

Please complete as much detail as possible,  
expanding the form where necessary, and deleting options where appropriate.  
Please provide actual figures where they are requested, rather than “see attached”;  
this makes consideration of the application easier.

<b>Applicant Information</b>		
1.	Parish name	
2.	Diocesan reference number	
3.	Incumbent / contact person	
4.	Address	
5.	Email	
6.	Telephone	
7.	Amount now sought from Area  Please note that the maximum award is £20k grant and £20k loan	Grant      £  Loan        £
<b>Project Information</b>		
8.	Site of proposed work	Church Church hall Other
9.	Brief description of proposed work	Maintenance Improvements Major project
10.	Reason for work If urgent, how urgent?	QQ emergency/urgent H&S requirement other

11.	Has the Quinquennial Inspecting Architect (QIA) been instructed or consulted in relation to the proposed works?	YES NO
12.	Name and address of architect supervising work. If this is not the QIA, please state reasons.	
13.	Date of scheme's approval by the PCC	
14.	Date of scheme's submission for DAC approval / faculty	
15.	Date DAC approval /faculty granted by Registry	
<b>Financial Details</b>		
16.	Builders' costs (incl. VAT) please attach quotes	£
17.	Cost of all other fees (incl. VAT) eg legal fees, Architect's fees Local Authorities, Statutory Bodies, etc	£
18.	Is the building eligible under the Listed Places of Worship Grant Scheme in respect of a "VAT grant"? <a href="http://www.lpwscheme.org.uk/">http://www.lpwscheme.org.uk/</a> If YES how much VAT do you expect to be eligible	YES NO  £
19.	Details of all outstanding calls on parish finances  with regard to the most recent Quinquennial report  date of report  with regard to other building works  Common Fund contributions	£    £  £

20.	Details of all church accounts and present balances please attach evidence	
21.	Details of any related trusts	
22.	Amounts already raised by the parish for this scheme	£
23.	Amounts already promised by other bodies (not included in 21) please provide details of from whom & what amount	£
24.	Gap in funding	£
25.	Other bodies (not detailed in 22) approached for funding of this scheme please provide details as to whom & amounts are being sought	
26.	To what extent will this project commit the parish to further expenditure? e.g. future maintenance	£

General example of type of questions

<b>Other factors</b>		
27.	<p>Common Fund</p> <p style="text-align: right;">This year's giving</p> <p style="text-align: right;">Against PSC costs of</p> <p style="text-align: right;">Giving is up to date</p> <p style="text-align: right;">Giving is by Direct Debit</p> <p style="text-align: right;">Offer for next year</p>	<p>£</p> <p>£</p> <p>YES NO</p> <p>YES NO</p> <p>£</p>
28.	Any existing loans (and interest rates if applicable)	£
		%
29.	Any current or near future capital projects Brief description	£
30.	Any revenue funding issues (e.g. grants coming to an end)	
31.	Date of last Stewardship programme	
	Summary of result	
<b>Authorisation</b>		
	<p>I certify that the information provided on this form is correct to the best of my knowledge</p> <p>Name</p> <p>Position</p> <p>Name</p> <p>Position</p>	<p>Date</p> <p>Date</p>

	<b>Comments from Area Dean or Deanery Synod</b>	
	<b>Checklist for Attachments</b>	
	<p>Please enclose the following documentation (where applicable):</p> <ul style="list-style-type: none"> <li>– Proposal for project (incl. project management details, business plan, cash flow projections, etc)</li> <li>– PCC resolution supporting project and grant application</li> <li>– Signed church annual report and accounts for previous year</li> <li>– Management accounts for this year to last quarter, to provide sense of current balances.</li> <li>– Up to date Mission Action Plan and electoral roll number</li> <li>– Quotes</li> <li>– Other information which you consider helpful</li> </ul>	

Please type of questions

Area Finance Group use only	
Other Area Council Loans or Grants agreed in past	
Area Finance Group's Recommendation	Date
Area Council's Decision	Date
Loan.....Grant	