



The United Reformed Church Northern Synod

Guidelines for Grants & Loans M A N S E F U N D

The Synod offers five categories of grant:

1. Church Property
2. Manse Property
3. Mission
4. Ministries & Training
5. Youth & Children's Work

Each category has its own guidelines and application form, which can be downloaded from <http://urc-northernsynod.org/grants/> or obtained from Synod Office. These guidelines relate only to grants for **manse properties**.

Manse Property Grants

There are four categories of grants:

Capital Expenditure Projects, up to £40,000

Applications should be completed in *section 1* of the application form. The maximum grant will normally be 50% of the cost. In **exceptional circumstances**, applications above this percentage will be considered, subject to a detailed presentation to the Trust Board with supporting rationale.

Disability Access, up to £10,000

Applications should be completed in *section 2* of the application form. The maximum grant will normally be 50% of the cost. In **exceptional circumstances**, applications above this percentage will be considered, subject to a detailed presentation to the Trust Board with supporting rationale.

Emergency Repairs, up to £10,000

Applications should be completed in *section 3* of the application form. The maximum grant will normally be 50% of the cost. In **exceptional circumstances**, applications above this percentage will be considered, by the Manse Subgroup Convenor and the Trust Treasurer.

An interest-free loan, covering up to 100% of the cost, may be made available in the event that the church cannot immediately fund the repairs, to be repaid as and when the church is able.

Planned Repairs or Maintenance, up to £10,000

Applications should be completed in *section 4* of the application form. The maximum grant will normally be 50% of the cost. In **exceptional circumstances**, applications above this percentage will be considered, subject to a detailed presentation to the Trust Board with supporting rationale.

Notes and General Advice

The *Guidelines and Procedures for the Care of Manses* give a general overview of the Synod approach to manses, and its aim of sustaining a core number of properties that are appropriately positioned, of good quality and well maintained for use by ministers serving in the Northern Synod: <http://urc-northernynod.org/wp-content/uploads/2015/01/Guidelines-for-Manses.pdf>.

The Manse Subgroup usually meets four or five times a year to consider applications. The agenda is finalised up to two weeks before each meeting, and applicants are therefore advised to check with Synod Office what the deadline will be. Applicants are encouraged to contact the Synod Office if they have any questions.

Requests for more than the capped amounts will be treated as extraordinary, and will be referred to the full Trust Board, which meets five times a year.

In the case of churches sharing a manse or where there is an ecumenical sharing agreement, applicants should indicate in particular funding sought from the other ecumenical partners.

As a matter of principle, churches should only apply for manse grants if they cannot cover the cost from their own resources (which includes any manse maintenance funds held within the same formally-declared joint pastorate). For Manse Fund grants, the Trust requires an explanation of the church's current reserves and current reserves policy.

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It is expected that all routine maintenance, internal and external decoration, servicing of main appliances and boilers, and general property maintenance and repairs will be met by the pastorate where a deployed minister or tenant is in place, in accordance with the terms of settlement. Where an ecumenical or other partner including the Synod is using the manse, then clear agreement as to share of costs will be established at the start of the ministry.

Payments will normally be made only on receipt of a copy invoice, and the cheque will be sent within a fortnight. Churches are advised to ensure that they agree terms of payment with their contractors at the outset, and 28 days is recommended, to allow plenty of time for clearing.

Work which substantially alters the character, appearance or value of a building will in itself require approval of the Trust and Synod. Application should be made at the same time as the application for grant, with details of the work, and if possible, plans. Work to listed buildings or external work to buildings in conservation areas will usually also need consent from the local planning authority.

Applications should be accompanied by quotations wherever possible. The Trust recommends that churches consider obtaining 2 or 3 quotations for medium-large building works (say, over £5,000). This can help to ensure that the contractor is charging a reasonable price, and that the contractor is of a reasonable quality. For historic buildings, applicants may be interested in the online directory of specialist contractors, www.buildingconservation.com.

However, it will not always be appropriate to seek comparative quotations. For example, if there is only one contractor in the area specialising in this type of work, or if you have established a good working relationship with a particular contractor. Even so, it is worth comparing prices occasionally, to make sure that your favourite contractor doesn't begin to take you for granted.

For minor works, churches may find it useful to give authority to a small group to oversee arrangements and report back to the next Church or Elders' Meeting. It would be up to the church to set an appropriate level after which the works would have to be referred back.

Cover Sheet

Please also give the church's name and location.

Please tick the relevant boxes, indicating which category or category of grant you are applying for.

Section 1

Please give enough information to explain the project and the reasons behind it.

Section 2

Please describe the improvements planned and whether this will make your manse fully accessible.

Section 3

Please describe the emergency and the repairs needed.

Section 4

Please describe the works needed.

Section 5

Usually, the Synod will contact you by email if this method is available.

Section 6

6.1 The payee will usually be your church.

6.2 The addressee will usually be your church treasurer.

Section 7

7.1 If there are other churches or ecumenical partners in the project, please list them here.

7.2 Costs can be detailed on a separate sheet if easier.

7.3 This question aims to establish how much of your financial resources are set aside as reserves, and therefore how much you could realistically commit to this project. Total financial resources would include cash, bank accounts, investments and debtors, but not properties. Reserves should be the level of reserves referred to in your reserves policy.

As a matter of principle, churches should only apply for manse grants if they cannot cover the cost from their own resources. This is so that the Trust can prioritise resources for those churches in most need of support.

For this reason, the Trust needs to understand the church's current reserves and reserves policy.

Guidance on drawing up a reserves policy is available on the Synod website:

<http://urc-northersynod.org/wp-content/uploads/2016/12/Reserves-Policy-Guidance-160908.pdf>.

- 7.4 The total in this section should equal that in section 7.2. Again, details can be given on a separate sheet if easier. The aim is to show how the project will be funded, and it will be helpful if you are able to indicate how definite each amount is. (It is also expected that applicant churches should be up to date with their M&M and Synod levy payments.)

In the case of emergency repairs, the Trust may make a loan if necessary to enable the work to be done, to be repaid as and when the church is able.

Section 8

- 8.1 Please indicate the general condition of the building, and if necessary how far the proposed works will remedy any defects.
- 8.2 The Trust recognises that buildings which are listed, grade I, II* or II, may be more expensive to maintain and repair, owing to the requirements of conservation bodies.
- 8.3 Fixed price quotations can be relied upon for a specified period, whereas estimates merely a more approximate price, perhaps where there may be uncertainties or where other defects could emerge.
- 8.4 The Trust supports the Synod's safeguarding policy, and asks the church to confirm that it is also taking seriously the care of children, young people and vulnerable adults.

Section 9

The reason for a Church Meeting resolution is to ensure that the whole church is behind the project and is aware of the application for funding.

Additional Documentation

Please also enclose the following documents with your application:

- Copies of quotations or estimates
- Your church's most recent signed annual accounts (if not already sent)
- Your church's current reserves policy (if not part of the accounts)

Do get in touch with Synod Office if you need help or have any questions.

Appeals

If, exceptionally, you are not happy with a decision by the Manse Subgroup, it is possible to appeal to the Trust Board.

Appellants should apply in writing or by email, giving clear grounds for an appeal, based on a procedural irregularity, a perverse decision, or where new information had come to light.

Both the appellant and the subgroup may make submissions either in writing or in person to the Board, which would then make a final determination. For the purposes of the appeals procedure, members of the subgroup in question would not be counted as part of the Board's quorum. If it should prove difficult to achieve a quorum, a separate meeting may be held, or the Board may invite three independent people to review the matter and make a recommendation to the Board.

No appeal is possible against a decision of the Board.