



**Application for Approval of Works and/or Financial Assistance
(Including Works requiring approval from Committee on Church Art and Architecture)**

Congregation of Presbytery of

Please appoint a main contact who will receive all correspondence from the General Trustees and / or CARTA:

Contact Name:

Contact Address:

Contact Tel No:

Contact Email:

Presbytery Clerk:

Presbytery Clerk Email:

Presbytery Clerk Contact Tel No:

Does this request require Presbytery approval?

Yes No

**** If you don't know then please contact your Presbytery office and 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	<input type="checkbox"/>	Heating	<input type="checkbox"/>	Redecoration	<input type="checkbox"/>
Audio-visual system	<input type="checkbox"/>	Lighting	<input type="checkbox"/>	Re-ordering	<input type="checkbox"/>
Disabled access	<input type="checkbox"/>	New building	<input type="checkbox"/>	Textiles	<input type="checkbox"/>
Disabled Toilet	<input type="checkbox"/>	Organ	<input type="checkbox"/>	Windows	<input type="checkbox"/>
Furnishings	<input type="checkbox"/>	Plaques and memorials	<input type="checkbox"/>		

Any other (please specify below):

.....
.....

5. **Brief description of works** (if this is pertaining to the interior of a Sanctuary, please enclose any additional information that may be helpful in support of your application – eg plans and drawings, photographs etc)

6. **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

Postcode Daytime Telephone No

Position held (delete as appropriate):

Clerk to Congregational Board / Kirk Session / Deacons' Court / Committee of Management

Note: The completed Forms together with all relevant supporting documents should be forwarded to the Presbytery Clerk.

Date of transmission to Presbytery

If you have any queries regarding completion of the Form you should contact Mr Brian Waller, Assistant Secretary, General Trustees' Secretary's Department, 121 George Street, Edinburgh EH2 4YR. Tel: 0131 225 5722 ext 2270. E-mail: gentrustees@cofscotland.org.uk.

To be completed by the Presbytery Clerk in all cases

Notes: (i) In terms of the Central Fabric Fund Regulations, Presbytery is directed to consider all relevant factors including the Presbytery Plans, 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 and the impact of the proposed expenditure on the Congregation's other commitments such as contributions towards ministry costs and, where appropriate, Mission and Aid.

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

Yes / No

8. (a) Is the congregation seeking financial assistance from the Central Fabric Fund?

Yes / No

(b) Is the congregation seeking release of its holdings in the Consolidated Fabric Fund?

Yes / No

9. Estimated cost of works	£
VAT	£
Professional and other fees	£

	Total £ <u>_____</u>

10. Please list the consultants engaged on the works (eg architect, QS) and please state whether they have been appointed via a competitive tender process.

11. Our resources:-	Proportion to be applied to this project:-	
Congregational funds		
- held locally.....	£	£
- in Investors' Trust.....	£	£
Consolidated Fabric Fund held by General Trustees		
- Capital	£	£
- Revenue	£	£
Insurance claim	£	£
Sale of redundant property	£	£
Legacies	£	£
Other Eligible funds	£	£
Fundraising Target	£	£
	_____	_____
Total	_____	_____

12. Please specify what special efforts (eg, Gift Days, events, grants from external sources) and please quantify the fundraising target.

Questions 13 (a) and (b) should only be answered if you have answered 'Yes' to question 8 (a).

13. (a) Number of Members in Congregation (and Adherents):

Please specify number _____

	2011	2012	2013	2014
(b) M&M Allocation				
Congregational Income				
(excluding legacies and grants)				

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

Plans Specifications Cost Estimates Relevant Reports

15. Will your proposal improve access to worship and fellowship by those with disabilities?

Yes No

If yes, briefly explain how:

16. Does the congregation have Health and Safety and Risk Assessment policy statements with regards to the buildings?