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| **MISSION GRANT PROPOSAL FORM** **CAPITAL WORKS PROGRAM****For Congregations, Parish Missions and Presbyteries**  |

**This form is to be completed in 2023 for programs commencing in 2024**

Please refer to the ***Appendix*** for further information regarding funding availability, eligibility criteria and application process. If more space is required, please attach additional pages to this form.

**Please note:** Applications must be submitted to your Presbytery Office **on or before 5pm Monday 19 June 2023.**

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| SECTION A - MISSION AND PROJECT INFORMATION |

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| 1. **APPLICATION SUMMARY**
 |
| **PROGRAM NAME** |       |
| **APPLICANT**  |       |
| **PROPOSED SOURCE (Indicate all applicable)** | [ ]  Capital Works Fund[ ]  Early Childhood Building Maintenance Relief Fund[ ]  Other       |
| **PROGRAM TYPE****(Please select)** | [ ]  Renovation/Refurbishment | OR | [ ]  New Build/Extension |
| **TYPE OF FUNDING****(Please select)** | [ ]  New (new project) | OR | [ ]  Continuing (existing project) |
| **GRANT REQUESTED**  | $       |
| **LOCATION OF BUILDING PROJECT (Address)** |       |
| **PRESBYTERY** |       |

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| 1. **VISION OR MISSION OBJECTIVES**

Please describe the vision, mission and key objective(s) that are guiding the proposed building works.  |
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| 1. **PROGRAM SUMMARY AND USE OF GRANT FUNDS**

Please provide a brief summary of the proposed scope of works to be supported by grant funding. Please include details of staging and preliminary costing, and whether the works are part of a local or regional property strategy. If the project is not to be fully funded by this grant, please specify how this grant will be used within the program. |
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| 1. **ALIGNMENT TO UCA (VICTAS SYNOD) MISSION PRIORITIES**

The UCA Synod of Victoria and Tasmania has identified three strategic priorities:* + - 1. Ministries which foster diverse gathered communities of renewal, Christian practice and mission;
			2. Culturally diverse mission and ministry; and/or
			3. Mission and ministry with children, youth, their families and young adults.

Please describe if and how the proposed program aligns to one or more of these priorities. |
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| 1. **RESPONSE TO CHURCH AND/OR LOCAL COMMUNITY NEEDS**

Please provide a brief outline of the origins of the project and the context in which the project will operate. Explain the needs or issues that this building program is responding to and why this is important. Please advise what the program will do to address these needs, including comment on the strengths and vulnerabilities of the program and its delivery.  |
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| 1. **EXPECTED OUTCOMES**

Please describe the expected outcomes on completion of the proposed capital works. Please ensure that the expected outcomes are described in a way that will enable it to be measured.  |
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| 1. **LOCAL SUPPORT**

Please describe the support the project will receive or has received from the local community, including physical resources such as equipment, leadership and volunteer resources, as well as contacts with local congregations, service groups, businesses and/or local, state or federal government.  |
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| 1. **MANAGEMENT AND ACCOUNTABILITY**

Please provide an outline of the operating and accountability arrangements that will be put in place for managing the project. (Note that Property Services will also appoint a Project Manager/Development Manager to provide guidance and oversight of the project.) |
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| 1. **PROJECT FUNDING REQUIREMENTS**

Please indicate total funding budget required for each year of the project, as provided through this UCA grant, from the applicant’s funds and any other sources. NOTE: Grant funding for building projects is valid for a period of 2 years. It is important from a budget perspective to understand when the funds will be required.  |
|  |  |
| **YEAR** | **UCA GRANT** | **Applicant Contribution** | **Other Sources** | **TOTAL** |
| **2023\*** |       |       |       |       |
| **2024** |       |       |       |       |
| **2025** |       |       |       |       |
| **TOTAL:** |  |  |  |  |
| **\*** *Successful grants will be available for access from 1st January 2024. In some cases, funds may be accessed earlier following notification of approval in October. This will be subject to all other approvals and permits being in place in consultation with Synod Property Services.* |

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| 1. **OTHER SOURCES OF FUNDING**

