

THE SOUTH BEDFORDSHIRE METHODIST CIRCUIT

Application Procedure for use of Circuit Funds (Circuit Model Trust Monies)

Background

As from 1 September 2009 the Circuit Meeting has full control over the use of all the Circuit's funds held in both unrestricted (e.g. normal Circuit bank account) and hitherto restricted (e.g. Circuit Advance Fund) accounts. These funds can be used for any Methodist purpose and combined, are now called **Circuit Model Trust Monies**.

- There are still restrictions on the use of endowments/bequests made by donors for a specified purpose.
- Church Councils still need to be aware that some property related projects still require a formal approval process at Circuit and District level. Whilst in many cases a property project and a request for the use of Circuit funds may go hand in hand, there is a definite distinction between the approval for the project and the approval for the funding.
- With some exceptions, Property Schemes are now prepared and submitted (starting at Church level) using an online web based approval process – *"The Methodist Church Online Property Consents"*

Policy

Our policy on what available funds can be used for along with the amounts generally available is contained within the Circuit's Reserves Policy. This is a separate document which is reviewed on an annual basis

Principles

Whilst the Circuit will endeavour to make funds available for projects approved by The Circuit Meeting, churches should consider the following before making application:

1. Churches are generally expected to fund their own ongoing property maintenance and repairs
2. Churches should budget each year to put a sensible amount aside in a sinking fund to meet the cost of future maintenance and repairs. The amount will vary from church to church and depend upon the size, age and current state of repair of the buildings. The overall amount required in weekly offerings should take the above into account.
3. Before requesting funding, churches will need to demonstrate that they have their own contribution or can raise the requisite funds. In this connection churches will need to demonstrate that funds held as so called "designated funds" have been raised for a tightly worded specific purposes (which is not covered by their current request)
4. Churches will have to supply a budget for the current and next financial year in order to demonstrate financial viability

Procedural Rules

In general projects will fall into two broad categories. Either property related or non property mission related. The procedure for each differs and within the property heading there are two possible routes.

Property

1. In the majority of cases such projects are likely to involve structural work/changes to buildings. Circuit level approval will be required for requests to use Circuit funds as well as the initial approval of the “scheme”.
2. With the exception of listed buildings or buildings in a Conservation Area, you would not normally need to go through the online Consents Process to get a new boiler installed or have a minor kitchen refit, unless the project involved structural work to the building. However, the Church Council, as a managing trustees, are responsible in ensuring that any work is done well and effectively, and so you may need to appoint qualified/skilled individuals to carry out the work.
3. When Managing Trustees are proposing any of the following types of work or transactions involving Methodist property, **you will need prior Consent from the appropriate Consent Giving Body, using the online Property Consents.**

a. Structural changes to the property

- i. This would include small projects such as installing a ramp or disabled toilet, or much larger extensions or refurbishments involving the reconfiguring of a building.
- ii. There is no financial limit on such transactions below which Consent is not required, ALL structural changes to Methodist buildings need prior Consent
- iii. The demolition of all or any part of a Methodist building would need prior Consent. This does not include routine internal or external maintenance that does not involve structural change
- iv. Acquisition of any new interest in property for the Methodist Church. This includes the purchase of a house, building or piece of land however large or small. It also includes the taking of a lease over a building or piece of land
- v. Giving up an interest in any part of a Methodist property. This includes the sale of a manse, building or piece of land or any other property. It also includes the granting of a lease over the whole or any part of a Methodist building or piece of land
- vi. Granting a right of way or allowing the laying of pipes across Methodist property involves the giving up of an interest and would need prior Consent
- vii. Short term licences for occasional use of Methodist property do not require prior Consent
- viii. Any proposal to share a building with another denomination or any other partner

Application Procedure

1. **Unless your project is such that you need to use the Property Consents process, all other requests must be submitted using the appropriate attached Request for Circuit Funding** *(note there are separate forms for property related and non property related requests)*
2. In the first instance all requests must be submitted in writing/email to the Circuit Leadership Team (CLT) through your minister.
3. CLT will consider the request and decide upon the recommendation to be made to the next available Circuit Meeting

Save for very exceptional circumstances, requests may not be brought direct to the Circuit Meeting

If your scheme/request falls with the “**structural**” changes above you **must use the Property Consents Website** and complete all the details requested. Of particular importance are the “softer” elements of the application which involve your church making clear its mission objectives and how your project meets and builds upon these.

1. All requests for funding must carry the approval of the local Church Council.
2. Requests for Circuit funding which do not require completion of the online Property Consent are to be made using the Request for Circuit Funding application form attached to this document (also available from the Circuit Bursar)
3. If Circuit funding is being requested for a “scheme” which requires consent using the online Property Consent then the Request for Circuit Funding application form will not be required
4. When considering requests for Funding the Circuit Reserves Policy currently in force will be adhered to particularly in the context of the overall level of support available to churches

THE SOUTH BEDFORDSHIRE METHODIST CIRCUIT (34/4)

REQUEST FOR CIRCUIT FUNDING

Church:

Completion of this Schedule is required where Circuit funds are being requested for a “Scheme” or “Project” which does not fall within the terms of the Online Property Consents procedure

Schemes or Projects covered by this application form will normally relate to non structural alteration of church premises/buildings (e.g. Mission/Outreach projects and request for grants or loans to assist with critical repairs and/or maintenance)

DO NOT COMPLETE THIS APPLICATION FOR SCHEMES/PROJECTS:-

- where costs (excluding Fees and VAT) are likely to exceed £20,000
- for Listed Buildings or Buildings in a Conservation Area or involving external change
- of Demolition
- which involve any legal matters
- for Shared Churches
- for Methodist Day Schools
- for Organs
- for Feasibility studies
- where Landfill Tax or Fund for Property grants are being sought

APPLICATION AND UNDERTAKING ON BEHALF OF THE CHURCH COUNCIL

The **Church Council**, at its meeting on agreed to make this application with the following undertaking.

