

THE CHURCH OF SCOTLAND GENERAL TRUSTEES

Application for Approval of Works and/or Financial Assistance

Congregation of **Presbytery of**

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:

Alteration

Repair

Other
eg feasibility study or structural report

4. Brief description of works -

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

Yes / No

6. Is the congregation seeking financial assistance from the Central Fabric Fund?

Yes / No

If you have answered 'No' to Questions 5 and 6 please go to Question 12.

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

	Total	£	=====

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

9.	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	=====

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

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

Please specify number _____

	2009	2010	2011	2012
(b) M&M Allocation				
Congregational Income				
(excluding legacies and grants)				

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

- | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Plans | Specifications | Cost Estimates | Relevant Reports |

13. 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: genrustees@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.

(ii) Grants will normally be given only if the General Trustees have been satisfied that the financial situation of the Congregation is such that it cannot reasonably fund the repayment of a loan.

1. Is this a required charge beyond the life of the current Presbytery Plan?

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**

..... **Date**