Please advise the details of any other funding applications made (or to be made) for this project, including details of the funding source & the amount applied for and/or granted. If applicable, please advise the terms of any funding obtained, including copies of grant funding contracts.If insufficient grant funding is available from this UCA grant, will the applicant be able to partially or fully resource the shortfall or will the program not proceed. |
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| 1. **PROGRAM PROFILE – OVERVIEW OF PROPERTY AND PROJECT DETAILS INCLUDING PRELIMINARY TASKS UNDERTAKEN**
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| 1. **Property Details**
 |
| Provide a description of the property and advise the location and scope of the proposed works. |       |
| Type of works  | [ ]  New Build / Extension | [ ]  Repair / Restoration |
| [ ]  Refurbishment | [ ]  Other -       |
| Is the property under a heritage overlay or listed on the state or national Heritage Register? Please provide details, including reference number.  | [ ]  Yes (detail below) [ ]  No      |
| Are the proposed works part of an ongoing maintenance or capital improvement program? Please provide details. | [ ]  Yes (detail below) [ ]  No      |
| Are there other property challenges associated with the site and/or UCA applicant? Please provide details. | [ ]  Yes (detail below) [ ]  No      |

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| 1. **Preliminary Work Undertaken**
 |
| Please advise what actions have been undertaken in preparing this application. Please indicate all that apply and provide details. | [ ]  | Synod Property Services has been consulted and provided advice regarding the scope of works? A pre-application meeting with Property Services (property@victas.uca.org.au) should be set up to ensure in principle support can be explored where structural alterations are proposed. |
| [ ]  | Submitted Form 1 ‘Getting Started’ and/or Form 2A ‘Discerning and Deciding’ to Presbytery and Property Services regarding this project |
| [ ]  | ‘Property for Mission’ workbook has been completed in consultation with Presbytery and Property Services. |
| [ ]  | Feasibility Study or Options Analysis has been completed |
|       |
| Has a local and/or regional Property Strategy been developed? Please provide details. Please attach a copy of the strategy. | [ ]  Yes (detail below) [ ]  No      |
| Has a maintenance plan been developed for all property under the oversight of the UCA applicant body?Please attach a copy of the schedule of works. | [ ]  Yes (detail below) [ ]  No      |
| Have quotes been obtained for the proposed works? Please provide copies.If there are no quotes, please advise how the project cost has been derived? | [ ]  Yes (detail below) [ ]  No      |

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| 1. **Permits, Regulations and Occupational Health and Safety**
 |
| Is a town planning permit required for the project? | [ ]  Yes  | [ ]  No  |
| Has a Building Permit been applied for relating to the proposed building work?*Note that a Building Permit is required for any structural alterations, ramps, retaining walls above 1m and damp proof coursing – for guidance contact UCA Property Services.* | [ ]  Yes  | [ ]  N/A  |
| Has a Registered Building Surveyor reviewed the existing building and reported on compliance upgrades and essential safety measures to meet the obligations to the *Building Act 1993* and *Building Regulations 2018*? | [ ]  Yes  | [ ]  No  |
| Has a Registered Building Surveyor referred to a Consulting Engineer for a structural defects inspection?  | [ ]  Yes  | [ ]  No  |
| Have all Essential Safety Measures (ESM) been implemented? | [ ]  Yes  | [ ]  No  |
| Is the Asbestos Register and Hazardous Materials Report up to date?*Note that Safety legislation requires that Asbestos is managed to a premises and around any building or maintenance work. Synod OHS Safety Officer can prepare the required Division 5 Asbestos Register and the Division 6 Hazardous Materials Report to comply with the OHS Act 2004 and OHS Regulations 2007* | [ ]  Yes  | [ ]  No  |
| Will the proposed building works require someone to work at a height above 2 metres?*Note that Safety legislation requires protection for persons performing work above 2 metres. The Registered Building Contractor must be familiar with the obligations inclusive to the Quotation. Synod OHS Safety Officer can assist with working at height advice.***Note**: If yes, please ensure that any quotes include the cost of working at heights access and for protection. | [ ]  Yes | [ ]  No  |
| **COMMENTS:** |
|       |

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| 1. **Early Childhood Centre – Essential Maintenance and/or Compliance**

