

Unaffiliated Congregational Churches Charities

Grant Application Form

Very **IMPORTANT** please read through the whole 6 pages first before you begin to complete them.

Please make sure that all the appropriate declarations on page 2 are signed and dated.

PLEASE NOTE: Incomplete and unsigned forms will be returned

Name of Church:

Name and address of Pastor or Minister:

Name and address of Church Secretary:

Or contact for correspondence:

IMPORTANT: Do you have any affiliation? i.e. do you pay fees to any other Congregational grouping or denominational body? **Yes / No (If yes please tell us who you pay to and how much per year)**

Who are your Church Trustees?

Details of the purpose of the Grant Request:

✓ Please tick a box below to outline the purpose of the Grant

Building Work ☐ Maintenance of the Ministry: ☐ Other: ☐

Please give a clear, detailed and full description of the grant you are applying for:
(Additional space is available on page3)

Please ensure that you have supplied all the relevant information asked for on the checklist below:

Checklist	Yes	No
1. Full details of grant request enclosed	<input type="checkbox"/>	<input type="checkbox"/>
2. Estimates / quotes enclosed	<input type="checkbox"/>	<input type="checkbox"/>
3. Church financial statements for the last two years enclosed	<input type="checkbox"/>	<input type="checkbox"/>
4. Supplied additional Information on page 3 of this form	<input type="checkbox"/>	<input type="checkbox"/>
5. Signed all the appropriate declarations on page 2 of this form	<input type="checkbox"/>	<input type="checkbox"/>

Important Note:

Please supply estimates / quotes of costs for applications for building work, repairs or decoration

Finance: (Please supply accounts or financial statements for the last **two full financial years** and any other relevant financial information you think the UCCC Trustees may find useful see pages 4 & 5)

Unaffiliated Congregational Churches Charities

Church Life information:

Church activity both Sunday's and weekdays:

Please give details of the church buildings: *(Please list all properties held by the church such as church building, church hall, manse, caretaker's house and any other property the church may own. In addition, please give an indication of the general condition of each of them.)*

What steps will the church take if this Grant Application is unsuccessful?

Declarations: Numbers 1, 2 & 4 must be completed and signed for ALL GRANT APPLICATIONS

1. The church meeting held on agreed to apply for the grant from the Unaffiliated Congregational Churches Charities (UCCC) for the purpose outlined on page 1 of this application form.
2. In applying for this grant I, Chairman of the Church Meeting, confirm that (Name of Church) continues to follow and adhere to Congregational Principles Namely:

Membership of Congregational churches is open to all who believe in Jesus Christ (Romans 15:7). There are no baptismal requirements. Congregational churches are not democracies. Rather, believers gather together in the church meeting to discern the mind of their master, Jesus Christ. All members are able to contribute to the making of decisions, on the principle of the priesthood of all believers (1 Peter 2:9). Unanimity is what should be aimed for. (eg Matthew 18:18–20; Acts 6:2–3; 1 Corinthians 6). Elders and deacons are chosen by the members to teach and serve (1 Timothy 3; Acts 6), but are subject to the final authority, under Christ, of the church meeting.

Most Trust Deeds of Congregational property require the minister to practice infant baptism. This may not always be the case, but if the Trust Deeds require it, then the church must at least allow infant baptism.

Please Note: Fuller details of Congregational Principles can be found in R.W. Dale's *Manual of Congregational Principles*, or in a shorter form in John Angell James *Christian Fellowship or the Church Member's Guide*.

Unaffiliated Congregational Churches Charities

For all churches with full or part-time ministry, grant applications must be accompanied by the following information before the UCCC Trustees are able to consider this application:

3. (Name of Minister / Pastor / Youth Worker)..... has a current Certificate from the Criminal Records Bureau (CRB) or (DBS) Disclosure and Barring Service Certificate.

Please attached copies of the relevant certificate and the covering letter from the Churches' Agency for Safeguarding (CAS) and confirm by ticking the box below.

Please Tick

YES	NO
-----	----

In signing this form, this UCCC listed Church (Name of Church), confirms that The Church Meeting has authorised this application and also confirms that the church has the relevant Equality and Diversity, General Data Protection, Health and Safety (A Church Safeguarding Policy) and the relevant Safeguarding (CRB / DBS) certificates in place.

