

THAMES NORTH SYNOD

RESOURCES COMMITTEE

GRANT/RELEASE OF FUNDS/LOAN APPLICATION FORM 2016

GUIDANCE NOTES

This form should be used for the following applications.

From Churches or Area Groups requesting Synod Funds or Release of Funds held by URC Thames North Trust for:

Grant and/or loan for property : Please complete Sections 1,2,3 , 4 and 8

Grant for Church/Area Development Projects: Please complete Sections 1,2,3,5 and 8

Grant for Human Resource Development Projects: Please complete Sections 1,2,3,6 and 8

Grant for Children and Young People Developments : Please complete Sections 1,2,3,7 and 8

Individuals seeking grants for Lay Development, TLS or Eldership Training should use a separate Lay Training Grant form (obtainable from the Synod Administrator – Sandhya Pinn)

synodadmin@urcthamesnorth.org.uk.

Ministers and Accredited Lay Preachers seeking support for Continuing Ministerial Education (CME) or Continuing Education from the United Reformed Church, should continue to use form G1, G2 or A4 as appropriate.

Churches wishing to apply on behalf of their members for more than the amount available from the Lay Training Grant should apply for a Human Resource Development Project – see above.

Before completing this form.

Churches /Area Groups should ensure that they have the following papers to submit with the application

- i) The church's most recent independently examined accounts or financial statements
- ii) The church's current mission statement
- iii) The evidence required in Section 3 to show that your proposals have been discussed with your Local Area Group (LAG) partners

Please note that:

- i) When completed this application form will be passed to the Synod Pastoral and/or Discipleship Committees for their comments on the pastoral and mission implications of your project before it is considered by the Resources Committee.

ii) Building projects involving structural alterations, or with a total cost of £250,000, will require Resources Committee approval and signature by URC Thames North Trust, even if Synod assistance by way of grant or loan is not requested.

ii) Completed applications should be sent to the Resources Committee Secretary at the Synod offices. Once a completed application form and comments from the Resources and Discipleship Committee have been received applications will be considered by the Resources Committee. The Committee meets approximately every 2 months. The dates of meetings are available from the Synod office.

Guidance on completing the Application Form

Section 1 : To be completed for all applications

If the person responsible for annual reporting is not the contact person, please provide her/his contact details

Section 2 : To be completed for all applications

i) Please include VAT in your calculation of total project costs

ii) If your application includes a request to draw down funds held by URC Thames North Trust, please provide details of the funds concerned.

iii) The purpose of this section is to provide the Resources Committee with sufficient evidence that the proposers have thought through where the necessary funds will be coming from and what the estimated costs are.

Section 3: To be completed for all applications

Please attach a copy of the church's current mission statement

Applications cannot be considered by the Resources Committee until the details requested in this section have been provided.

Section 4 : To be completed for Building Grant / Release of Funds/ Loan Applications

i) Advice on the completion of this section can be obtained from the Synod Property Development Worker, who can be contacted via the Synod office

ii) This form provides the information necessary for the Resources Committee to consider applications for Repair, Maintenance and Compliance with Legislation projects

iii) Most applications for funds will be straight forward, but for some larger building projects it will be necessary to form a Property Development Group (PDG) in order to work through some aspects of the project prior to application being made.

If a PDG is required it will consist of:

- Two or three church representatives
- Synod Property Development Worker
- Representative appointed by the Local Area Group
- Professional architect/surveyor advising the church (as required)

If a PDG is in place they will provide the Resources Committee detailed information that explains:

- a) Location and background of the church/project
- b) Details of planned maintenance programme
- c) Feasibility of the project
- d) Financial viability
- e) Project details including drawn plans/budget/programme etc

v) Please include VAT in the calculation of costs in section 4(b)

Interest on loans is usually charged at 3% on the written down balance of the capital. The loans should be repaid within five years with repayments starting six months after the last instalment of the loan is paid by the Synod. A letter or agreement signed by the Church Secretary or Treasurer confirming the arrangements for the repayment of the loan will be requested.

Under certain circumstances, the repayment period may be extended or interest is waived.

Section 5 : To be completed for Church Area projects other than Buildings development

Section 6 To be completed churches requesting grants for employing people.

Please attach the job description for any posts for which funding is requested.

Section 7 : To be completed by applications requesting funds for working with children or young people

Please attach a detailed budget for the project.

Section 8: To be completed for all applications

Please ensure that this section has been signed and dated before submission to the Synod Offices and a copy of the relevant church meeting minutes attached.

When completed, please return this form and attachments to:

Mrs Jean Wyber
Secretary, Resources Committee
URC Thames North Synod
St Paul's URC
Newton Road
London W2 5LS

finance@urcthamesnorth.org.uk

Revised August 2016