The Hunter Rowe Trust

**APPLICATION FORM**

(via the East Anglia District of the Methodist Church)

PLEASE READ THE CRITERIA FOR ALLOCATION OF FUNDS (below)

**PLEASE ENCLOSE A SEPARATE PAPER DETAILING THE WORK TO BE CARRIED OUT**

Circuit Name Circuit Number

Membership of the Church applying Community roll

Circuit/Church making the application

Name and Address for correspondence

 Post Code

# Financial Details

Estimates of proposed expenditure £

 1. Land to be acquired (if any) \_\_\_\_\_\_\_\_\_\_

 2. Legal expenses (including VAT) \_\_\_\_\_\_\_\_\_\_

 3. Building works (including contingencies) \_\_\_\_\_\_\_\_\_\_

 4. Demolition (where not included above) \_\_\_\_\_\_\_\_\_\_

 5. Fencing and laying out of grounds \_\_\_\_\_\_\_\_\_\_

 6. VAT on 3,4 and 5 (if any) \_\_\_\_\_\_\_\_\_\_

 7. Seating and furnishings (including VAT) \_\_\_\_\_\_\_\_\_\_

 8. Professional fees for architect etc. \_\_\_\_\_\_\_\_\_\_

 9. Local authority charges (including VAT) \_\_\_\_\_\_\_\_\_\_

10. If the scheme is deferred allowance for increased building costs to completion \_\_\_\_\_\_\_\_\_\_

11. **TOTAL** **\_\_\_\_\_\_\_\_\_\_**

Is the above estimate by a) an architect/quantity surveyor **YES/NO**

 b) a contractor **YES/NO**

If the answer to both questions is “no” state by whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Income £

12. Amount of local new money in hand (excluding items 13 to 18) \_\_\_\_\_\_\_\_\_\_

13. Local money to be raised over the next three years \_\_\_\_\_\_\_\_\_\_

14. Amounts formally gift-aided (gross) and/or definitely promised \_\_\_\_\_\_\_\_\_\_

15. Circuit Model Trust Money (formerly CAF) allocation \_\_\_\_\_\_\_\_\_\_

16 Proceeds of sale of Methodist property.(other than CAF allocation) \_\_\_\_\_\_\_\_\_\_

17. Property Division grants requested in accordance with current regulations \_\_\_\_\_\_\_\_\_\_

18. Any other amounts expected (please indicate sources)

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19. Amount requested from the Hunter Rowe Trust

 (normally 10% of figures recorded in 12,13 &14) \_\_\_\_\_\_\_\_\_\_

20. Amount request from District funds (via separate form) \_\_\_\_\_\_\_\_\_\_

21. **TOTAL (to balance with 11 above) \_\_\_\_\_\_\_\_\_\_**

Has the scheme received approval by a) the circuit

and CONSENT from b) the District

(***Please give dates)***

## Proposed starting date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Estimated completion date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Capital held in Circuit Model Trust Fund at the time of submission \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sums firmly committed from CMTF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Which other grant making bodies have you approached about funding for this project?***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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***Has any member of your steering group attended grant-training sessions?* YES/NO**

Further information about external funding is available from the District Development Enabler.

Please ensure that you have enclosed the Circuit Policy Document, details of the Circuit Model Trust Fund, including details of firm commitments made therefrom, and a copy of last year’s Circuit Accounts, together with any other information you consider relevant to this application and your Circuit’s Reserves Policy.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office held \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Superintendent’s signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form, together with its supporting documentation should be sent to Angus Campbell at angusfcampbell@btinternet.com a full calendar month prior to the meeting of the District Grants and Personnel Committee. Dates of these meetings can be found in the Diary section of the Synod Directory.

### FOR COMPLETION BY THE DISTRICT GRANTS COMMITTEE

Has the project received agreement from the District Consents Panel? YES/NO

If a grant is agreed, for how much will it be and from what source?

 District Advance Fund £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The Hunter Rowe Trust £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Other District Fund £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

How will the project be monitored and evaluated?

What is the deadline on claiming the grant before it expires?

### CRITERIA FOR THE ALLOCATION OF H R GRANTS

1. The Trust is administered by the Grants and Personnel Committee on behalf of the District.
2. Applications to the Trust are handled by the Administrator and payment is made from the annual income of the Trust, held with the Central Finance Board. Grants may be made for Methodist Property schemes and for the relief of hardship to members of the Methodist Church.
3. Applications are dealt with in January, June and October each year, but may be more often.
4. Application forms are available from the Administrator and should be returned to him. A rule of thumb is that grants are made with a **ceiling at present of £12000**, but this can vary. **It is expected that the Circuit will make a grant to match that given by the Trust.**
5. Any grant received will need to be added to the Consents programme.
6. The Trustees reserve the right to exercise their discretion in the interests of the Trust as a whole and will not enter into correspondence concerning grants.
7. If grants are not claimed within 5 years of being awarded they will become void and a new application must be submitted
8. The Administrator at present is Angus Campbell at angusfcampbell@btinternet.com. Applications should be submitted a full calendar month prior to the committee. The dates of the meetings can be found in the Diary section of the Directory.

MPW.

September 2017