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| **CONGREGATIONAL DEBT RELIEF FUND GRANT**  **Financial Assistance for Congregations with U Ethical Loan/s** |

Please refer to the Appendix for guideline details of funding availability and criteria for eligibility.

If more space is required, please attach additional pages to this form.

The completed application together with requested supporting information, must be signed and submitted to your Presbytery for endorsement, by **Monday 19 June 2023** or a date advised by your Presbytery. Applications endorsed by the nominated Presbytery committee are to be submitted to the Grants Coordinator by **Monday 17 July 2023**.

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| SECTION  A – RESPONSIBLE BODY & DEBT CONTEXT |

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| **CONGREGATION** |  |
| **PRESBYTERY** |  |

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| 1. **Responsible Body Contact Details** | | | | |
| **CONTACT PERSON** | Mr Mrs Ms Miss Rev Dr | |  | |
| **POSITION** |  | | | |
| **EMAIL** |  | | | |
| **ADDRESS** |  | | | |
| **PHONE** | BH |  | MOB |  |

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| 1. **Please advise the total grant requested to reduce the debt principal. If the congregation has more than one loan, please advise how the grant is to be distributed across the loans.** | |
| **TOTAL GRANT** | $ |
| **GRANT DISTRIBUTION PER LOAN** |  |

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| 1. **Please provide current details of the UETHICAL loan facilities held by the congregation.** |

**The details given in this question are current as at**      /     /     .

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|  | **LOAN #1** | **LOAN #2 (if applicable)** | **LOAN #3 (if applicable)** |
| **LOAN NUMBER** |  |  |  |
| **LOAN TYPE (if known)**  **(eg General, Earmarked, Interest Free etc)** |  |  |  |
| **LOAN BALANCE** |  |  |  |
| **INTEREST RATE** |  |  |  |
| **REPAYMENT AMOUNT** |  |  |  |
| **FREQUENCY (per M/Q/Y)** |  |  |  |
| **MATURITY DATE** |  |  |  |
| **COMMENCEMENT YEAR** |  |  |  |
| **LOAN PURPOSE** |  |  |  |

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| SECTION B – MINISTRY AND MISSION CONTEXT |

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| 1. **Please describe the congregation in the context of the local community (include congregation size, worship services and ministry placement/s).** |
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| 1. **Please describe the current mission and outreach activities in which the congregation is involved, either through personnel or financial support.** |
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| 1. **What mission or ministry activities are being reduced or hindered as a result of the financial commitment of the congregation to repay the debt/s?** |
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| 1. **What impact will financial assistance have on the mission and ministry activities of the congregation?** |
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| 1. **How would you describe the capacity of the congregation to support the current level of debt? Please select one of the statements below, which best suits the congregation and provide further detail to explain your selection.** | |
| **A** | The congregation is managing well and have the ongoing capacity to support the required repayments; however financial assistance would be helpful to increase capacity for missional initiatives. |
| **B** | The congregation is under some stress as a result of the debt and is managing with some difficulty. Financial assistance would help the congregation to support operational costs and some mission opportunities. |
| **C** | The congregation is under considerable stress as a result of the debt and financial assistance is necessary to assist the viability of the congregation. |
| **Further explanation (if applicable):** | |
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| 1. **The purpose of this grant program is to assist congregations by reducing debt to a manageable level. What do you consider to be a ‘manageable level’ for your congregation?** |
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| SECTION C – CURRENT FINANCIAL CONTEXT |

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| 1. **Please summarise the congregation’s current financial position.** |

**The financial details given in this question are current as at**      /     /     .

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| 1. **Credit Funds (Current Assets)** | **$** |
| **U Ethical Enhanced Cash Portfolio** |  |
| **U Ethical Growth Portfolio** |  |
| **U Ethical Australian Equities Portfolio** |  |
| **Bank Account – Operational** |  |
| **Bank Account – Building/Maintenance** |  |
| **Trusts and Bequests** |  |
| **Other investments (please specify) -** |  |
| **TOTAL ASSETS (A)** |  |

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| 1. **Debts owing (Current Liabilities)** | **$** |
| **U Ethical** |  |
| **Bank** |  |
| **Individuals** |  |
| **Loans and borrowings (including long-term loans)** |  |
| **Other (please specify) -** |  |
| **TOTAL LIABILITIES (B)** |  |
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| **NET POSITION (A - B)** |  |