Please complete only if this application is for funding assistance for essential maintenance costs or compliance requirements relating to early childhood facilities. |
| Name of Early Childhood Centre |       |
| Name of the entity operating the Early Childhood Centre |       |
| Beneficial User/Responsible Body for the property (if not applicant) |       |
| Is a lease arrangement in place? Please provide details, including term of arrangement, rental and which entity is responsible for maintenance and property upgrades. Please provide a copy. | [ ]  Yes [ ]  No      |

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| SECTION B - FINANCIAL PLANNING |

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| 1. **PROJECT BUDGET (TOTAL)**

Please provide copies of quotes or other supporting evidence to verify the costing proposed. |

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| 1. **FINANCE**
 |
| **Type** | **$** |
| UCA Grant (this application) |       |
| Applicant Funds | [ ]  on hand [ ]  to be raised |       |
| Other Grant/s:       | [ ]  approved\*\* [ ]  proposed |       |
| Other Grant/s:       | [ ]  approved\*\* [ ]  proposed |       |
| Loan/s:       | [ ]  approved\*\* [ ]  proposed |       |
| Loan/s:       | [ ]  approved\*\* [ ]  proposed |       |
| Other:       |       |
| Other:       |       |
| **TOTAL FINANCE** |  |
| *\*\* Please provide a copy of the terms of the grant and/or loan and provide details at Question 10* |

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| 1. **EXPENDITURE**
 |
| **Type** | **$ (Excluding GST)** |
| Builder |       |
| Architect |       |
| Furniture |       |
| Furnishings |       |
| Equipment |       |
| Landscaping |       |
| Car park costs |       |
| Insurance |       |
| Other -       |       |
| Other -       |       |
| Other -       |       |
| Contingency |       |
| **TOTAL EXPENDITURE (Excluding GST)** |  |

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| 1. **NET PROJECT POSITION**
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**Please note:**

* A grant for capital works normally covers expenditure net of GST.
* If the application for funding is successful, the beneficial user or responsible body for the UCA property may need to submit the appropriate building application for the consideration of the Property and Operations Committee (or nominated delegation). The grant cannot be accessed without approval of the property building project. Approval of funding does not guarantee approval of the building project.

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| 1. **APPLICANT’S CURRENT CASH POSITION**
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**The financial details given in this question are current as at**      /     /     .

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| 1. **Credit Funds (Current Assets)**
 | **$** |
| UCA Funds / U Ethical – UCA Enhanced Cash Portfolio |       |
| UCA Funds / U Ethical – UCA Growth Portfolio |       |
| UCA Funds / U Ethical – UCA Australian Equities Portfolio |       |
| Building/maintenance account(s) |       |
| Trusts and Bequests |       |
| Bank Account - Operational |       |
| Other investments -       |       |
| **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)** |  |
|  |  |
| **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 | $       |
| 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. **APPLICANT’S FINANCIAL SUMMARY (INCLUDING PROJECT)**

Please complete the following financial summary. Please provide a copy of your audited statements for the last financial year and a projected income and expenditure statement for the period of the requested funding. |

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| 1. **INCOME**
 | **ACTUAL** | **BUDGET** | **FORECAST** |
|  | **2022** | **2023** | **2024** | **2025** | **2026** |
| Offering – Direct Debit & Envelope |       |       |       |       |       |
| Offering – Open Plate |       |       |       |       |       |
| Special appeals & donations |       |       |       |       |       |
| UCA Grant (this application) |       |       |       |       |       |
| Other UCA Grants |       |       |       |       |       |
| Other Fundraising |       |       |       |       |       |
| Property |       |       |       |       |       |
| Interest  |       |       |       |       |       |
| Other -       |       |       |       |       |       |
| TOTAL INCOME (A) |  |  |  |  |  |

