**Please complete all boxes. These will ‘expand’ as necessary when typing within them**

|  |  |  |
| --- | --- | --- |
| **A** 1 | Name of Church |  |
| 2 | Year Book Number |  |
| 3 | Full Postal Address |  |
| 4 | Name, address email and telephone number of local church contact from whom further information can be obtained if required. |  |
| 5 | Brief description of existing premises issues and concerns |  |
| 6 | 1. Is the work identified in a current quinquennial report? 2. Is the work required to meet legislative requirements? 3. If not, is it an emergency? 4. Will any maintenance work be obviated by this new work? | Yes / No (delete as appropriate)  If yes, please give details  If yes, please give details |
| 7 | Do any formal permissions [such as from EM Trust, LBAG, Planning, Building Regulations] need to be obtained? | If yes, please give details |
| 8 | Has a claim to the fund been made in the last five years? | If yes, please give date, amount granted and purpose of grant. |

|  |  |  |
| --- | --- | --- |
| **B**  1 | Work required | Please give as much detail as possible and include any written comments, enclose a minimum of 2 quotations from professional sources. |
| 2 | Why is this necessary? |  |
| 3 | Is the building part of an Ecumenical Partnership (LEP)? | Yes / No (delete as appropriate)  If yes, please give details of partner denominations.  If yes, is it subject to a Sharing Agreement? Yes / No  If yes, please give details, including the percentage shares |
| 4 | Amount of claim (maximum of 50% up to £10,000) |  |

To make a claim on this fund, please complete the application form in all respects and send with all documents, including latest accounts, to:

Synod Property Officer –

It is preferred requests are sent by email [property@urc5.org.uk](mailto:property@urc5.org.uk)

Postal address is : The United Reformed Church – East Midlands Synod

1 Edwards Lane, Nottingham. NG5 3AA