



Application for Approval of Works and / or Financial Assistance

Nov 2025

If you have any queries regarding the completion of the form, please contact:

Fiona Skellett, Business Support Manager: Fabric Committee
Address: General Trustees, 121 George Street, Edinburgh, EH2 4YR
Email: gtfabric@churchofscotland.org.uk
Direct dial: 0131 376 3683

Please also see the accompanying notes for further information aimed at helping with the completion of this form.

PLEASE NOTE: The completed form, together with all relevant supporting documents, should be forwarded to your Presbytery Clerk in the first instance. Presbytery will issue to the General Trustees.

Congregation of:
Presbytery of:

Please appoint a main contact who will receive all correspondence from the General Trustees:

Contact Name:	
Contact Address:	
Contact e-mail:	
Contact tel no:	

Section A - Building Information & Details of the Works

A1.

Which building does this application relate to?							
Church		Hall		Manse		Other	
Building Name							
Building Address							
Building Postcode							

A2.

Does the application concern:					
Approval of works		Release of funds/financial assistance		Approval to proceed with design/feasibility	Release of funds for none fabric purposes *
Does the application concern:					
Approval in Principle		Final Approval		Advice Only *	Reallocation of consolidated fabric funds to stipend *

(* complete section A only and see accompanying notes for details of enclosures required)

A3.

Type of Work (please tick all boxes that apply):					
Alterations		Heating		Redecoration	
Audio-visual system		Lighting		Internal alterations/repairs	
Disabled access		Disabled toilet		New building	
Textiles		Organ		Stained Glass	
Furnishings		Plaques and memorials		External Repairs	
Health & Safety Improvements		Statutory Requirements		Extension	
Any other (please specify):					

A4.

Brief description of works
 (Please enclose any additional information that may be helpful in support of your application, eg plans and drawings, photographs, etc **Inclusion of digital photographs is likely to speed up the application process**).

A5.

Statement of Need: With reference to the five marks of mission, how will your proposals contribute to developing your mission? What benefits will they bring?

A6.

Net Zero: With reference to the Net Zero, how will your proposals contribute to reduce carbon emissions? What benefits will they bring to the congregation?

A7.

Statement of Significance: What impact will your proposals have on any features of architectural or historical interest in your building?

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A8.

Will your proposal improve access to worship and fellowship by those with disabilities?	Yes		No	
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If yes, please briefly explain how:

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A9.

Please list the consultants engaged on the works, eg architect, QS, and state whether they have been appointed via a competitive tender process:

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Section B – Statutory Requirements & Compliance

B1. Statutory Approval

Is the building listed by Historic Environment Scotland/Historic England?							
A-listed		B-listed		C-listed		Not listed	

Is the building within a Conservation Area?							
Yes		No		Unknown			

Have applications for planning approval and Listed Building Consent been made?							
Yes		Not Yet		Not required		Unknown	
Please provide the reference number:							

Has a Building Warrant/Regulations application been made?							
Yes		Not yet		Not required		Unknown	
Please provide the reference number:							

B2. Consultation

If your Presbytery has a Presbytery Buildings Officer (PBO), have they been consulted?	Yes		No	
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B3. Health & Safety

	Yes	No	Not Applicable
Has a Principal Designer been appointed?			
Has a Preconstruction Health & Safety plan been issued to the Principal Contractor?			
For notifiable projects has notification been provided to the Health & Safety Executive?			
Has the developed Health and Safety Plan been provided by the Principal Contractor?			
Has the developed Health and Safety Plan been reviewed by the Principal Designer?			
Has the contractor provided site specific risk assessments and method statements for the work?			

B4. Insurance

	Yes	No	Not Applicable
Have Howdens been notified of the planned building work?			
Have you received evidence of the Contractor's insurance (if quotations for the works have been received)?			
Have you received evidence of the Designer's Professional Indemnity Insurance?			

Section C – Cost Information & Funding

C1.

Is the cost of the works greater than £50,000 (inclusive of VAT and fees)?	Yes		No	
If yes, please enclose a Cashflow Statement and, if the cost of the works is greater than £100,000, please enclose a Business Plan and Programme.				

C2.

Is the congregation seeking a grant or loan from the Central Fabric Fund?	Yes		No	
If yes, state the amounts that you are seeking	Grant Amount		Loan Amount	
If you are successful in being granted at loan, please state how you wish to schedule repayments, eg monthly, quarterly or six monthly:				

C3.

Is the congregation seeking release of funds held on its behalf in the Consolidated Fabric Fund capital fund?	Yes		No	
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C4. Anticipated Cost Breakdown

Item	Cost	Comment Indicate whether estimated or based on tender/ quotation
Cost of building works	£	
Contingency allowance	£	Percentage Allowance
Professional and other fees	£	
Fixtures, Fittings, Furniture and other items not included above	£	
Value Added Tax	£	
TOTAL	£	

C5. Funding

	Amount to be applied to this project:
Local funds	
Local congregational funds held	£
Insurance Claim	£
Sale of redundant property – locally vested	£
General Trustees funds	
Sale of redundant property – vested with General Trustees or locally with Assembly Control	£

Consolidated Fabric Fund - capital	£
Consolidated Fabric Fund – revenue	£
Central Fabric Fund Request – loan	£
Central Fabric Fund Request – grant	£
External funding	
External fundraising target	£
External grant funding – secured*	£
External grant funding – unsecured*	£
Other	
Other eligible funds (please state source below)	£
TOTAL	£

*secured grant funding is funding which has been applied and formally awarded. Unsecured grant funding is funding which has either not yet been applied for, or has been applied for but no formal decision received as yet.