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| 1. **EXPENDITURE**
 | **ACTUAL** | **BUDGET** | **FORECAST** |
|  | **2022** | **2023** | **2024** | **2025** | **2026** |
| Minister’s Stipend |       |       |       |       |       |
| Mission & Service |       |       |       |       |       |
| Contributions to appeals |       |       |       |       |       |
| Local repayments |       |       |       |       |       |
| Property expenses |       |       |       |       |       |
| Administration & Communication |       |       |       |       |       |
| Utilities |       |       |       |       |       |
| Loan repayments |       |       |       |       |       |
| **THIS PROJECT** |       |       |       |       |       |
| 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. **APPLICANT CONTEXT**
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| 1. **Congregational Age Profile**
 |
| **Age****Group** | **Members** | **Attenders****(Non Members)** | **Total** | **Any Comments** |
| 0-9 yrs. |       |       |       |       |
| 10-19 yrs. |       |       |       |       |
| 20-29 yrs. |       |       |       |       |
| 30-39 yrs. |       |       |       |       |
| 40-49 yrs. |       |       |       |       |
| 50-59 yrs. |       |       |       |       |
| 60-69 yrs. |       |       |       |       |
| 70-79 yrs. |       |       |       |       |
| 80 + |       |       |       |       |
| **TOTAL** |  |  |
| **Note:** This summary is intended to assess attendance over the last year. If members/attendees are irregular, assess on a monthly basis. |

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| 1. **Congregation statistics**
 | **2021** | **2022** | **2023** | **2024****Estimate** |
| Average at worship per week |       |       |       |       |
| Number of households |       |       |       |       |
| Number of Confirmed members |       |       |       |       |
| Total Youth and Children |       |       |       |       |
| Average at church programs and activities (outside worship) per week  |       |       |       |       |

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| 1. **Describe worship services and church programs/activities that are held regularly**
 |
| **Service/program type or style** | **Frequency** | **Participants** **(church/community/both)** | **Average** **Attendance** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |
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| 1. **UCA Online Surveys – Financial Return and Community Life Survey**

These surveys collate information on all congregations within the Synod. Please advise when the surveys were last completed. |
| **Financial Return** | [ ]  Yes, last completed for the year       [ ]  No, a survey has not been completed  |
| **Community Life Survey** | [ ]  Yes, last completed for the year       [ ]  No, a survey has not been completed  |
| **If “no” to either of the above, please advise reason.** |       |

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| 1. **FUNDING HISTORY**

Has the applicant previously been in receipt of a grant from the Uniting Church for this or any other project in the past 5 years? If so, please provide details. |
| **Grant Reference** |       |       |
| **Program Name** |       |       |
| **Approved grant** | $       | $       |
| **Grant used to date** | $       | $       |
| **Status of program** | [ ]  Ongoing, will conclude      [ ]  Completed | [ ]  Ongoing, will conclude       [ ]  Completed  |
| **Completed Evaluation report** | [ ]  Yes, for the period       [ ]  No, not yet.  | [ ]  Yes, for the period       [ ]  No, not yet.  |

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| 1. **ATTACHMENTS**

Please indicate below any additional documents provided with the application.  |
| [ ]  Quotes /detailed costing of proposed works[ ]  Property Strategy for congregation/region[ ]  Maintenance plan schedule of works[ ]  Permits already obtained[ ]  Lease Agreement[ ]  Terms of other grant funding or loans[ ]  Audited statements for the last financial year[ ]  Projected income and expenditure statement for the period of requested fundingAny other attachments?      |

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| **SECTION C – PROPOSAL 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.

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| **APPLICANT DETAILS** |

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| **PROGRAM NAME** |       |

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| Submitted to       Church Council at its meeting dated      /     /      |
| Signed:      | Name: |       |
|  | Position: |       |
|  | Date: |       |
| Signed (if applicable):      | Name: |       |
|  | Position: |       |
|  | Date: |       |
| **CONTACT PERSON FOR PROJECT ENQUIRIES - all correspondence will be forwarded to the person named below.** |
| Name | [ ] Mr [ ] Mrs [ ] Ms [ ] Miss [ ] Rev [ ] Dr  |       |
| Position |       |
| Address |       |
| Phone | BH |       | Mob |       |
| Email |       |

