

# Scottish Episcopal Church

General Synod of the Scottish Episcopal Church

Scottish Charity No SC015962



## Provincial Building Grants Fund and Building Loans Fund Application Form

(Please read Guidance Notes before completing)

Charge \_\_\_\_\_  
 (Linked with \_\_\_\_\_ )  
 Diocese \_\_\_\_\_

We hereby apply for: Please Tick

a grant of up to £\_\_\_\_\_ from the Building Grants Fund ( )

a loan of up to £\_\_\_\_\_ from the Building Loans Fund ( )

Signed \_\_\_\_\_ Rector/Priest-in-Charge  
 \_\_\_\_\_ Secretary/Treasurer

Date \_\_\_\_\_

### Diocesan review and endorsement

To be completed by Diocese following its review and submitted with Diocesan Letter of Support.  
*(Ensure one box ticked for each statement. Incomplete applications subject to rejection without consideration.)*

This application has been reviewed by the appropriate Diocesan Board or Committee which:

	Yes	No	N/A
	(Please tick)		
1 Confirms that it is satisfied that necessary Quinquennial Inspection reports have been undertaken and that necessary works detailed in the reports have been completed, programmed or are the subject of this Application.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Confirms that, where appropriate, Canon 35 permission has been given for the works.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Confirms that it has reviewed the supporting information detailed at the check list (page 5) and that all necessary information is being forwarded to the General Synod Office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Supports the application for a grant of up to £_____ from the Building Grants Fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Supports the application for a loan of up to £_____ from the Building Loans Fund.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Agrees to accept responsibility for monitoring the loan and arranging payment in the event of default.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Confirms that it has considered the financial resources available to the congregation, its stewardship and fundraising strategies and the missional aspects of the proposed works and has specifically addressed these issues in its attached Letter of Support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Confirms that concerns raised during the diocesan review of the application and the way in which they have been addressed are detailed in the Letter of Support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signed \_\_\_\_\_ Bishop / Dean  
 \_\_\_\_\_ Convener/Secretary,  
 Diocesan Board /  
 Committee (as appropriate)

Date \_\_\_\_\_

Received General Synod Office \_\_\_\_\_

**Details of building** (please circle as appropriate)

<b>Type of building</b>	Church	Hall	Rectory	Other_____
<b>Listing</b>	Grade A	Grade B	Grade C	N/A
<b>Conservation area</b>	Yes	No		
<b>Year built</b> (if known)	_____			
<b>Architect</b> (if known)	_____			

Please attach general photos of building (Photos can be submitted electronically.)

**Quinquennial Inspections**

Date of last Quinquennial Inspection \_\_\_\_\_

If Quinquennial Inspection is overdue please provide explanation

Are all church owned buildings covered by the Quinquennial Inspection? Yes / No

If "No" please provide details of excluded properties and reasons for their exclusion.

**Brief description of works to be carried out**

If these form part of a larger scheme in several phases, the whole should be described. If applicable, (If necessary attach a separate sheet of paper.) Please provide photos, sketches, drawings, and description of works where appropriate, to assist in the understanding of the proposed works. (Photos can be submitted electronically.)

**Who will be responsible for overseeing / supervising the works?**

Please provide details of the professionals (architect / surveyor etc) responsible for overseeing the works and how responsibilities under the Construction (Design and Management) Regulations (CDM) will be addressed. (Further information available on the Health and Safety Executive website: [www.hse.gov.uk/pubns/indg411.pdf](http://www.hse.gov.uk/pubns/indg411.pdf))

**Missional impact of proposed works**

Please provide details of the anticipated missional impact, if any, of the proposed works.

**Costs:-**

	<u>Estimate 1</u> £	<u>Estimate 2</u> £	<u>Estimate 3</u> £
Project Costs (excluding fees)			
Professional fees			
VAT (see note below re LPW scheme)			
	_____	_____	_____
<b>Total Costs</b>	<u>_____</u>	<u>_____</u>	<u>_____</u>

Which estimate to you propose to accept?

Please provide explanation If less than three estimates were obtained.

**Listed Places of Worship Grant Scheme – repayment of VAT**

Certain categories of work to Listed Buildings will be eligible for grants from the Listed Places of Worship Grant Scheme. (In effect these grants pay all the VAT on eligible works.) Further information can be found at [www.lpwscheme.org.uk](http://www.lpwscheme.org.uk).

*Confirmation required* *please tick*

LPW scheme has been considered and does not apply in this case ( )

**OR**

LPW scheme does apply and VAT costs shown are net of LPW grants ( )

**Proposed Funding**

(a) Own resources

Including use of reserves and fundraising (detail)	£	£
_____	_____	_____
_____	_____	_____

Total own resources - \_\_\_\_\_

(b) Bank borrowing:-

Bank	Rate %	Term (years)	
_____	_____	_____	_____

Total bank borrowing - £ \_\_\_\_\_

(c) Other grants and loans (include terms of loans)

Source	Grant/Loan	
_____	_____	_____
_____	_____	_____

Total other funding - £ \_\_\_\_\_

(d) General Synod funding requested (as page 1):-

Building Grants Fund	_____	
Building Loans Fund	_____	_____

Total General Synod funding - £ \_\_\_\_\_

**Total Funding** (To agree with total costs as page 3) £ \_\_\_\_\_

**Fundraising and stewardship**

Please provide information regarding the congregation's approach to fundraising and stewardship in general and the fundraising specifically related to the proposed works. (Include details of any grant applications rejected.)

**Impact of rejected application**

If the requested provincial grant and / or loan is not awarded what will be the impact on the proposed works?

## Congregational Resources

a) Income in last 3 financial years (most recent year first)

Year	Average Sunday attendance	Giving	Investment	Endowment	Other (excl grants)	Total
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Priest: Rev \_\_\_\_\_ Full/Part-time? Stipendiary/Non-stipendiary? (please circle)

b) Investments held (totals only) (excluding bank balances and deposits)

Book Value (if known) £	Market Value £
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c) Bank balances and deposits held

£
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

d) Give further details of any designated or restricted funds included in b) and c)

e) Any other significant liabilities or commitments (e.g. existing loans)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Check List

	Enclosed	To be returned
1	( )	( )
2	( )	( )
3	( )	( )
4	( )	( )
5	( )	( )
6	( )	( )

- Quinquennial Inspection report must be submitted to, and reviewed by, Diocese. *It should however not be forwarded to the General Synod Office.* All other supporting documentation must be forwarded to the General Synod Office.
- Where information requires to be extracted from these documents for entry on the form, please do so rather than cross-referring to the documents.
- Other information – please attach any other information relevant to the application.
- Details should be given of any designated funds (general funds set aside for a particular purpose) or restricted funds (funds restricted for a particular purpose by the donor).
- Charges should submit this form to their Diocese. Applications gaining Diocesan support will then be forwarded to the General Synod Office. Applicants should contact their Diocesan Office to ascertain the deadline for submission for diocesan review. (Dioceses should note that these forms have to be sent in at least **three weeks** before the next meeting of the Building Grants Group – dates available from the General Synod Office.)