Important: Please enclose a copy of the church Safeguarding Policy with this application.

Signature Chairman of Meeting..... DATE:.....

Chairman of the Meeting please print full name

Additional information:

Once you have all the relevant information requested above and have completed the form in full including the declarations on pages 2 & 3, the accounts analysis on Pages 4 & 5 please return it to:

**Rev. Fredrik Rich
Executive Officer, Unaffiliated
Congregational Churches Charities
1, The Sycamores,
Riddlesden,
Keighley,
West Yorkshire.
BD20 5EF**

**Please return the completed form not later than:
The next Trustee Meeting date inserted here**

**Please return as soon as possible and no later than:
DATE**

This form issued: DATE by Email or post

Unaffiliated Congregational Churches Charities

Basic analysis of the enclosed accounts

Please note: Pages 3 & 4 must be completed in full or the form will be returned

Name of Church:

Application for (As outlined on Page 1):

Estimated overall cost (Please itemise each section):

Number of Church Members:	
Number of Adherents	
Children (Age 0 – 12)	
Young People (Age 13 – 18)	
Church Financial Year End:	
Have the church got a Minister?	

Information from the last 2 years' Accounts for the Financial Years ended / / and / /

	Last Full Year	Preceding Full Year
Income Details:		
Offertory		
Gift Aid received from HMRC		
Investment / Bond / Bank interest - <i>Please itemise each source</i> Total Interest		
Rent from		
Christmas Day offertory (<i>If for general church use</i>)		
Legacies		
Grants (<i>Source of Grant</i>)		
Sale of land and Buildings		
Other Income (<i>Brief Details</i>)..... Total		
Gifts received, not for church use, but for passing on to others (<i>Brief Details</i>)..... Total		
Total Income for year		
Expenditure Details:		
Preachers Expenses / Stipend: (inc Tax & NI)		

Unaffiliated Congregational Churches Charities

Pulpit supply		
Children's Work		
Donations (<i>Brief Details</i>).....		
.....		
.....		
Total		
Insurance:		
Gas, Electric & Water		
Repairs		
Postage & printing		
Sundries		
Gifts received, not for church use, which have been paid over to others (<i>Brief Details</i>).....		
.....		
.....		
Total		
Total Expenditure for the year		
Excess of Income (Expenditure) for the year		

Investments t the end of the year		
Bank and cash balances at the end of the year		

Total Monetary assets at the end of the year		
---	--	--

Details of any other relevant Financial Information:

Important: Please don't forget to attach your church account statements for the last two full financial years

Unaffiliated Congregational Churches Charities

Important additional Information required in support of grants from The Unaffiliated Congregational Churches Charities

Please read through the whole Application Form before submitting it and ensure that you supply all the information that has been asked for.

Please Note: The form will be returned if all the sections are not fully completed.

- a) The declaration confirming that the church is maintaining and adheres to Congregational Principles & Practices, has been signed (page 2).
- b) Confirm that The Church Meeting agreed to the application being made (page 2)
- c) The signature of the person who chaired the church meeting, which agreed to the application for this grant being made (page 2).
- d) Pages 3,4 & 5 must be completed by the church.
- e) A copy of a current CRB / DBS Certificate for full or part-time ministers, pastors and church leaders irrespective of the nature of the grant **(Please attach copies)**
- f) Confirmation that the church has relevant policies for: Equality and Diversity, General Data Protection, Health and Safety and Safeguarding (DBS).

Very Important: Disclosure and Barring Service (DBS):

If the church has a minister or youth worker in post then before the trustees can authorise a grant in support of the work, building renovation, support of the ministry or youth work being undertaken by the church, they have been advised that the minister or youth worker must hold a current Criminal Records Bureau (CRB) certificate or the new DBS certificate relevant for the post they hold.

You will see that the Trustees have requested copies of (DBS) certificates as well as the church Safeguarding Policy as part of this application it is vital to the application that this is adhered to in every case.

The copy of your Church Safeguarding Policy will be held on file but once the copies of the DBS certificates have been seen they will be destroyed.