APPLICATION FOR A PROPERTY GRANT FROM CHELMSFORD METHODIST CIRCUIT

**Note this form should Not be used for grants in respect of Eco improvements**

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| **About the Application** |  |
| Church Name: |  |

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| **About the Correspondent** |  |  |
| Correspondent name: |  |  |
| Email address: |  |  |
| Telephone number: |  |  |

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| **About the Grant** |
| Property scheme  Property Consent number (where applicable) |
| Please confirm you are applying under Criteria 6 of the Circuit grants policy. NB It is a requirement that the repair cost is a Priority ‘A’ recommendation. |
| If this exceptional item was mentioned in the latest quinquennial report, was provision against the costs has been set aside in the church accounts? |
| Please confirm this repair is a priority ‘A’ recommendation under the latest quinquennial report.  If the problem has arisen since the last Quinquennial report, have you consulted with the Quinquennial surveyor? |
| What is the budgeted amount for the current Connexional year for repairs in the annual Church budget? £  How much of that budget has bee committed so far this Connexional Year? £  If there are no church funds available what steps are being taken to raise the 75% balance of cost? Has a District property grant been applied for/granted? |
| Please give a brief description of the purpose of the grant application. Please attach any supporting documentation that you feel would be helpful in describing the work, At least 2 estimates from reputable trades companies and the latest Church Mission plan.  What is the expected completion date of the project? |
| Has the Circuit Property Steward been consulted? |
| Where necessary, has the District Property Officer been consulted and a grant applied for?  If refused by the District Property Grants Committee what was the reason given? |
| What is the amount for which you are applying? |
| Have you received an invoice for payment? When is payment due e.g stage payments might apply)? |
| What other funds are being used for the project? This should include the financial commitment being made by the Church and any other grant making bodies who are being approached. |

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| **About the current financial situation** |
| Please provide below the current balance in all the accounts held to the order of the church (including TMCP, Model trust Funds and CFB deposits).  If the church holds sufficient reserves money in accordance with Charity Commission guidance, please explain why this exceptional repair is not paid out of that funding source. |

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| **Declaration** |
| NB. All applications need to be approved by the Church Council prior to the application being made.  I confirm that the above application has been approved by the church council on ………………………….. |
| The applicant should insert their signature or type their name in the box below to confirm the information is correct. |
| Signature of Applicant  Date |
| Signature Church Treasurer  Date |
| Signature Minister  Date |
| When completed, the form should be sent by email to the Circuit Administrator at [karen.murrell@chelmsfordcircuit.org.uk](mailto:karen.murrell@chelmsfordcircuit.org.uk) for distribution to the Circuit Grants Committee by the dates shown in the Circuit Calendar. |