**THE UNITED REFORMED CHURCH (SOUTHERN SYNOD) TRUST LTD**

**APPLICATION TO CARRY OUT WORK ON CHURCH PREMISES**

*For permission to carry out any work to church or hall buildings (other than minor repairs, routine maintenance or like-for-like replacements), please complete the form below and send it as an email attachment to* *prop.admin@urcsouthern.org.uk* *or send a printed version, together with appropriate estimates, to the Synod Office.
If you need help completing the form, please contact the Synod Property Administrator.*

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| **Church Name** |  | **Church Number** |  |
| **Church Postcode** |  |

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| --- | --- | --- |
| **Church Contact** | **Name** |  |
|  | **Address** |  |
|  | **Postcode** |  |
|  | **Telephone** |  |
|  | **Email** |  |

1. **NATURE OF PROPOSED WORK (Please describe)**

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**Is this a Listed Building? YES / NO**

**Is the building in a Conservation Area? YES / NO**

**Have the recommended Quinquennial repairs been completed? YES / NO\***

\* If no, please give reasons below:

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1. **RESOLUTION OF CHURCH MEETING**

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| --- | --- |
| **Date of Church Meeting** |  |
| **Resolution wording (if applying for Synod Grant/Loan please confirm in Resolution)** |  |
| **Number of Members on Roll** |  | **Number of Members at Church Meeting** |  |
| **Voting at the Meeting: For** |  | **Against** |  | **Abstained** |  |

1. **IS THE SYNOD / UNITED AREA AWARE OF THIS APPLICATION? YES / NO**
2. **ENVIRONMENTAL MATTERS**

What level of Eco Church has the Church achieved? \_\_\_\_\_\_\_\_\_

Tell us about your journey to a Carbon Zero future and how this work fits in.

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1. **REASON FOR UNDERTAKING THIS WORK**

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1. **HOW WILL IT BE ACHIEVED?**
2. **NAMES, PROFESSIONAL QUALIFICATIONS, ADDRESSES & TELEPHONE NUMBERS OF ADVISORS**

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1. **HAVE THEY BEEN INSTRUCTED YET? YES\* / NO**

**\*** If yes, what have they been asked to do?

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1. **DOCUMENTS ATTACHED (Please indicate)**

Architect’s Report YES / NO

Surveyor’s Report / Valuation YES / NO

Plans And Drawings YES / NO

Cost Estimates / Quotes \* YES / NO

(At least 2, 3 for larger projects)

Other (Please specify):

\* Required documents – Costs should include fees, VAT, and any incidental costs.

1. **ESTIMATED TOTAL COST OF WORK (including VAT): £**
2. **BUILDING GRANTS AND LOAN PANEL - APPLYING FOR A GRANT OR LOAN**
3. Is the Church up to date with its M&M contributions? YES / NO
4. Has a copy of last year’s accounts been sent to the Synod Office? YES / NO
5. Has the Annual Return for last year been sent to the Synod Office? YES / NO

 If the answers to all the above questions is “Yes”, what are you requesting?

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| --- | --- | --- | --- |
| A Grant of: |  | and/or a Loan of: |  |

**Purpose of Funding:**

Feasibility Study YES / NO

Building Works (Incl. Heating etc.) YES / NO

Redevelopment Project YES / NO

Environmental Project YES / NO

**If a loan was given, how would you raise the funds necessary for repayment?**

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**How do you plan to raise the rest of the funds needed for this project?**

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| **Form Completed by (Name):**  |  |
| **Date Completed:**  |  |
| **Church Position Held:**  |  |