

**APPLICATION: BUILDING/PROPERTY MAINTENANCE and IMPROVEMENT PROJECTS**

**(IN EXCESS OF $5,000)**

‘For we are God’s servants, working together; you are God’s field, God’s building.’ 1 Corinthians 3.9

All building or property (capital) projects undertaken in the Diocese of Bendigo which are:

* In excess of $5,000 and/or
* To be funded from monies held in Trust

require the approval of the Diocesan Executive Committee (‘the Executive’).

The Executive usually meet on the first Monday of the month and is responsible for making sound and informed decisions and undertake due diligence in the exercise of their duties, while remaining focused on facilitating Parishes. This means they first need to have a good understanding of the proposals put before them.

The following form must be completed and submitted to the Registry. The form is to be accompanied by all relevant documentation, including a Parish Council minute recommending that the works proceed.

The information required by the Executive may vary depending on the size, scale and amount of funds involved in a project.

*For example, a project towards the lower end, say $5,000, could be justified by:*

* *a written report (template below);*
* *including two to three quotes for the work (wherever possible). The Parish should indicate which of the quotes they would like to proceed with and why. (There may be good reason not to accept the lowest quote);*
* *identifying where the funds are to be sourced from and a Parish Council minute supporting the proposed project and funding*

*In the example of major maintenance, a building alteration, new building or extension:*

* *a written report (template below);*
* *a site plan;*
* *architectural drawings;*
* *three quotes (with explanation of the preferred quote);*
* *where the funds are to be sourced from and a Parish Council minute supporting the proposed project and funding; and*
* *completed draft Planning Permit Application (with all required attachments) ready for sign off by the trustees.*

To assist in its deliberation, the Executive may request further information and/or may choose to visit the parish/centre.

**Report
(to be submitted by third Monday in month for inclusion in next Executive meeting agenda)**

Also attach:

* Copy of Parish Council minute approving the proposed project and funding
* Completed trust fund withdrawal form/s if required
* Copies of any original quotes; drawings; draft Planning Permit (either local Council or Heritage Victoria if required)

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| --- | --- |
| **Parish Name** |  |
| **Church Name / Centre** (include Street address where project to be carried out) |  |
| **Brief description of the Project** |  |
| **Reason for the Project** |  |
| **Project and Parish Mission**Describe how the project fits in with the mission of your parish |  |
| **Plans/Drawings** | Project Plans have been prepared by:The plans are attached to this application YES / NO |
| **Estimated Cost**(quotes should include registration details of tradespeople – required for insurance purposes) | Quotes for the works from the following tradespeople are attached: |
| Tradespeople’s Name | Amount of total quote |
|  |  |
|  |  |
|  |  |
| **Project Funding**Describe how the project is to be funded eg budget, fundraising, grant/s |  |
| **Parish Consultation**Describe the nature of consultation with the parish |  |
| **Parish Approval** | DD/MMM/YYYY Date of the Parish Council meeting where the proposed project was approved (attach minutes). |
| **Signatures of Parish Leaders** | **Rector/Priest in Charge**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Churchwardens** |
|  | Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date of Application** |  |

For assistance in completing this form, please contact the Registrar.

Completed applications (including the associated documentation) are to be forwarded to

The Registrar, Anglican Diocese of Bendigo, reception@bendigoanglican.org.au

P O Box 2, Bendigo 3550

**Checklist:**

Report (using above template) outlining works to be done

Parish Council minute approving the proposal and advising from which Trust, Grant or Gift that the proposed expenditure will be sourced

 Trust fund withdrawal form (completed and signed) if required

A summary and total of costs

Quotes (two to three for each item) and indication of preferred quote.

Site plan if applicable

Architect or Draft person’s drawings of the proposal if applicable

Evidence of engagement with Heritage Victoria if applicable

Completed draft Planning Permit Application from either the local Council or Heritage Victoria (with all required attachments) ready for sign off by the trustees.