

Date:

To: A Church applying for financial support

From: The UEC office on behalf of the Finance Committee

Dear friends,

### **APPLICATION FOR FINANCIAL SUPPORT FOR A CHURCH PROJECT**

Thank you for your application for support from the central funds of the UEC.

Please find attached the Guidance Notes to help you prepare your application. By following these notes, you will help the Committee to process your application promptly, and minimise the risk of delays caused by them needing to seek further information.

You will see the application process has two distinct parts. The first is a narrative in your chosen style, covering the purpose, description, costs and funding of the project. The second part is a checklist, to help you ensure that nothing has been missed.

If you would like the opportunity to make a personal presentation to the Finance Committee, please contact Eric Blowes, the Chairman of this committee.

If you would like other assistance, please contact me at any time and I will be pleased to help. This could include my attending your Church or project committee meeting.

We look forward to hearing from you in due course.

Yours sincerely in His service,

*Howard R Gardner*

Howard R Gardner  
UEC Company Secretary

## APPLICATION CRITERIA:

- 1 Applications are accepted from member Churches of the UEC. Confirmation must be provided that the application has the endorsement of the Church membership and/or local governing body.
- 2 The invitation to make an application should not be interpreted as any indication that a grant or loan will be made, and Churches and their officers should not incur any financial obligations to third parties in anticipation of financial assistance being provided.
- 3 It is a consideration that the Church must have submitted accounts to the UEC in the required form for the three previous years. These will be used by the Finance Committee to inform their evaluation of the application.
- 4 Under the terms of the Agreement for Common Purpose, the funding of *maintenance* of the church premises is the responsibility of individual Churches. Where assistance is needed for such work, it will normally be provided in the form of a loan, with agreed terms of repayment.
- 5 The Finance Committee will take into account the extent to which the Church commitment to the project is reflected in the contributions members expect to make from their own resources.
- 6 The Finance Committee may schedule any payments in stages to co-incide with the forecast expenditure, or it may authorise payment direct to a third party. Funding may not be diverted to an unapproved purpose.
- 7 On completion (or abandonment) of the project, any surplus must be returned to the UEC.
- 8 Where appropriate, the Finance Committee will invite representatives from the Church to give a presentation of their proposals, and provide clarification as necessary.

## FORM OF APPLICATION:

- 9 The Church is free to adopt any style it chooses when applying for financial support for a project. The degree of detail should reflect the amount of funding being sought, and should always include the following:
- a. A brief overview of the proposal, covering aspects of Church activity to be addressed, the timescale and the outcomes sought.
  - b. A more detailed description of what will be involved, how the project will be managed, and who within the Church will be responsible for monitoring income, expenditure and progress.
  - c. A breakdown or analysis of the total estimated expenditure with supporting documents and/or three contractors' quotations, including an indication of the size of the Church's financial contribution, and how that will be raised.
  - d. Details of any applications to third parties for financial support, e.g. grant-making trusts.
  - e. A statement detailing the degree of consultation within the Church, and the level of support from members.
  - f. The signature of the Leading Minister or Moderator, the Treasurer and the signature and contact details of the person leading the project.
  - g. An indication of what support or information is requested from the UEC office.

Whenever a Church applies for financial support, the Finance Committee will review that Church's income and expenditure, and take their current resources into account, with a view to requiring that the Church will make a financial contribution to the cost of their proposed expenditure.

## WHERE TO SEND YOUR APPLICATION

Applications should be addressed to the UEC Company Secretary at the Stanway EC office. All applications will be acknowledged and considered at the next Finance Committee meeting.

## APPLICATION FOR FINANCIAL SUPPORT FOR A CHURCH PROJECT

To: Finance Committee, UEC Office

From: \_\_\_\_\_ Church

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Project: \_\_\_\_\_

Anticipated start date: \_\_\_\_\_ Estimated completion date: \_\_\_\_\_

Brief description of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How the project will contribute to the Church's mission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will benefit: \_\_\_\_\_

\_\_\_\_\_

Our Church can raise: £ \_\_\_\_\_

Grants from Trusts: £ \_\_\_\_\_

Financial support being sought from the UEC:

Loan: £ \_\_\_\_\_

Grant: £ \_\_\_\_\_

Total estimated cost: £ \_\_\_\_\_ as at \_\_\_\_\_ (date)

If a loan is requested, please estimate the envisaged timescale for repayment: \_\_\_\_\_

List of supporting documents, estimates, etc, enclosed:

\_\_\_\_\_

\_\_\_\_\_

Signed (Minister): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Treasurer): \_\_\_\_\_ Date: \_\_\_\_\_

Signed (Project Leader): \_\_\_\_\_ Date: \_\_\_\_\_