

THE CHURCH OF SCOTLAND GENERAL TRUSTEES

APPLICATION TO CENTRAL FABRIC FUND
(with Guidance Notes attached)

Congregation of..... Presbytery of.....

SECTION A: To be completed on behalf of the Financial Board of the Congregation and signed by the Clerk. If you need more space, please use the back page or attach a separate sheet.

1... Estimated cost of building works, purchase price, etc	£
VAT (if appropriate)	£
Professional and other fees (if appropriate)	£
Total	£

2. Our resources:-	Proportion to be applied to this project:-
Congregational fabric funds	
- held locally	£
- in Investors' Trust.....	£
Consolidated Fabric Fund held by General Trustees	
- Capital.....	£
- Revenue	£
Insurance claim	£
Sale of redundant property	£
Legacies	£

3. Please specify what special efforts (- eg Gift Days, events) are being made to raise funds and how much is expected:-

4. Please indicate what scope there is for maximising income for the project through the Gift Aid Scheme and how much tax recovery is expected:-

5. Please specify what other financial sources (- eg Baird Trust, Historic Scotland) you are applying to and how much you are expecting or have been awarded:-

6. Please specify what amount of financial assistance you are seeking from the Central Fabric Fund:-

7. Has the Congregation obtained an Energy Survey of its buildings under the Church's Energy Conservation Scheme?

8. Is legal title to the property vested in the General Trustees or local Trustees?

Where are the Title Deeds held?

9. (a) Number of Members in Congregation (and Adherents): **Please specify number** _____

	2008	2009	2010	2011
(b) M&M Allocation				

Congregational Income
(excluding legacies and grants)

10. Please specify the level of any debt on

(a) property (b) Current Account (c) loan

11. Please list all buildings for which the Congregation is responsible and give the current insured values:-

I hereby confirm that this Form has been submitted to and approved by the Financial Board of this Congregation on.....(date of meeting)

Signature.....

Full Name.....

Address.....

.....

.....e-mail.....

Post Code.....Daytime Telephone No.....

Position held (delete as appropriate):

Clerk to Congregational Board / Kirk Session / Deacons' Court / Committee of Management

Note: the completed Forms together with all relevant supporting documents should be forwarded to the Presbytery Clerk.

If you have any queries regarding completion of the Forms you should contact Mr Brian Waller, Assistant Secretary, General Trustees' Secretary's Department, 121 George Street, Edinburgh EH2 4YR. Tel: 0131 225 5722. E-mail: gentrustees@cofscotland.org.uk

SECTION B: To be completed by Presbytery Clerk in all cases.

Notes: (i) In terms of the Central Fabric Fund Regulations, Presbytery is directed to consider all relevant factors including the Presbytery Plans, the number of buildings for which the congregation is responsible, whether the particular building is likely to be required by the congregation in the medium to long term, the need for the work in the interests of safety or to preserve the value of the building as a marketable asset and the impact of the proposed expenditure on the Congregation's other commitments such as contributions towards ministry costs and, where appropriate, Mission and Aid.

(ii) Grants will normally be given only if the General Trustees have been satisfied that the financial situation of the Congregation is such that it cannot reasonably fund the repayment of a loan.

1. What is the view of the Presbytery Committee charged with considering and advising on applications *re* proposed fabric works in the light of overall policy on the future of the building concerned?

2. What is the future of the Congregation in terms of the Presbytery Plan?

3. Is this a case where the works are considered necessary in the interests of safety or to preserve the value of the building as a marketable asset?

4. Please comment on the financial position of the Congregation with particular reference to the possibilities of improvement.

5. What instructions and recommendations have been given to the Financial Board following upon a Professional Report obtained by Presbytery and to what extent have these been implemented?

Date.....

.....
Presbytery Clerk

Form C

THE CHURCH OF SCOTLAND GENERAL TRUSTEES
CENTRAL FABRIC FUND
GUIDELINES FOR APPLICANTS

Introduction

In 1979 the General Assembly set up a Central Fabric Fund to be administered by the General Trustees to help Congregations meet the cost of a wide variety of work at their buildings:

- repair and maintenance
- alterations and modernisation
- replacement by way of purchase

These guidelines will assist Congregations and Presbyteries in assessing whether it is appropriate to submit applications.

The Regulations of the Central Fabric Fund as approved and as amended in 1983, 1992, 1994, 1995, 1998 and 2003 are printed in the Appendix.

The Fund

As it is the capital of the Fund which is distributed, it must be repaid and the bulk of financial assistance is therefore in the form of loans. These are usually repayable on a capital-and-interest basis every half year at the end of March and September. The standard rate of interest is presently 5% per annum although a lower rate may be offered in special cases. The usual repayment period is between 3 and 8 years. Short term loans for up to a year can be given to assist with cash flow during a building project. Grants may also be made in appropriate circumstances. Unfortunately, the pressure on the Fund is such that the Trustees have had to set priorities to assess the merits of applications and their policy is set out below.

Priorities

Priority will be given to applications from Congregations

- (1) in Priority Areas, both urban and rural;
- (2) in other areas of identified need;
- (3) embarking on schemes approved by the Parish Development Fund which have a buildings aspect.

Other factors

Presbytery views

Presbyteries must consider all relevant matters including

- the Presbytery Plan;
- the number of buildings for which the Congregation is responsible;
- whether the building is likely to be needed in the medium to long term;
- need for the work in the interests of safety or to preserve the value of the building as a marketable asset;
- the impact of the expenditure on the Congregation's other commitments such as contributions to ministry costs, Ministries and Mission allocations, etc.

The Trustees also expect Presbyteries to draw attention to any other special factors.