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| 1. **Trusts and Bequests** | |
| **Total value of Trusts and Bequests** | $ |
| **Value of Trusts of Bequests tied to a particular purpose** | $ |
| **Name of Trust/s and/or Bequest/s** |  |
| **Brief description of the designated purpose/s** |  |

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| 1. **Investments** | |
| **Total value of Investments** | $ |
| **Value of Investments tied (special purpose) investments** | $ |
| **Brief description of the designated purpose/s** |  |

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| 1. **Please complete the following financial summary.**   Please provide a copy of your audit statements for the last 2 financial years, the approved budget for the current year and projected income and expenditure statement for the next 2 years based on current loan repayments. |

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| 1. **INCOME** | **ACTUAL** | | **BUDGET** | **PROJECTED** | |
|  | **2021** | **2022** | **2023** | **2024** | **2025** |
| Envelope giving |  |  |  |  |  |
| Open plate offering |  |  |  |  |  |
| Special efforts & donations |  |  |  |  |  |
| Synod grants |  |  |  |  |  |
| Other grants |  |  |  |  |  |
| Interest / rents |  |  |  |  |  |
| Other - |  |  |  |  |  |
| TOTAL INCOME (A) |  |  |  |  |  |

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| 1. **EXPENDITURE** | **ACTUAL** | | **BUDGET** | **PROJECTED** | |
|  | **2021** | **2022** | **2023** | **2024** | **2025** |
| Minister’s Stipend |  |  |  |  |  |
| Mission & Service |  |  |  |  |  |
| Contributions to appeals |  |  |  |  |  |
| Local repayments |  |  |  |  |  |
| Property expenses |  |  |  |  |  |
| Loan repayments |  |  |  |  |  |
| Other - |  |  |  |  |  |
| **TOTAL EXPENDITURE (B)** |  |  |  |  |  |
| **Bank at 31 December** |  |  |  |  |  |
| Amount committed for future expenditure |  |  |  |  |  |
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| 1. **Operating Surplus/ Deficit (A – B)** |  |  |  |  |  |

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| 1. **As a result of the proposed reduction to the level of debt, the congregation has the opportunity to amend either the regular repayment amount or the loan duration based on the reduced principal.**   **Please indicate whether it is the preference of the congregation to either:** | |
|  | 1. **Reduce the regular repayment amount based on a reduced capital debt and maintain the existing loan duration, or** |
|  | 1. **Maintain the current repayment amount however reduce the duration.** |
| **Further explanation (if applicable):** | |

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| 1. **Please indicate which of the following documents have been provided to support this application.** | |
|  | **Audited accounts for the years 2021 and 2022**  If not available, provide copies of the balance sheets and income/expenditure statements for 2021 and 2022 |
|  | **Budget for 2023, as approved by the congregation Date approved**      /     / |
|  | **Projected cash flow for the next 2 years, 2024 and 2025** |
|  | **Other:** |
| **Further explanation (if applicable):** | |
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| **SECTION D – ENDORSEMENT** |

Please submit the application, including a signed copy of this page, to the Presbytery Office on or before 5pm, **Monday 19 June 2023.** Once support is agreed, applications will be forwarded to the Grants Coordinator by **Monday** **17 July 2023** via email to [grants@victas.uca.org.au](mailto:grants@victas.uca.org.au).

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| **CONGREGATION APPROVAL** |

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| Endorsed by       Church Council at its meeting of      /     /2023 | | |
| Signed: | Name: |  |
|  | Position: |  |
|  | Date: |  |
| Signed (if applicable): | Name: |  |
|  | Position: |  |
|  | Date: |  |

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| **PRESBYTERY APPROVAL** | | | | | |
| Endorsed by       Presbytery at its       committee meeting of      /     /2023 | | | | | |
| Signed: | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| Signed (if applicable): | | | Name: | |  |
|  | | | Position: | |  |
|  | | | Date: | |  |
| **PRESBYTERY CONTACT PERSON** | | | | | |
| Name | Mr Mrs Ms Miss Rev Dr | |  | | |
| Position |  | | | | |
| Address |  | | | | |
| Phone | BH |  | Mob |  | |
| Email |  | | | | |

