**PLEASE READ THE NOTES ON THE WEBSITE BEFORE COMPLETING THIS FORM**

[**www.baptistbuilding.org/our-grants**](http://www.baptistbuilding.org/our-grants)

**Name of church**

**Correspondence details**

Name

Address Post code

E mail address Tel no

Position in church

**Please note:**

**Baptist Building CIO reserves the right to limit the amount of the grant which may be below the amount requested. The church will normally be expected to fund at least 30% of the project costs.**

* **Please tell us about your church**

When was it established?

How many members do you have?

What is the average attendance at your main Sunday service ............adults .............children

Do you have a minister / other paid workers. If so please give details

Leadership team: elders.........................deacons.................................

Of which national Baptist body are you a member?......................................................................

If BUGB which is your Regional Association?...............................................................................

Contact details of your Regional Minister: ………………………………………………………..

* **Please tell us about the activities which currently take place**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Time** | **Activity** | **Numbers** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**BUILDING AND MISSION**

* **Please tell us briefly about how your church has developed over the past 5 years and what you see as your key mission priorities going forward**
* **What is the building work you are now proposing for which you are seeking a grant. Why is it important for your mission? Please feel free to include photographs**
* **Please confirm that the church has obtained all the necessary approvals in respect of the work.** These could include approvals from:

**-** *Your custodian or holding trustees, with whom you should discuss your proposals at a very early stage.*

**-** *The local authority – if you are not sure, ask them. You may need both Planning and Building Regulations consent*

**-** *Listed Building Consent, if applicable. For a church building in trust with the Baptist Union Corporation or an Association trust body, this is done through them. Otherwise it is a matter for the planning authority.*

**Please include copies of all approvals with the application number (where appropriate) and date of approval.**

* **Please provide a copy of the church’s title to the land** (if there are any difficulties with this eg land is unregistered, please contact the Administrator)

**FINANCE**

**Please note: Baptist Building CIO reserves the right to limit the amount of the grant which may be below the amount requested. The church will normally be expected to fund at least 30% of the project costs.**

* **What is the amount of grant that you are applying for (to the nearest pound)?**

£

* **Please provide details of the total cost of the work (to the nearest pound, including VAT) in respect of which this grant application is being made.**
* If different elements of the work have separate quotes, e.g. carpenter, electrician, please provide a breakdown to show how the total is reached
* You will need to provide at least 2 recent quotes (within the last 3 months) to cover each element of the work, to demonstrate good value/benchmarking for the project

£

* **If for any reason you are not using the cheapest quote, please explain why?**
* **How will the work be funded?**

Please provide details of how you are planning to fund the balance of the total cost of the work (excluding this application):

|  |  |
| --- | --- |
|  | Amount and where from? |
| Payments from church general funds |  |
| Payments from church building fund |  |
| Loans including from members giving details of amount loaned, interest rate and repayment terms for each |  |
| Other grants received or applied for stating organisation approached and amount of grant received / applied for. |  |

* **Is the church in receipt of grants for ministry e.g. from Home Mission?** YES /NO

If yes, for how many years have grants been received?

* **Please provide a copy of the annual accounts of the church for the last two years and a copy of the budget for the current accounting year.**
* **Please provide copies of quotes for all of the work** (we would expect to see at least 2 recent quotes, less than 3 months old)

**We certify the correctness of this application and the accompanying documentation.**

**We agree that if our grant application is successful Baptist Building CIO may include relevant details including photographs in its own publicity documents and on its website.**

MINISTER…………………………………………..

ELDER / DEACON ……………………………………………

ELDER / DEACON……………………………………………

DATE………………………………………………..

**CHECKLIST FOR SUBMITTING YOUR APPLICATION**

**Please refer to the Grants criteria and other notes on the website before completing your application form.** If you have any questions regarding these, please contact the Administrator.

**Please email us the following:**

 - Your completed application, with scanned copy of signature page

 - A copy of title register to the land

 - Copies of any permissions/approvals for the work

 - Annual accounts for the last 2 years

 - A copy of your budget for the current year

 - Copies of quotes for the work

**What happens next?**

**Please email your completed application to the Administrator for Baptist Building CIO:**

**Mrs Emily Baker** **admin@baptistbuilding.org**

**Any questions? email us or call 07506663761**

The Administrator will acknowledge receipt of your application.

If you have omitted to provide any of the information requested in this application you will be advised, and we reserve the right to reject your application or to postpone consideration until the following grants round subject to the information being provided.

Applications are considered initially by a sub-committee of trustees, who will make recommendations to the board. Grants are at the discretion of the trustees. Meeting the criteria does not guarantee the award of a grant and Baptist Building reserves the right to make a grant lower than that applied for.

Any decision by the Baptist Building trustees shall be regarded as final and no correspondence will be entered into in connection with any rejection of an application.