CHICHESTER DIOCESAN FUND AND BOARD OF FINANCE

APPLICATION FORM FOR AN ARCHDEACON’S LOAN

(To be sent to the Archdeacon for onward transmission to Church House, Hove)

Section 1: Information about your church

|  |  |
| --- | --- |
| Parish |  |
| Archdeaconry |  |
| Name of Church or Hall |  |
| Approximate year of construction |  |
| Primary Contact for Loan – Name, Role and Email address |  |

Section 2: Information about your project

|  |  |
| --- | --- |
| Details of proposed works  (you may attach architects reports and specifications if you think it would be helpful in assessing the application) |  |
| When are works expected to start? |  |

Section 3: Financial Information about your project

|  |  |
| --- | --- |
| Total Cost of Works including fees and VAT |  |
| Amount of funding secured so far (please detail sources and amounts) |  |
| Grant applications which have been submitted but are awaiting a decision (please detail organisations and amounts applied for) |  |
| What other fundraising activities are planned to raise money for this project? How much do you hope to raise? |  |
| Expected shortfall in funding |  |

Section 4: Loan Request

|  |  |
| --- | --- |
| Loan Requested |  |
| Loan period requested |  |
| How do you plan to repay the loan? (For example will there be increased income from improved facilities? Or from congregational giving over future years?) |  |
| Date of PCC meeting when PCC agreed to apply for an Archdeacons Loan. |  |

If the loan is approved we will pay the amount into your PCC bank account. Please confirm:

|  |  |
| --- | --- |
| Name of bank |  |
| Address of bank |  |
| Account number |  |
| Sort code |  |
| Name of account holder |  |
| If the account holder name is different to your organisation name please provide an explanation |  |

*If the DBF have not paid this bank account before please provide a paying in slip or voided cheque.*

Section 5: Declaration

When submitting this application form please also submit:

* A copy of the latest Annual Accounts of the PCC
* A copy of the motion from the PCC meeting requesting the loan showing the voting figures
* Paying in slip or voided cheque if required

We hereby declare that we have read the rules and notes covering the making of Archdeacon’s loans to which, on behalf of the Parochial Church Council, we agree to be bound.

|  |  |  |
| --- | --- | --- |
| ……………………………………….. |  | ……………………………………….. |
| Churchwarden |  | Incumbent/Priest-in-charge |
| ……………………………………….. |  | ……………………………………….. |
| Churchwarden |  | PCC Treasurer |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorised by Archdeacon | …………………………………... | Date | / / |