1 We undertake not to materially vary the work/project proposed nor the financial details without the approval of the Circuit

2 Signatures of two managing trustees Date..... /20.....

(not including the Superintendent Minister) Date..... /20.....

3 The application has been approved by the **Circuit Meeting** held on /20.....

4 Superintendent Minister Date..... /20.....

General Information

Membership

1 Brief description and purpose of the proposed work including any cost benefit analysis

Financial Information

Amount of any debt, including outstanding loans, on any church account £ _____

Amount of any Designated/Restricted funds held £ _____

Unless included in your Reserves Policy, please give full details of any amounts quoted above (inc purpose for which held)

You must include a copy of your current Reserves Policy and a budget forecast covering this and the next financial year

Estimates of expenditure:		Anticipated income:	
Breakdown items of expenditure below		Local new money in hand	
Please include estimates/quotations		Local new money to be raised	
		Total Local Effort	
		Local Church Bequests/Legacies	
		Indicate Trust Numbers	
		Circuit Model Trust Monies grant	
		Circuit Model Trust Monies loan	
		Any other amounts expected (please indicate source)	
Total Expenditure		Total	

Your Church Vision

Please give details of how the project/scheme you are seeking Circuit funding for:

1. Links to the spiritual development of your church
2. Helps put into action your Mission Statement/Objectives
3. Benefits the local community and meet your Church's mission policy
4. Helps to fulfil the Circuit's Mission Policy / Priorities

Final Checklist

- Undertaking on p1 signed by two managing trustees ☐
- Estimates/Quotations attached ☐
- Reserves Policy and budget forecast for this and next financial year attached ☐

When complete send this form and attachments to the Circuit Bursar

Please print name and address of correspondent for this scheme

Name: _____

Address: _____

e mail: _____

Postcode: _____

tel no: _____

THE SOUTH BEDFORDSHIRE METHODIST CIRCUIT (34/4)

REQUEST FOR CIRCUIT FUNDING (Non Property Projects)

Church:

Completion of this Schedule is required where Circuit funds are being requested for a Project or Initiative which is wholly non property related and therefore does not fall within the terms of the Online Property Consents procedure

Schemes or Projects covered by this application form will normally relate to:

- Work with children young people and those in the 25-40 age group
- Mission initiatives
- Community based initiatives, especially in areas of new housing development
- New ways of being church
- Ecumenical initiatives

APPLICATION AND UNDERTAKING ON BEHALF OF THE CHURCH COUNCIL

The **Church Council**, at its meeting on agreed to make this application with the following undertaking.

1 We undertake not to materially vary the project/initiative proposed, nor the financial details, without the approval of the Circuit

2 Signatures of two managing trustees Date..... /20.....

(not including the Superintendent Minister) Date..... /20.....

3 The application has been approved by the **Circuit Meeting** held on /20.....

4 Superintendent Minister Date..... /20.....

1. General Information

Membership

1 Brief description and purpose of the proposed project/initiative. Please also state whether any income is anticipated being generated and if so the annual annualised amount.

2. Financial Information

Amount of any debt, including outstanding loans, on any church account £ _____

Amount of any Designated/Restricted funds held £ _____

Unless included in your Reserves Policy, please give full details of any amounts quoted above (inc purpose for which held)

You must include a copy of your current Reserves Policy and a budget forecast covering at least this year and preferably the next financial year

Estimates of expenditure:		Anticipated Sources of Funding:	
Breakdown items of expenditure below		Local new money in hand	
Please include estimates/quotations		Local new money to be raised	
		Total Local Effort	
		Local Church Bequests/Legacies	
		Indicate Trust Numbers	
		Circuit Model Trust Monies grant	
		Circuit Model Trust Monies loan	
		Any other amounts expected (please indicate source)	
Total Expenditure		Total	

3. Your Church Vision (attach as a separate document your current Mission Statement)

Please give details of how the project/initiative you are seeking Circuit funding for:

1. Links to the spiritual development of your church
2. Helps put into action your Mission Statement/Objectives
3. Benefits the local community and meets your Church's mission policy or objectives
4. Helps to fulfil the Circuit's Mission Policy/Priorities

4. Final Checklist

- Undertaking on p1 signed by two managing trustees ☐
- Estimates/Quotations attached (if applicable) ☐
- Reserves Policy and budget forecast(s) attached ☐
- Mission Statement attached ☐

When complete send this form and attachments to the Circuit Bursar

Please print name and address of correspondent for this scheme

Name: _____

Address: _____

e mail: _____

Postcode: _____

tel no: _____