Notes: The fund will be administered by the Synod Property Committee and applications will be considered at each of its six meetings a year. The dates for these are on the Synod website but **the deadlines for applications are February 28th, April 30th, June 30th, August 31st, October 31st and December 31st each year.**

Applicants will be notified of the outcome of their application as soon as is practicable after the meetings.

It is important that you let the Property Committee have feedback on how you have used any grant that is made to you to help decide on use of funds in the future.

# Name of Church

# Date of Application

***Please complete the appropriate sections.***

***However, you may not need to ‘fill’ completely, all sections or boxes.***

|  |  |
| --- | --- |
| Address of Church |  |

|  |  |
| --- | --- |
| Name for correspondence:  |  |
| Position in Church (if applicable): |  |
| Correspondence Address: |  |
|  |  |
|  |
|  |
| Contact phone number:  |  |
| Contact email address:  |  |

|  |  |
| --- | --- |
| **1. Your Project or proposed works:** |  |
| **Briefly** describe your project or proposed works |
|  |

|  |  |
| --- | --- |
| **2. What is the total Cost of the Project or works?** |  |
| **£** |
|  |  |
| **3. How much of this can your church contribute?** |  |
| **£** |

|  |  |
| --- | --- |
| **4. How much are you asking for by way of a Synod Property Grant?** |  |
| **£** |

|  |  |
| --- | --- |
|  |  |
| **5 Your buildings:** |  |
| * 1. When were your last two quinquennial inspections?
	2. What action was taken following from these inspections (a simple summary will suffice)
	3. Did these inspections identify any major causes for concern regarding the buildings either in the short to medium term or in the longer term? If in the longer term, over what timescale?
	4. Are there outstanding high-cost issues which need addressing? Please outline your plans for addressing them or explain why they are not being addressed.
 |
|  |  |
| **6. Ongoing care and management of your buildings:** |  |
| Please confirm the dates the following were prepared/reviewed by your church: |
| Asbestos Management Plan | Prepared | Last reviewed |
| Fire Risk Assessment | Prepared | Last reviewed |
| Health and Safety Plan | Prepared | Last reviewed |
| Gas Safety Inspection |  |
| Electrical Inspection |  |
| What measures has the church taken, or do you plan to take, to reduce your Carbon Footprint |
| **7. Vision and Mission?** |  |
| 1. What is the vision for the work of the church for the next 5 years?
2. How does this request enable the church to enhance/sustain its current mission activity?
3. How does this request enable the church to embark on new mission opportunities?
4. Are there other funds available which could be used to undertake this work? Or to continue it?
 |
|  |
| Signed by: ..................................................................Church Secretary (*or other as appropriate*)Date: ..................................... |

**NOTES:**

Please offer any comments on the use of this form so that we may learn and improve our practice in the future.

**Applications must include the following accompanying documents:**

1. **Full details of the proposed project:**
2. **Copies of quotes for the work;**
3. **Copies of your most recent annual accounts**

Please email the completed form and accompanying papers to the Property Officer (property@urcyorkshire.org.uk) with a copy to the Convener of the Property Committee, Val Morrison (valmorrison7@btinternet.com)

Alternatively, please post the completed form to:

The Property Officer,

The United Reformed Church Yorkshire Synod,

Somerset House,

St Paul’s Street,

Morley,

Leeds LS27 9EP.