Fabric Reserves and Income

Grants will not normally be given where a Congregation

- has monies in the Consolidated Fabric Fund, in the Investors Trust or in any local source of funds from which the cost of the work could be met;
- could finance the repayment of a loan.

However, the Trustees will consider grant assistance towards the cost of professional fees in the carrying out of Feasibility Studies.

Storm, Fire and other Insurable Damage

Grants will not normally be given towards reinstatement costs where these arise as a result of under-insurance.

Interior Decoration and Organs

Grants for interior redecoration schemes will not be given unless these are rendered necessary by other works. Grants will not be given for organ repair or restoration.

Applications

All Applications, on the Form which is available in hard copy or electronically from the Trustees' Secretary's Department or from your Presbytery Clerk, are completed by the Financial Board of the Congregation and then submitted to the Presbytery. If Presbytery approves the making of the Application, the Clerk will forward the Form and all relevant supporting papers to the Secretary's Department. Applications are usually dealt with by the Trustees' Fabric Committee which meets every month except August.

Loan Undertakings

Where a loan has been voted by the Trustees, it remains "on offer" for up to 18 months. Once a Board decides to draw down the loan, the Secretary's Department will prepare a written Undertaking setting out the repayment terms. The terms of the Undertaking must be approved by the Financial Board and signed by its Clerk. A cheque for the amount of the loan will be issued once the signed Undertaking and the relevant Extract Minute have been received by the Department.

Grants

Up to two-thirds of a grant can be released once work is underway subject to appropriate paperwork being provided showing that work has started. The balance is payable upon completion.

**APPENDIX
REGULATIONS OF THE CENTRAL FABRIC FUND**

I General

The Central Fabric Fund shall be used by the Church of Scotland General Trustees in making grants and loans to Financial Boards of Congregations for the purchasing, building, repairing and improving of Churches, Church Halls and Manses held for the Church of Scotland and in certain other special cases as determined by the General Trustees.

II Applications

1. There shall be submitted to the Presbytery of the bounds a schedule containing particulars of the proposals, together with plans (if appropriate), estimates of probable costs and a copy of the most recent abstract of congregational accounts. When dealing with the application, Presbytery shall consider all relevant factors including the Presbytery Parish Reappraisal Plan, the number of buildings for which the congregation is responsible, whether the particular building is likely to be required by the congregation in the medium to long term, the need for the work in the interests of safety or to preserve the value of the building as a marketable asset and the impact of the proposed expenditure on the congregation's other commitments such as contributions towards ministry costs and, where appropriate, Mission & Renewal. If, after considering these matters, the Presbytery approves of the application it shall transmit the schedule with its deliverance thereon and the supporting papers to the General Trustees. No application which has not been approved by the Presbytery shall be considered by the General Trustees.
2. In all cases where financial assistance by way of grant or loan is being requested the application must be considered by the General Trustees prior to the work being begun.
3. In urgent cases, where immediate repairs are necessary, the Convener or Vice-Convener of the Fabric Committee of the General Trustees, whom failing a member of that Committee, and the Secretary of the Trustees may give leave for the work to proceed without prejudice to subsequent consideration of the application by the Trustees.
4. Nothing in these or other regulations on the subject shall infer any pecuniary liability on the Church or on the General Trustees to any person undertaking work in connection with any Church, Manse or Hall.
5. The General Trustees reserve the right to decline any application in connection with which these regulations have not been observed.

III Grants

1. Grants voted are normally subject to the condition that the title to the ecclesiastical property concerned is vested in the General Trustees or alternatively is vested in a body of local trustees under the express stipulation that the property is subject to the regulation and direction of the General Assembly as regards the management and disposal thereof but the General Trustees are empowered to make grants in other cases in which they deem the circumstances to be appropriate.

2. In considering an application the General Trustees shall give attention to the following points: the Presbytery's opinion of the proposals, the need and urgency of the work, the financial resources and obligations of the Congregation, the efforts made locally to raise additional money for the work and the Congregation's past givings to the Mission and Aid Fund. The General Trustees are empowered to call for the production of the Congregation's Property Register.
3. Grants will be payable on completion of the work, and on presentation of a certified statement of the expenditure incurred and the income available to meet it. The General Trustees shall be at liberty to pay grants in instalments, should circumstances require, up to two-thirds of the amount thereof while the work is proceeding, the last instalment being payable on completion of the scheme if the conditions laid down by the General Trustees have been fulfilled.
4. Grants are voted on condition that, if the property in respect of which they are given is subsequently sold, the General Trustees shall have the right of reclaiming the amount of the grant from the proceeds of the sale.
5. The offer of a grant will lapse unless claimed within three years of the date on which it is voted.

IV Loans

1. Loans may be made of such amount and on such terms as to interest (including non-liability to interest), repayment etc. as the General Trustees, in the particular case, will determine. If interest is charged, the rate in force at the date on which the loan is paid over shall be the maximum rate applicable to that loan until it is repaid, with the exception that interest at 1.5% above the Bank Base Rate from time to time in force may be charged on all arrears of instalments or other payments due.
2. Loans will be repayable with interest, if required, in sums and at dates fixed by the General Trustees when the loans are granted. Congregations are encouraged to make complete repayment of capital and interest in shorter time than that determined.
3. The offer of a loan will lapse unless claimed within eighteen months of the date on which it is voted.
4. Loans shall be paid only on an Undertaking to repay signed on behalf of the Financial Board of the Congregation and supported by an extract minute of the Financial Board agreeing the terms proposed by the General Trustees.

- V Notwithstanding what is said in Section II 1, the General Trustees are authorised to use monies from the Fund to meet any liabilities which may fall on them in respect of buildings in circumstances where, in the judgement of the Trustees, they cannot appropriately recover the same from a Congregation.