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

June 2023

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| **Congregation of:** |
| **Presbytery of:** |

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

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

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| --- | --- | --- | --- | --- | --- |
| 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.**

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

**2.**

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

**3.**

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

**4.**

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| --- | --- | --- | --- | --- | --- |
| **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.**

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| **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**). |
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**6.**

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| **Statement of Need: How will your proposals contribute to developing your mission? What benefits will they bring?** |
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**7.**

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| **Statement of Significance: What impact will your proposals have on any features of architectural or historical interest in your building?** |
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**8.**

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| **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** |  |

**10.**

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| --- | --- |
| **Estimated cost of works** | **£** |
| **VAT** | **£** |
| **Professional and other fees** | **£** |
| **TOTAL** | **£** |

**11.**

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

**12.**

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| **Please list the consultants engaged on the works, eg architect, QS, and state whether they have been appointed via a competitive tender process:** |
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**13.**

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|  | **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** | **£** | **£** |

**14.**

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

|  |  |
| --- | --- |
| **Number of members in congregation (and adherents):** |  |

**15. (b)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2019** | **2020** | **2021** | **2022** |
| **M&M allocation** | **£** | **£** | **£** | **£** |
| **Congregational Income (excluding legacies and grants)** | **£** | **£** | **£** | **£** |

**16.**

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

**17.**

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

**18.**

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

**19.**

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| **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**

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| **If you have any queries regarding the completion of the form, please contact:**  **Fiona Skellett, Business Support Manager: Fabric/PSB**  **Address: General Trustees, 121 George Street, Edinburgh, EH2 4YR**  **E-mail:** [**gentrustees@churchofscotland.org.uk**](mailto:gentrustees@churchofscotland.org.uk)  **Direct Dial: 0131 376 3683** |

**To be completed by the Presbytery Clerk in ALL cases:**

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| **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.**

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| **Is this a required charge beyond the life of the current Presbytery Plan?** | **Yes** |  | **No** |  |

**2.**

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| **What is the status/category of the building within the context of the current Presbytery Plan?** |
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**3.**

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| **Any other observations or comments (eg issues on financial stewardship)?** |
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**Presbytery Clerk: ……………………………………………………………**

**Presbytery of: ……………………………………………………………**

**Date: ……………………………………………………………**