

THE UNITED REFORMED CHURCH

Church Buildings Fund

Application Form



Sheet 1

SECTION A – GENERAL DETAILS

1. Name of Church

2. Year Book Number.....

3. Full Postal Address

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4. Name and address of Trustees

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5. Name, address and telephone number of local church contact from whom further information can be obtained if required.....

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6. Brief description of existing premises including seating capacity of main building, number of halls and other rooms

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7. What is being applied for (Please tick the appropriate box)? Grant Loan

SECTION B – DETAILS OF PROJECT

1. Description of project and why it is considered necessary

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2. If the project involves the erection of a building on a new site please give details of the location and the terms of the tenure.

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3. Is the project an ecumenical one? If so what other denominations are involved?

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4. a) If the property is not in the trusteeship of a URC trustee, is there a sharing agreement? (YES/NO)

b) Is the URC a party to it? (YES/NO)

SECTION C – PLANNING AND BUILDING REGULATIONS

1. Has planning permission been given for the proposed work?.....

2. If yes, when does the permission expire?.....

3. Has consent under Building Regulations been obtained?.....

- 4. Are the buildings on the site listed as being of architectural or historic interest?
If so, what grade?
- 5. Are the premises in a Conservation Area?
- 6. If the buildings are listed or in a Conservation Area, do the proposed works need consent under the URC's Listed Building Procedures?
- 7. If so, has this been obtained?.....

SECTION D – FINANCE

D1 – LOANS / GRANTS & FUNDRAISING

- 1.1 Estimated cost of building works, including VAT where applicable
- 1.2 Estimated cost of professional fees, including VAT where applicable
- 1.3 Available resources:
 - a) Money in hand
 - b) Gifts promised
 - c) Loans received
 - d) Loans promised
 - e) Contribution from other denominations (please specify)
 - f) Any other contributions
 - g) Total
- 1.4 Amount of CBF Building loan applied for
- 1.5 Amount of CBF Professional fees grant/loan* applied for
- 1.6 If the available resources plus CBF grant and loan(s) do not equal the total cost, how is the shortfall to be met?.....
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- 1.7 Has the church any other outstanding loans? If so, please give details.....
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*Delete as applicable

SECTION E – RESOLUTION AND APPLICATION FROM CHURCH

On behalf of the Church Meeting aton

we apply for financial assistance as indicated in Section D.

In the event of a loan being made for building works or professional fees, we confirm the commitment and undertaking of Church Meeting, as recorded in the resolution set out overleaf, to repay the loan by regular quarterly equal payments, together with any interest accruing on the outstanding balance, and to submit a certificate signed by the Church Treasurer stating the amount of the loan outstanding as at 31st December each year.

Chairman Secretary

Treasurer Date

Copy of the resolution from Minutes:-

SECTION F – SYNOD

(Please note that this section is to be completed by your Synod’s Property Officer who in turn will forward the form to the Chief Finance Officer, 86 Tavistock Place, London WC1H 9RT

1. Is the Synod giving any financial assistance to the project? If so, please give details.

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2. Is the Synod prepared to underwrite the loan(s) applied for? (YES/NO)
(If so, please enclose copy of Synod Resolution.)

3. Comments and Recommendations of Synod.

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Signature

Synod Representative.....