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| **PRESBYTERY ENDORSEMENT** |
| Submitted to       Presbytery at its       committee meeting dated      /     /      |
| 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 SUPPORT** |
| Please provide details of the minute approving this application, to include date and minute number. |       |
| Please indicate the level of support for the application. | [ ]  | Passed by consensus | [ ]  | Agreed by a majority | [ ]  | Formal procedure |
| Please provide a statement regarding the endorsement of this application including, but not limited to, any abstentions or opposition to the application, and reason for the agreed rank advised by presbytery. |       |

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| **PRESBYTERY ASSESSMENT OF PROPOSAL** |

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| **PRESBYTERY**:  |       |
| **APPLICANT**:  |       |
| **PROJECT**:  |       |
| **PRESBYTERY PRIORITY: (e.g. 1st of 10)** | Prioritised       of       considered by Presbytery |

1. **Please assess the proposal against the following criteria on the scale of weak to strong, and advise the overall position of the Presbytery committee. This information will be utilised by the Mission Grants Executive and Grants Panel in informing assessment and prioritising of this application in the context of all applications received.**

|  |  |  |  |  |  |
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| **Criteria:** | **Weak** | **Somewhat Weak** | **Neutral** | **Somewhat Strong** | **Strong** |
| 1. Project is a response to current or proposed missional programs in line with the missional priorities of the applicant.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. Project has a realistic business plan with thorough project scope and cost.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. The applicant has the capacity and capabilities within its membership to carry out and support the proposed project.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. The project supports the applicant to address at least one Synod strategic priority
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. The applicant has consulted with Presbytery and Synod Property Services, and incorporated any advice received.
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 1. The project is in a strategic location within the Presbytery
 | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

1. **Based on your reading of the application and responses to the criteria, please advise the considerations and perspectives of the Presbytery Committee regarding the following:**

|  |  |
| --- | --- |
| * 1. Strengths and positive aspects of the proposal
 |       |
| * 1. Vulnerabilities and/or aspects not addressed
 |       |
| * 1. Mission directions of the applicant/s for the next three to five years
 |       |
| * 1. Life and future of this applicant/s and/or this project
 |       |

1. **What is your assessment for priority ranking?**

|  |  |  |
| --- | --- | --- |
| [ ]  | **A** | **High support that this project be funded, noting strong alignment with one or more Synod strategic priorities. Must be funded.** |
| [ ]  | **B** | **Appreciate the value of the project, the need it is addressing and what it aims to achieve, however only fund if sufficient resources are available.** |
| [ ]  | **C** | **Unable to support the proposal. Do not fund.**  |
| **Reason for ranking:** |
|       |

|  |
| --- |
| **APPENDIX: Guidelines for Grants for Capital Works projects on UCA property** |

**Purpose**

To assist UCA entities who are responsible for the maintenance and upkeep of buildings on UCA property and are unable to fully pay for the proposed works including essential maintenance costs or compliance requirements.

**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.
* Applications may contain multiple projects within one site, but no more than one site per application. A separate application should be submitted for each site.
* Due to limited funding available, grants may be limited to no more than $50,000 per application, subject to the number of applications received. An applicant may request more than $50,000 however will need to make sure alternative funding is available if the full request cannot be granted.
* Requested supplementary information is to be provided with the application when submitted.
* The completed form (and attachments) is to be 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).

**Fund Criteria**

1. **Early Childhood (Age 0-6) Building Maintenance Relief Fund**

Criteria listed below is based on a policy approved by the Board of Mission and Resourcing (BOMAR) on 17 April 2012 (Minute Ref B12.15.5):

* The Early Childhood Building Maintenance Relief Fund recognises that churches or Uniting Agencies with Early Childhood buildings have compliance and essential maintenance costs greater than their ability to provide, and therefore it aims to assist with expenses bearing in mind the Fund is not large enough to provide for all needs.
* Eligible applicants are UCA entities (Congregation, Presbytery, Uniting Early Learning Unit or a combination of these) that:
	1. That are responsible for the maintenance of an Early Childhood building (i.e. “Operate under a licence to operate a children’s service that has been granted to the Uniting Church in Australia Property Trust (Victoria) or the Uniting Church in Australia Property Trust (Tas.)”); and,
	2. They are unable to fully pay for essential maintenance costs or compliance requirements.
* The application shall be evaluated by Uniting Victoria Tasmania for priority, possibility of partial funding and risk, with the latter to take into account the following:
1. risk to the future functioning of the Early Childhood if application is not granted,
2. risk to the Uniting Church name if application is not granted,
3. risk to the Early Childhood Building Maintenance Relief Fund of poor use of the fund. (For instance, allocating to a building that is in a poor location, likely to close due to lack of clientele or oversupply of Early Childhood buildings in the region, or other missional and strategic considerations.)
4. **Capital Works Fund**

