



## **Build Application Form**

Please send a copy of this application form to:

- Presbytery Property Committee and
- Uniting Resources – Property Services

(1) **Applicant Details**

- a. Congregation / Board: \_\_\_\_\_
- b. Presbytery: \_\_\_\_\_
- c. Application Date: \_\_\_\_\_

(2) **Contact Details**

- a. Contact Name: \_\_\_\_\_
- b. Address: \_\_\_\_\_
- c. Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_
- d. Email Address: \_\_\_\_\_

(3) **Property Details**

- a. Property Address: \_\_\_\_\_
- b. Type of Building: \_\_\_\_\_
- c. Land Details: Lot \_\_\_\_\_ Section \_\_\_\_\_ DP \_\_\_\_\_
- d. Area: \_\_\_\_\_ Zoning: \_\_\_\_\_
- e. Heritage Listing:  Yes  No If yes, what kind? \_\_\_\_\_

(4) **Project Overview** (a brief description of the purpose of the project, including how this proposal complements your mission plan): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(5) **Estimated Costs (ex GST)**

- a. Construction Cost: \$ \_\_\_\_\_
- b. Professional Fees: \$ \_\_\_\_\_
- c. Council Charges: \$ \_\_\_\_\_
- d. Earthworks: \$ \_\_\_\_\_
- e. Outdoor work (landscaping, fencing, lighting) \$ \_\_\_\_\_
- f. Other work to be carried out on property at same time \$ \_\_\_\_\_
- g. Furnishings, Fittings and Equipment \$ \_\_\_\_\_
- h. Contingency \$ \_\_\_\_\_
- i. **Total Project Budget:** \$ \_\_\_\_\_

(6) **Source of Funds**

- a. Cash in Hand \$ \_\_\_\_\_
- b. Sales Proceeds \$ \_\_\_\_\_
- c. Uniting Financial Services Loan \$ \_\_\_\_\_
- d. Self Help Loan \$ \_\_\_\_\_
- e. Other Loan (Please specify) \$ \_\_\_\_\_
- f. Bequest \$ \_\_\_\_\_
- g. Other \$ \_\_\_\_\_
- h. **Total Funding:** \$ \_\_\_\_\_
- i. Please attach a 3 year forward cash flow statement
- j. Do you have any other loans?  Yes  No
- k. If yes, what is the amount outstanding? \_\_\_\_\_

(7) **Consultation of Other Church Bodies**

- |  | <u>Yes</u>               | <u>N/A</u>               |
|--|--------------------------|--------------------------|
| a. If the project relates to childcare, seek approval from UnitingCare Children Services to the proposal | <input type="checkbox"/> | <input type="checkbox"/> |
| b. If the project relates to aged care, seek approval from UnitingCare Ageing to the proposal            | <input type="checkbox"/> | <input type="checkbox"/> |
| c. If the project relates to education, seek approval from Board of Education to the proposal            | <input type="checkbox"/> | <input type="checkbox"/> |

(8) **Certified Copy of Resolutions**

We hereby certify that at a meeting of the Church Council / Presbytery / Board / School Council duly convened in accordance with Assembly Regulations 4.4.3 and 4.4.4, held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, the following resolutions were passed:

(a) Proposal to Build: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(b) Method of Funding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Office Bearer of Church Council /  
Chairperson / CEO / Director

\_\_\_\_\_  
Office Bearer of Church Council /  
Chairperson / CEO / Director

**Please attach the following to this application form**

1. Three year Cash Flow