**THAMES NORTH SYNOD**

**RESOURCES COMMITTEE**

**GRANT & LOAN APPLICATION FORMS 2019 PROPERTY REPAIR & DEVELOPMENT**

**GUIDANCE NOTES**

**These guidance notes should be referred to when requesting Synod Grants & Loans and for release of Schedule 2 funds from Thames North Trust.**

**Before completing this form.**

Churches should ensure that they have the following information to submit with the application

1. The church’s most recent independently examined accounts or financial statements
2. The church’s current mission statement
3. iii The evidence required in Section 3 to show that your proposals have been discussed with your Local Area Group (LAG) partners
4. An appropriate Church Meeting resolution

**Please note that:**

1. 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.
2. Completed applications should be sent to the Resources Committee Secretary at the Synod offices. Once a completed application form and comments from the Pastoral 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

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

**Section 2 : To be completed for all applications**

1. Please include VAT in your calculation of total project costs where necessary
2. If your project includes an element of funding from Schedule 2 Funds contact the Thames North Trust to seek the approval for drawdown of these funds.
3. 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**

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

**Section 4 : To be completed for all applications**

* 1. Advice on the completion of this section can be obtained from the Synod Property Development Worker, whose email contact is: propertydevelopment@urcthamesnorth.org.uk
	2. 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:

* 1. Location and background of the church/project
	2. Details of planned maintenance programme
	3. Feasibility of the project
	4. Financial viability
	5. Project details including drawn plans/budget/programme etc

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 : Church Meeting Resolution: To be completed by applications**

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

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

When completed, please return this form and attachments to:

The Secretary,

Resources Committee

URC Thames North Synod

St Paul’s URC

Newton Road

London W2 5LS

**finance@urcthamesnorth.org.uk**

Revised February 2019