

## **GRP – Process for Application for External Funds for Property Works**

<b>Title</b>	GRP – Process for Application of External Funds
<b>Creation Date</b>	July 2021
<b>Version</b>	V1.0
<b>Last Revised</b>	
<b>Approved by</b>	GRP SC
<b>Approval date</b>	14 June 2022



## Rationale

While congregations are able to **apply** for grants or funding from external organisations, congregations are not legal entities and hence it needs to be the Synod Property Trust which enters into legal arrangements eg funding contracts. See the Synod Funding Application Form<sup>1</sup>. This form needs Presbytery approval, prior to being submitted to Synod.

If your funding application is successful, the Synod Property Trust will need to **sign** the Funding Agreement.

## Process

The steps to be followed for a Congregation to apply for funding eg community grants are:

1. Obtain Church Council approval for
  - a. the purpose for the funding
  - b. the specific grant or funding to be applied for
2. the Church Council delegated person(s) completes, but does not submit, the
  - a. Funding body - Application Form. NB this must be in the name of:  
*The Uniting Church in Australia Property Trust (NSW) on behalf of (Insert Congregation name) ABN (insert Congregation ABN)*
  - b. Synod - **Funding Application Form**<sup>2</sup>
3. Obtain Presbytery approval to apply, by submitting the above 2 documents to Presbytery
  - a. Grants or funding of \$50,000 or less can be approved by the Property Committee, or if time sensitive, signed by one of the following:
    - i. Property Convenor
    - ii. Business Manager
    - iii. Chair of Presbytery
  - b. Grants of more than \$50,000 need to be approved by a full Presbytery Standing Committee
4. Obtain a letter of approval to apply, from the Synod Office Property Services. Send the following by email to [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)
  - a. Funding body - Application Form (Completed but not submitted)
  - b. Synod - "Funding Application Form"
5. Submit to the funding body:
  - a. Funding Body - Application Form
  - b. the funding approval letter from Property Services

If Successful:

6. Ask the Synod Property Trust to sign the funding contract or agreement. Send the following by email to [Property@nswact.uca.org.au](mailto:Property@nswact.uca.org.au)
  - a. Funding body – Contract or Agreement
  - b. Synod - **Certificate of Correctness**<sup>3</sup>

<sup>1</sup> [Process/Procedure Template \(uca.org.au\)](#)

<sup>2</sup> [Process/Procedure Template \(uca.org.au\)](#)

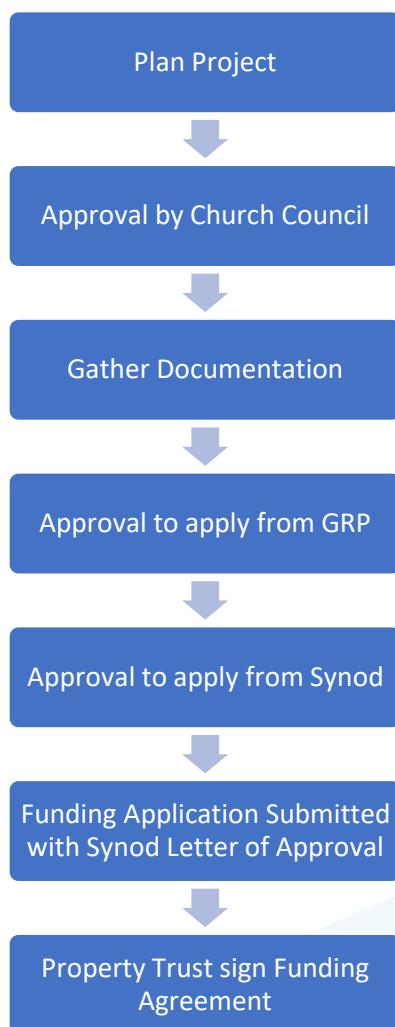
<sup>3</sup> [certificate-of-correctness-for-funds-grants.pdf \(uca.org.au\)](#)



For more information see the Synod Website: <https://nswact.uca.org.au/shared-resources/property/funding-application-process/>

## Documentation Summary

<b>Document</b>	<b>Signed by</b>
Minutes / extract of Church Council meeting	<ul style="list-style-type: none"> <li>• Church Council Chairperson</li> </ul>
Funding Body - Application Form	See Funding Body requirements
Synod - <b>Funding Application Form<sup>4</sup></b>	<ul style="list-style-type: none"> <li>• two of Church Council Chairperson, Treasurer or Secretary</li> <li>• Presbytery Standing Committee authorised person</li> <li>• Synod Property Trust</li> </ul>
Synod - <b>Certificate of Correctness<sup>5</sup></b>	<ul style="list-style-type: none"> <li>• two of Church Council Chairperson, Treasurer or Secretary</li> <li>• Synod Property Trust</li> </ul>



<sup>4</sup> [Process/Procedure Template \(uca.org.au\)](https://uca.org.au)

<sup>5</sup> [certificate-of-correctness-for-funds-grants.pdf \(uca.org.au\)](https://uca.org.au)