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| **PRESBYTERY DISCERNMENT** | | |
| Please advise the reasons for Presbytery support of this application. |  | |
| Please comment on the financial health of the congregation and its capacity to service ongoing debt. |  | |
| Please indicate the Presbytery’s perspective on the life and future of this congregation. |  |  |
| Please indicate the Presbytery’s assessment of the congregation’s request for financial assistance. |  | Urgent/High priority – financial assistance essential for ongoing viability of congregation. |
|  |  | Moderate priority – financial assistance necessary to enable congregation to grow and support missional initiatives |
|  |  | Low priority – financial assistance would be helpful, however congregation has the capacity to service the loan and support missional initiatives. |
| Further comments (if applicable) |  | |

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| **APPENDIX: Guidelines for Grants from the Congregational Debt Relief Fund** |

**Purpose**

To assist congregations stressed by debt to reduce this debt to a manageable level.

**Application Process**

* Applications will be invited in a specifically timed program, as determined by the Missional Grants Executive
* The application form is to be completed by the applicant congregation with sufficient detail to enable an understanding of the support that is required.
* Requested supplementary information is to be provided with the application when submitted.
* The completed form (and attachments) is submitted to the Presbytery for endorsement before submitting to the Missional Grants Executive for consideration. (The application should reach the Presbytery in sufficient time for the Presbytery to consult with the congregations as necessary).

**Criteria for the Congregational Debt Relief Fund**

Criteria is based on the following BOMAR process.

*As approved by the Board of Mission and Resourcing (BOMAR) on 17 November 2015 (Minute Ref B15.75.4.7)*

1. That the fund be a non-capital fund where grants are offered from both interest earned and capital invested.
2. That the life of the annual grant program will be determined by the funding available, subject to any future decision to add further resources to the Fund.
3. That grants be offered to reduce the capital with the option, as elected by the applicant, to either:
   1. Reduce the ongoing monthly payment with the loan duration to remain the same, or
   2. Reduce the loan duration with the repayment amount to remain the same.
4. That normally the grants are offered to reduce a congregation’s debt to a manageable level, not to extinguish the debt completely.
5. That normally congregations are only eligible for a grant if the debt is held in a Development Fund Loan with UCA Funds Management.
6. That as a part of the application, the applicant is to
   1. request the grant amount required to reduce their debt to a manageable level
   2. provide financial information to support the need of assistance, to include financial accounts for the last 2 years, budget for the current year, and projected cash flow for the following year if available
   3. advise the reason for seeking assistance (i.e. what mission or ministry activities are being reduced or hindered by servicing the debt) and what impact will financial assistance have on the congregation’s activities
7. That the applications for funding be received annually at the same time of year for concurrent consideration by BOMAR, with the program to be conducted early in the calendar year to avoid the Annual BOMAR Mission Proposal Grant program.
8. That application’s be submitted jointly by the congregation and its Presbytery, as per the usual grant process, including presbytery input regarding:
   1. Level of financial stress
   2. Strategy of the presbytery regarding the congregation
   3. Presbytery priority rank according to need.

**Timing**

In **2023**, Grant Applications are due to presbyteries by **Monday 19 June**, or a date communicated by the respective Presbytery to suit scheduled meetings. All endorsed proposals are due to the Mission Grants Coordinator by **Monday 17 July 2023**. Grants for successful applicants will be paid directly to respective U Ethical Loan account/s during **September**.

**Review Process**

* A committee comprising members of the appointed Missional Grants Executive Committee and nominated additional persons as required will review the applications and determine a recommended funding distribution for endorsement by the Ministry and Mission Committee.
* The committee will consult as necessary with presbytery and / or congregations to clarify applications.

**Grant Distribution Process**

* After the grant applications have been considered, correspondence will be sent to all applicants advising the outcome.
* For successful applicants, payments will be arranged through Synod Accounting Services within approximately 4 weeks from date of approval. Payments will be made directly into the relevant loan account via U Ethical.

**Contact**

For assistance with completing the application form or guidance through the process, please contact in the first instance the relevant Presbytery office and/or one of the Presbytery Ministers. Alternatively you may contact Natalie Brown, Grants Coordinator, either via telephone on 03 9116 1960 or email to [grants@victas.uca.org.au](mailto:grants@victas.uca.org.au)