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| **APPLICATION TO THE BYM MEETING HOUSES FUNDS**  | **Please read attached guidance notes Please use capitals** |

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| Application premises: |  | Grant request £ | Loan request £ |
| Applicant body name:  | Area/Local Meeting |
| Name of body whose members are the ‘owners’ or *managing trustees* for the premises (usually AM Trustees) | **Please enclose a copy of****each minute** |
| The project has been approved by AM minute number of the meeting held on |
| The project is supported by LM minute number of the meeting held on |  |
| Application contact person name, role and addressPostcode Telephone / mobile/ e mail |
| Role of contact in meeting/project | Signed | Date |

**The premises and its management**

|  |  |
| --- | --- |
| Addressincluding postcode |  |
| Which meeting/committee is, or will be,responsible for day to day care of the premises? |  |
| How are repairs and maintenance funded(eg AM Property Maintenance Fund)? |  |
| What arrangements are or willbe made for its regular inspection? |  |
| What provisions are or willbe made for improving the building’s sustainability? |  |
| What provisions are or willbe made for people with mobility,seeing or hearing difficulties? |  |

**Current use of the building**

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| --- | --- |
| Average numbers atMeeting for Worship | Use by other organisations, if applicable (please indicate roughly the total number of hours per week). Use supplementary sheet, if necessary. |
| Adults | Children |
|  |  |

**The proposed work (maximum of 100 words per box)**

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| --- | --- |
| Explain the overall purpose of the project and describe the proposed work.  | **Please enclose sketch plans, sections, elevations, showing both the existing and proposed works (see guidance notes)** |
| What will be the beneficial effects of this work on the life of the meeting and other users of the building? |
| How has the meeting as a whole been involved in the development of this project to date? |
| How will the project be managed by Friends  |
| Names and role of consultants involved  |

**Progress to date**

|  |  |  |
| --- | --- | --- |
| When is physical work expected to start? | Is planning consent required?If so, has it yet been obtained? | **Please enclose****approving authority comments** |
| Is listed building consent required?If so, has it yet been obtained? | Are any other consents required?If so please list with progress to date. |  |

**Estimated Costs (to nearest £000)**

|  |  |  |
| --- | --- | --- |
|  | **£ (000)** | State basis of costs (estimate, firm quote, contract) |
| Purchase of land or existing building (if relevant) |  |
| Conversion, extension, alteration of building |  |
| Construction of new building  |  |
| Other costs (do not include loose furniture, furnishings, decorating, routine maintenance) |  |
| Professional fees % on £ |  |
| VAT % on £ |  |
| Total Cost £ (000) |  |

**Plans for Funding (to nearest £000)**

|  |
| --- |
| **Existing funds available £ (000)** |
| LM /AM Property Maintenance Fund  |  | **Please enclose most recent LM and AM balance sheet or statement of funds, and any minutes, policy statements or reference to restrictions affecting the use of funds.** |
| Other LM funds |  |
| Other AM funds |  |
| Other funds available (please specify) |  |
|  | **Funding (1)** |  | Additional Notes |
| **Funds to be raised (excluding any loan repayment income) £ (000)** |
| Grant from BYM Meeting Houses Funds by this application |  |
| Grants from trusts and other sources (listed each separately) |  |
| Appeal income anticipated |  |
| Total funding from loans (please also fill in loans section below) |  |
| Other (please specify) |  |  |
|  |  |
| **Funding (2)** |  |
| **Total Funding (1) + (2) Please ensure this also equals Total Cost £ (000)** |  |

**Loans (if applicable)**

|  |  |  |
| --- | --- | --- |
| Give details of loans required to enable total project costs to be funded | Loan£ | Annual Repayment£ |
| Meeting Houses Fund by this application |  |  |
| Other (please specify) |  |  |
| How will the loans be repaid? |

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| Checklist of enclosures: | 🞏 LM minute | 🞏 AM minute | * LM Financial info
 | 🞏 AM Financial info |
| (Please tick) | 🞏 Sketch plans, sections, elevations | * AM Trustees minute
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