This Fund was established initially from the then Mission Support Fund and is currently supplemented by a portion of congregation Property Sale Proceeds through sharing of proceeds at time of sale per the PSP Policy. It is available to congregations for capital works projects. Criteria listed below is based on resolutions of the former Board of Mission and Resourcing (BOMAR) from 1998 (Min ref 98.24.2) and 2000 (Minute ref 200.34.1):

* Each applicant for a grant from the Capital Works Fund is to provide an overview of local church strategy and planning for mission, and is to provide a full report on all property of which they have oversight, including
1. a report on the projected maintenance and/or replacement date of each property;
2. a report on current and projected use of each property in the parish.
* When considering proposals for capital works over $10,000 the nominated Synod governance committee (formerly BOMAR, currently Mission Grants Executive) will require the following information:
1. How this project enables the congregation(s) to undertake their mission strategy;
2. How this project will fit into the presbytery’s mission strategy;
3. Summary of all property for which applicant has beneficial ownership, including
	1. purpose of each property in the applicant’s mission strategy
	2. condition report of each property
4. Disclosure of investments, trusts and bequests;
5. Other options considered by the congregation / presbytery and rationale for the option selected;

The nominated governance committee may obtain advice from Synod Property Services concerning feasibility of the proposed works and any alternatives, and possible funding alternatives for the total cost of the project.

**Timing**

Applications for capital works grants will be open from April to June. Completed and endorsed forms are to be submitted to the relevant Presbytery Office 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**. Applications will be considered by a panel arranged through the Mission Grants Executive in August, following which a recommendation will be made to the Synod’s Ministry and Mission Committee and Property and Operations Committee for approval in September.

**Review Process**

* A Grants Panel 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 Synod’s Ministry and Mission Committee and Property and Operations Committee.
* The panel will consult as necessary to clarify applications.

**Grant Distribution Process**

All approved grant funds are held at the UCA Synod Office, managed by Synod Accounting through the Grants Coordinator, and may be drawn as required. Funding will be available from January 2024, unless specified otherwise by the Mission Grants Executive. A ‘Request for Payment’ form will be provided with grant approval correspondence. Once the project commences, invoices and a completed ‘Request for Payment’ form can be forwarded to the Grants Coordinator to arrange payment.

Grants for capital works normally cover expenditure net of the Goods and Services Tax (GST). If an invoice is received for payment direct to the service provider, Synod Accounting Services arrange payment of the total amount including GST and then claim back GST credits. Only the net portion is drawn from the grant. If an invoice is paid directly by the grant recipient and reimbursement requested, it is the responsibility of the grant recipient to claim back the GST credits.

**Approval of the Building Works**

Please note that approval of a grant does not mean approval of the building works. Successful applicants for a grant will also need to submit the appropriate building application (Form 3H Application to Build) in due course for approval of the building project by the Property and Operations Committee or delegated nominee. This is particularly important if the proposed works include structural changes to the building and/or require a building permit.

All capital projects will need to comply with the requirements of the Property and Operations Committee including (but not limited to):

- Synod appointed Project Managers,

- Appropriately qualified commercial contractors,

- Occupational Health and Safety, and

- Building Regulations.

It is recommended that contact be made with Property Services at the initial stages of the project so that a Development Manager or Project Manager can be appointed to ensure all aspects of the project are managed for the optimal outcome of the Uniting Church. Property Services can be contacted on 03 9116 1956 or property@victas.uca.org.au.

**Contact**

For assistance with completing the application form or guidance through the process, please contact your presbytery office or Natalie Brown, Grants Coordinator, either via telephone 03 9116 1960 or email grants@victas.uca.org.au