C6. Fundraising

Please specify what special efforts (eg Gift Days, events, grants from external sources) have been made and quantify the fundraising target:

C7. Congregation Financial Information

Current financial information	
Forecast income for current year	£
Forecast expenditure for current year	£
Funds:	
- Unrestricted	£
- Designated	£
- Restricted	£
Total funds	£
Breakdown of designated funds:	£

Breakdown of restricted funds:	£	
Central Fabric Fund loan balances outstanding	£	
Giving to Grow debt outstanding	£	
Other debt outstanding	£	
Prior year financial information – please provide figures for the previous two financial years		
	PY1	PY2
Total income	£	£
Total expenditure	£	£
Net income/expenditure for year	£	£
Please provide a copy of the congregation's latest annual accounts to support the figures disclosed in this application.		

Section D – Supporting Information and Submission

D1. Supporting Information

Please tell us which documents you have enclosed in support of this application: (tick all that are included)		
Supporting Info	Yes/No	Comment/Document Reference
Latest annual accounts (required)		
Quinquennial Survey Report (required)		
Property Register (required for applications for churches/halls)		
Manse Condition Schedule (required for applications for manses)		
Cashflow Statement		
Business Plan		
Mission Plan/Vision Statement		
Quotations		
Cost estimates/Cost Report		
Tender Report		
Consultant Reports		
Specifications		
Plans/Drawings		
Project Programme		
Photographs		

D2.

Number of members in congregation (and adherents):	
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D3. Submission

<p>I hereby confirm that this form has been submitted to, and approved by, the Financial Board of this congregation on (date of meeting)</p>
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Signature:	
Full name:	
Position held (please delete as required):	<ul style="list-style-type: none"> • Clerk to the Congregational Board • Session Clerk • Clerk to Deacons' Court • Convener of Committee of Management
Date of transmission to Presbytery:	

To be completed by the Presbytery Building Officer in ALL cases:

Notes To Presbytery Building Officer	
The Building Officer is directed to consider all relevant factors including: <ul style="list-style-type: none"> - Quinquennial Survey (do the proposals address the essential works recommended in the survey report?) - Statutory applications and consents - CDM consents - Insurance - Quotations/Cost Plans - Comments on proposals - Whether the work is required for health & safety reasons - Whether the work is required to make the building wind and watertight - Whether the work is required to preserve the value of the building - Whether the works are a statutory requirement - Recommendations 	

1.

5 yearly survey		Yes	No
Do the proposed works address the essential works highlighted in the latest survey? OR Have the essential works been addressed separately to the proposals?			
PBO Comments:			

2.

Health & Safety Construction (Design & Management) Review & Comments			
PBO Comments			
REVIEW OF INFORMATION FROM CONGREGATION	Yes	No	Not Applicable
Has a Principal Designer been appointed?			
Has a Preconstruction Health & Safety plan been issued to the Principal Contractor?			
For notifiable projects has notification been provided to the Health & Safety Executive?			
Has the developed Health and Safety Plan been provided by the Principal Contractor?			
Has the developed Health and Safety Plan been reviewed by the Principal Designer?			
Has the contractor provided site specific risk assessments and method statements for the work?			

3.

Have the Presbytery Building Officers Comments and Recommendations been addressed?	Yes	No
PBO Outstanding Comments		

4.

Any further PBO Comments/Recommendations to the Presbytery and General Trustees?

To be completed by the Presbytery in ALL cases:

<p>Notes To Presbytery</p> <p>Presbytery is directed to consider all relevant factors including:</p> <ul style="list-style-type: none"> - The Presbytery Mission Plan - The long-term requirement for the building - The impact of the works on other commitments (eg. Giving to Grow) - The General Trustees will consult with the Faith Action Leadership Team - For manses, whether the works are required to meet the minimum housing condition standards - impact of the proposed expenditure on the congregation's other commitments, such as contributions towards ministry costs and, where appropriate mission and aid <p>The application should be discussed and approved at the relevant Presbytery meeting (in line with Presbytery governance and an extract minute provided to the General Trustees)</p>

1.

Is this a required charge beyond the life of the current Presbytery Plan?	Yes		No	
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2.

What is the status/category of the building within the context of the current Presbytery Plan?

3.

Notes on Presbytery Assessment of Application. Any other observations or comments (eg issues on financial stewardship)?

Presbytery of	
Approved at Presbytery Meeting (insert Committee name)	
Date of meeting	

PRESBYTERY TO ISSUE COMPLETED FORM PLUS ENCLOSURES AND PRESBYTERY EXTRACT MINUTE TO THE GENERAL TRUSTEES

APPROVAL TO BE GRANTED IN LINE WITH PRESBYTERY GOVERNANCE/DELEGATED AUTHORITY.

For Completion by the General Trustees

Received date:

Reviewed by:

Fabric Committee Date:

Comments: