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**Yorkshire Synod**

**Application Form 1 – Guidance Note**

**Works to alter, enlarge, improve, rebuild, demolish or carry out a significant scheme of repairs to property**

**Guidance Notes on Completing Application Form 1**

**When to use Form 1**

This form should be used where a church wishes to make alterations or significant repairs to any church property, whether that be church, church hall or manse. For further information, see “Guidance Notes for Elders – Your Church Property, Building Works – repairs and alterations”

**Note: Whenever possible, documents should be attached in pdf format or, if sending in hard copy, must be no larger than A3 in size.**

**If this is for a significant project for which you will be seeking grant funding and do not have final details to complete all the questions, then please make this clear and the application can be considered on an “in principle” basis initially but a final application will be required when all details and funding are in place.**

**Qu.1 Your Project or proposed works**

Provide as much information as possible (on separate sheets as necessary) to include:

* Full details and specification of the works proposed
* Accompanying drawings and plans
* Photographs of the relevant part(s) of the building
* Details of any architect or other professional working with the church on the Project

**Qu.2 What is the Cost of the Project or works?**

* The costs should be inclusive of VAT where applicable (but N.B. that if your building is listed then you may be able to recover some or all of the VAT under the Listed Places of Worship Grant Scheme)
* You should provide copies of three quotes for the work whenever possible and certainly two. If the work is of a particularly specialist nature where this is not possible, please discuss this with the Property Officer before submitting your application.

**Qu.3 How is this to be financed?**

Please provide full details of the proposed funding. This should include:

* Copies of your last two years’ annual accounts signed by your independent examiner.
* Full details of any proposed grants. In particular, full terms and conditions of any grants of £10,000 or over must be provided.
* Details of other sources of funding such as loans from members or a proposed sale of property. (A separate application must be made to approve a property sale.)

**Qu.4 Does the Church wish to apply for a Synod loan?**

If you wish to apply for a Synod Loan then you will need to provide a signed copy of the Church Meeting Resolution specifically requesting this. The recommended wording of this Resolution would be similar to this:

“The members of Anytown United Reformed Church agreed to apply to the Yorkshire Synod for a loan in the sum of [Not to exceed £15,000] and confirm that this will be repaid from the funds of the Church over the agreed term.”

**Qu. 5 Your buildings:**

If necessary on any of these, use a separate sheet or provide copies of correspondence or specialist reports.

1. Give as much information as you feel will help the people dealing with the application who do not necessarily know your buildings.
2. Please remember the whole of your building and anything which is “within the curtilage” or boundary, is caught by the listing whether that is the part of historic interest or a later addition.
3. This can be checked with your Local Authority if you do not know.
4. If the LBAC has been contacted, you should provide details of their response.
5. We should have copies so there is no need to send further copies with your application. Knowing dates helps us locate them.
6. Please provide a brief summary of work that has been done whether or not that was the subject of an earlier application to Synod for approval to the works.
7. If you have an indication of likely costs, please include this.
8. Again, if you have an indication of likely costs, please include this.
9. For further information and ideas on this there are a number of resources such as:

* The Eco Church Project is supported by the URC - <https://ecochurch.arocha.org.uk/>
* The Church of England’s “Shrinking the Footprint” campaign also has useful information and ideas on their website <https://www.churchofengland.org/environment>

1. It is important that this is in place and considered before any work is undertaken in your buildings. There are links to information from the Health and Safety Executive about Asbestos on the Synod website or see <http://www.hse.gov.uk/asbestos/index.htm>

**Qu.6 Vision and Mission**

Share this with us so that we can be excited too!

**Qu.7 Church Meeting Resolution**

While the wording of this will vary a little depending on the nature and extent of the work being proposed, it is important that the work has the approval of Church Meeting as this is expected under the trusts on which all our church property is held (whether church buildings or manses). A copy of the Resolution, signed by the person who chaired the Church Meeting, should be enclosed.

The following should provide a framework but please contact the Synod’s Property Officer or Trust Secretary **before** your meeting if you are unsure:

**Qu.7 Church Meeting Resolution (cont’d)**

In accordance with Paragraph 2(a) of [Part 1 (Church) / Part 2 (Manse)] of the Scheduled Trusts, at a Church meeting held on [Date], the members of [ ] United Reformed Church unanimously agreed / voted *x* votes to *y* in agreement that the following works be carried out at a cost of £[ ] based on the quote(s) provided by [Contractor(s)]

[List the work to be done]

This work is to be funded from [details as per Qu. 3]

In situations where this is a preliminary “in principle” application when grants or funding are to be sought based on support from the Synod, the Church Meeting Resolution may need to be more of an enabling one.

At a Church meeting held on [Date], the members of [ ] United Reformed Church unanimously agreed / voted *x* votes to *y* in agreement that an initial application be made to Synod to seek support in principle for [List the work to be done] in order that funding can be sought.

**Checklist**

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| --- | --- | --- |
| 1. | Application Form 1 fully completed |  |
| 2. | Details and specification of the proposed works, including drawings and plans and photographs. (See Note for Qu. 1) |  |
| 3. | Quotations for the work (See Note for Qu. 2) |  |
| 4. | Annual accounts for the last two years (if these have not already been supplied to Synod) |  |
| 5. | Information about sources of funding, grant conditions, etc. (See Note for Qu. 3) |  |
| 6. | Church Meeting Resolutions for work and any loan application, (See Note for Qu. 7) |  |
| 7. | Any other documentation that will be helpful. |  |

## October 2019