



Application for Approval of Works and / or Financial Assistance

Congregation of:

Presbytery of:

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

Contact Name:	
Contact Address:	
Contact e-mail:	
Contact tel no:	
Presbytery Clerk:	
Presbytery Clerk e-mail:	
Presbytery Clerk tel no:	

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

1.

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

2.

Is the building listed?							
A-listed		B-listed		C-listed		Not listed	

3.

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

4.

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

**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	
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	
If yes, are you seeking:		Grant		Loan		Both
Please note that the General Trustees do not normally make loans of less than £10,000 available.						

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	£
TOTAL	£

11.

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

12.

	Our Resources:	Proportion to be applied to this project:
Congregational funds held:		
- Locally	£	£
- Investors Trust	£	£
Consolidated Fabric Fund held by General Trustees:		
- Capital	£	£

- Revenue	£	£
Insurance Claim	£	£
Sale of redundant property	£	£
Legacies	£	£
Other eligible funds	£	£
Fundraising target (including any requested assistance from the Central Fabric Fund)	£	£
TOTAL	£	£

13.

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

14. (a)

Number of members in congregation (and adherents):	
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14. (b)

	2017	2018	2019	2020
M&M allocation	£	£	£	£
Congregational Income (excluding legacies and grants)	£	£	£	£

15.

Please tell us which documents you have enclosed in support of this application:

None		Specifications		Cost estimates		Plans	
Business Plan		Cashflow Statement		Relevant Reports			

16.

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

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17.

Does the congregation have Health and Safety Risk Assessment Policy Statements with regards to the building?	Yes		No	
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18.

I hereby confirm that this form has been submitted to, and approved by, the Financial Board of this congregation on (date of meeting)		
Signature:		
Full name:		
Address:		
Email:		
Telephone No (daytime):		
Postcode:		
Position held (please indicate):	Clerk to the Congregational Board	
	Kirk Session	
	Deacons' Court	
	Committee of Management	
Date of transmission to Presbytery:		

PLEASE NOTE:

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

If you have any queries regarding the completion of the form, please contact:	
Mr Brian Waller, Assistant Secretary	
Address:	General Trustees, 121 George Street, Edinburgh, EH2 4YR
E-mail:	bwaller@churchofscotland.org.uk
Tel No:	0131 225 5722, ext 2270 / 0131 376 3026

To be completed by the Presbytery Clerk in ALL cases:

Notes

In terms of the Central Fabric Fund regulations, Presbytery is directed to consider all relevant factors including:

- the Presbytery Plan
- the number of buildings for which the congregation is responsible
- whether the particular building is likely to be required by the congregation in the medium to long term
- the need for the work in the interests of safety or to preserve the value of the building as a marketable asset
- impact of the proposed expenditure on the congregation's other commitments, such as contributions towards ministry costs and, where appropriate mission and aid

1.

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

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

3.

Any other observations or comments (eg issues on financial stewardship)?

Presbytery Clerk:

Presbytery of:

Date: