## EMBA-logo (400x187)EMBTC Small Building Project Grant Application Form

## Amended June 2020

## *Please read the Guidance Notes before completing this form.*

###### **CHURCH INFORMATION**

|  |  |
| --- | --- |
| Church |  |
| EMBA Membership | [ ]  Yes [ ]  No |
| Property in trust with East Midland Baptist Trust Company (EMBTC) | [ ]  Yes [ ]  No |

|  |  |
| --- | --- |
| Contact Person |  |
| Position within the church |  |
| Address |  |
| Daytime contact number |  |
| E-mail |  |

|  |  |
| --- | --- |
| Project to be undertaken*(summary sentence – more detail requested in part 2)* |  |
| Grant requested |  |
| Grant request agreed by *(Delete as appropriate)* | Deacons/Leadership Team meeting held on (date)Church Members Meeting held on (date) |

*For a church to qualify for a grant it would normally be meaningfully supporting Home Mission.*

|  |  |  |
| --- | --- | --- |
| **HOME MISSION GIVING** | **Amount** **(£)** | **Percentage of****church total income** |
| **Current year’s intentions** |  |  |
| **Last complete year** |  |  |
| **Previous complete Year** |  |  |

**SAFEGUARDING**

The EMBTC Directors have a responsibility when providing grant funding to churches to ensure that the recipient body has in place adequate safeguarding practices.

|  |
| --- |
| **Please confirm that the church has a current and active Safeguarding Policy in place which has been put together using BUGB guidelines. Please provide the date when the policy was last reviewed.** |
|  |

###### **THE PROJECT**

|  |
| --- |
| Description of the project (how the grant would be used) |
|  |
|  |
| How is the project part of your church’s mission strategy? *(If your church has a written mission strategy please enclose a copy with your application.)* |
|  |

|  |
| --- |
| Please confirm that the church has sought appropriate advice and approvals where necessary |
| [ ]  Yes More information…….  |

###### **COSTS**

**3.1 Costs of the project**

|  |  |
| --- | --- |
| **Overall cost of the project** |  |
| **Cost of specific part of the project the grant would apply to** |  |
| **Level of grant requested** |  |
| **Church contribution** |  |
| **Money to be raised elsewhere \*** |  |
|  |  |
| *\* Please give details of how this is to be raised* |

|  |  |
| --- | --- |
| **3.2** | If your accounts indicate that you have the funds to resource this project yourself, please explain why you are applying for this grant.  |
|  |

**Please provide church bank details for payment of any grant agreed**.

|  |
| --- |
| **Church Bank Account Details**  |
| Name of bank: |  |
| Name on account: |  |
| Account number: |  |
| Sort code: | * -
 |

[ ]  I have read and agree to abide by the information as detailed in the ‘guidance notes’ for Small Building Project Grants.

**Signed ……………………………………………………**

*(applicant)*

**On behalf of the church leadership ……………………………………………………**

*(minister/church trustee)*

**Date ……………………………………………………**

###### **ADDITIONAL INFORMATION**

Please include the following information as part of your application:

* **Financial information**
	+ Accounts for the last financial year
		- Final accounts signed by an Independent Examiner OR
		- Draft accounts awaiting examination (Final accounts to be sent when ready)
	+ including a summary sheet indicating the funds in the current / general account as well as any savings / deposit accounts
	+ Budget for the current year
	+ Forecast for the following year
* **Formal quotations / invoices**
	+ A copy of any formal quotations and invoices will be required to validate the application.
* **Any further information** you feel would be helpful for the East Midland Baptist Trust Company to know when considering your application.

Once completed, please email this form together with the addditional information required to your Regional Minister.