	<b>Yes</b>			<b>No</b>	
If you do not know this, please contact your Presbytery office then tick the appropriate box					

1.

<b>Which building does this application relate to?</b>							
<b>Church</b>		<b>Hall</b>		<b>Manse</b>		<b>Other</b>	
<b>What is the postcode of the building?</b>							

2.

<b>Is the building listed?</b>							
<b>A-listed</b>		<b>B-listed</b>		<b>C-listed</b>		<b>Not listed</b>	

3.

<b>Does the application concern:</b>							
<b>Advice</b>		<b>Alteration</b>		<b>Approval</b>		<b>Repair</b>	<b>Other</b> eg feasibility study or structural report

4.

<b>Subject of request (please tick appropriate box):</b>							
<b>Alterations</b>		<b>Heating</b>		<b>Redecoration</b>			
<b>Audio-visual system</b>		<b>Lighting</b>		<b>Re-ordering</b>			
<b>Disabled access</b>		<b>Disabled toilet</b>		<b>New building</b>			
<b>Textiles</b>		<b>Organ</b>		<b>Windows</b>			
<b>Furnishings</b>		<b>Plaques and memorials</b>					
<b>Any other (please specify):</b>							

**IF THIS REQUEST IS FOR ADVICE ONLY (POINT 3),  
THERE IS NO REQUIREMENT TO COMPLETE ANY FURTHER INFORMATION**

5.

**Brief description of works**

(Please enclose any additional information that may be helpful in support of your application, eg plans and drawings, photographs, etc. **Inclusion of digital photographs is likely to speed up the application process**).

6.

**Statement of Need: How will your proposals contribute to developing your mission? What benefits will they bring?**

7.

**Statement of Significance: What impact will your proposals have on **any features of architectural or historical interest in your building?****

8.

**Is the cost of the works greater than £50,000 (inclusive of VAT and fees)?**

Yes		No	
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**If yes, please enclose a Cashflow Statement and, if the cost of the works is greater than £100,000, please enclose a Business Plan**

9. (a)

**Is the congregation seeking financial assistance from the Central Fabric Fund?**

Yes		No	
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**If yes, are you seeking (please state amount):**    **Grant**    **Loan**    **Both**

**Please note that the General Trustees do not normally make loans of less than £10,000 available.**

**If you are successful in being granted at loan, please advise how you wish to schedule repayments, eg monthly, quarterly or six monthly:**

9. (b)

Is the congregation seeking release of funds held on its behalf in the Consolidated Fabric Fund?	Yes		No	
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10.

Estimated cost of works	£
VAT	£
Professional and other fees	£
<b>TOTAL</b>	£

11.

If your Presbytery has a Presbytery Buildings Officer (PBO), have they been consulted?	Yes		No	
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12.

Please list the consultants engaged on the works, eg architect, QS, and state whether they have been appointed via a competitive tender process:

13.

	<b>Our Resources:</b>	<b>Proportion to be applied to this project:</b>
<b>Congregational funds held:</b>		
- Locally	£	£
- Investors Trust	£	£
<b>Consolidated Fabric Fund held by General Trustees:</b>		
- Capital	£	£
- Revenue	£	£
Insurance Claim	£	£
Sale of redundant property	£	£
Legacies	£	£
Other eligible funds	£	£
<b>Fundraising target (including any requested assistance from the Central Fabric Fund)</b>	£	£
<b>TOTAL</b>	£	£

14.

<b>Please specify what special efforts (eg Gift Days, events, grants from external sources) have been made and quantify the fundraising target:</b>

15. (a)

<b>Number of members in congregation (and adherents):</b>	
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15. (b)

	2020	2021	2022	2023
<b>Giving for Growth</b>	£	£	£	£
<b>Congregational Income (excluding legacies and grants)</b>	£	£	£	£

16.

<b>Please tell us which documents you have enclosed in support of this application:</b>							
None		Specifications		Cost estimates		Plans	
Business Plan		Cashflow Statement		Relevant Reports			

17.

<b>Will your proposal improve access to worship and fellowship by those with disabilities?</b>	Yes		No	
<b>If yes, please briefly explain how:</b>				

18.

<b>Does the congregation have Health and Safety Risk Assessment Policy Statements with regards to the building?</b>	Yes		No	
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19.

<b>I hereby confirm that this form has been submitted to, and approved by, the Financial Board of this congregation on ..... (date of meeting)</b>	
<b>Signature:</b>	
<b>Full name:</b>	
<b>Address:</b>	
<b>Email:</b>	
<b>Telephone No (daytime):</b>	

<b>Postcode:</b>		
<b>Position held (please indicate):</b>	<b>Clerk to the Congregational Board</b>	
	<b>Kirk Session</b>	
	<b>Deacons' Court</b>	
	<b>Committee of Management</b>	
<b>Date of transmission to Presbytery:</b>		

**PLEASE NOTE:**

**The completed form, together with all relevant supporting documents,  
should be forwarded to your Presbytery Clerk**

<p><b>If you have any queries regarding the completion of the form, please contact:</b></p> <p><b>Fiona Skellett, Business Support Manager: Fabric/PSB</b></p> <p><b>Address:      General Trustees, 121 George Street, Edinburgh, EH2 4YR</b></p> <p><b>E-mail:        <a href="mailto:gentrustees@churchofscotland.org.uk">gentrustees@churchofscotland.org.uk</a></b></p> <p><b>Direct Dial:   0131 376 3683</b></p>
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**To be completed by the Presbytery Clerk in ALL cases:**

<p><b>Notes</b></p> <p>In terms of the Central Fabric Fund regulations, Presbytery is directed to consider all relevant factors including:</p> <ul style="list-style-type: none"> <li>- the Presbytery Plan</li> <li>- the number of buildings for which the congregation is responsible</li> <li>- whether the particular building is likely to be required by the congregation in the medium to long term</li> <li>- the need for the work in the interests of safety or to preserve the value of the building as a marketable asset</li> <li>- impact of the proposed expenditure on the congregation's other commitments, such as contributions towards ministry costs and, where appropriate mission and aid</li> </ul>
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1.

<b>Is this a required charge beyond the life of the current Presbytery Plan?</b>	<b>Yes</b>		<b>No</b>	
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2.

<b>What is the status/category of the building within the context of the current Presbytery Plan?</b>

3.

<b>Any other observations or comments (eg issues on financial stewardship)?</b>

**Presbytery Clerk:** .....

**Presbytery of:** .....

**Date:** .....