



# Application for Allocation of Property Sale Proceeds (PSP)

# 3A

The 'Form 3A – Application for Allocation of Property Sale Proceeds (PSP)' is to be completed for allocation of PSP for: capital works, as a gift, for sharing with the wider church, PSP Tier One Operational Purposes/Exceptional Mission Project or under the Manse for Manse policy. If a Responsible Body is seeking to allocate funds for an Interest Only Mission Fund, please complete only the separate 'Form 3D – Interest Only Mission Fund'. This form is to be completed after the 'Form 1 - Getting Started' has been submitted and Presbytery has convened a Pre-Application Meeting between Church Council, Presbytery and Property Services. Please forward completed form to your Presbytery.

Additional information: [www.victas.uca.org.au/resources/property/](http://www.victas.uca.org.au/resources/property/) , [property@victas.uca.org.au](mailto:property@victas.uca.org.au) , Ph: (03) 9116 1956.

## CHECKLIST:

**Prepare and Sign** Form 3A - Application for Allocation of Property Sale Proceeds (PSP)

**Signed** Form 3A - Application for Allocation of Property Sale Proceeds (PSP) by Presbytery/ Authorising Body

**Attach** applicable forms, these are determined during your Pre-Application Meeting:

Form 3D – Interest Only Mission Fund (attach only if multiple allocations of funds)

Form 3H – Application to Build

Form 2B – Business Case

Form 3I – Full Project Plan

Form 3G – Application to Purchase

**Attach** financial information (if not previously submitted) if applying for Tier 1 Operational Missional Purposes or Exceptional Mission Project:

Most recent audited financial statement

Current year budget

Balance sheet/List of available financial resources (if available)

5 year budget/ cash flow (if available)

## SECTION A: RESPONSIBLE BODY & ALLOCATION REQUEST

If you require more space for your answers, please attach additional pages to this form

### 1. RESPONSIBLE BODY

Responsible Body Name			
Discernment Partner/ Presbytery			
Contact Person			
Position			
Email			
Phone	Ph		Mobile
Address (Postal)			

### 2. AVAILABLE PROCEEDS

Type of proceeds to be allocated	New proceeds (not yet allocated for a project)
	Change of purpose for existing proceeds (previously allocated to an approved project)
Source of Proceeds (address of sold property)	
Settlement Date (if known) <small>Note sale must have settled in order to apply</small>	
Net amount available (if known)	

### 3. ALLOCATION SUMMARY

Please indicate the amount of PSP to be allocated to which of the following project options (one or more). Please refer to the Guide for further information regarding each option.

<b>A. Capital Works OR Purchase of Property (Responsible Body's use)</b> – Allocate PSP for capital works or to Purchase Property (Responsible Body)	\$	Proceed to Question 4
<b>B. Interest Only Mission Fund (IOMF) (Responsible Body's Use)</b> – Allocate PSP to an IOMF (interest earned will be used for a mission program of the Responsible Body)	\$	Please complete 'Form 3D – Application for an Interest Only Mission Fund (IOMF)'
<b>C. GIFT for Capital Works, Interest Only Mission Fund (IOMF) or Mission Project</b> – Allocate PSP as a gift to another UCA body for their capital works, IOMF (interest earned will be gifted for use in a mission program of another UCA body) or exceptional mission project	\$	Proceed to Question 5
<b>D. Shared Proceeds</b> – Allocate PSP (Responsible Body's Proceeds) for use in the wider church.	\$	Proceed to Question 6
<b>E. Operational Missional Purposes (only applicable to property sold with sale price under \$200,000 – tier one)</b> – After sharing, remaining proceeds to be allocated for operational expenses provided that the Discernment Partner is convinced that there are good missional reasons for doing so.	\$	Proceed to Question 7
<b>F. Exceptional Mission Project</b> – Allocate PSP (Responsible Body's Proceeds) for an exceptional mission project. Pertains to use of capital and is generally only supported in exceptional circumstances.	\$	Proceed to Question 7
<b>G. Manse for Manse policy</b> – Allocate PSP under Manse for Manse policy where PSP is not subject to the policy of sharing with the wider church. This includes the purchase of a new manse.	\$	Proceed to Question 8
<b>TOTAL FUNDS TO BE ALLOCATED</b>	\$	

### 4. PSP FOR CAPITAL WORKS OR PURCHASE OF A PROPERTY (RESPONSIBLE BODY)

Brief description of project	
Property address of works/ or property to be purchased	
Capital works allocations must be accompanied by the relevant capital works form, please indicate the form attached (appropriate forms are determined during your Pre-Application Meeting)	
Form 3G – Application to Purchase	Form 2B – Business Case
Form 3H – Application to Build	Form 3I – Full Project Plan
<b>Go to Section C</b>	

### 5. GIFT (ANOTHER UCA BODY)

Please indicate how the gifted PSP will be used by another UCA body:	Capital Works	IOMF/Mission project
Recipient Body to be gifted		
Recipient Body ABN		
Capital works or IOMF allocations must be accompanied by the relevant form, please indicate the form attached completed by the Recipient Body (appropriate forms are determined during your Pre-Application Meeting)		
Form 3D – Application for Interest Only Mission Fund (IOMF) Please advise IOMF no. if already established	Form 2B – Business Case	
Form 3H – Application to Build	Form 3I – Full Project Plan	
<b>Go to Section C</b>		

**6. ADDITIONAL SHARING WITH THE WIDER CHURCH**

Please tick to confirm: Yes, the Responsible Body (congregation/presbytery/organisation) requests \$..... (insert amount) of available funds be allocated for the purpose of sharing with the wider church according to the table below.

**Allocation of share proceeds from Tier 2 and 3**

Uniting Aboriginal and Islander Christian Congress Victoria and Tasmania	15%	Capital Works Fund	15%
Heritage Buildings Funds for Victoria and Tasmania	10%	Mission Support Fund Capital Fund	45%
Rural Presbyteries IOMF	15%		

**Go to Section C**

**7. EXCEPTIONAL MISSION PROJECT/ TIER 1 OPERATIONAL MISSIONAL PURPOSES**

**Pertains to use of capital. Description of mission project and how funds are to be used** eg to supplement ministry stipend at 0.x FTE over a period of y years, or supplement cost of visiting preachers at a cost of \$x per annum for y years.

Most recent audited financial statement	Balance sheet/List of available financial resources (if available)
Current year budget	5 year budget/ cash flow (if available)

**Go to Question 9**

**8. MANSE FOR MANSE**

Under the *Manse for Manse* Policy a congregation can retain the net sale proceeds of the manse in a Mission Support Fund account, earmarked for the congregation for the purchase of a manse in the future. A congregation can also receive a grant (up to "manse allowance") from the interest earned from the invested manse sale proceeds to assist with payment of rental costs or manse allowance. The grant is paid in arrears ie reimbursement to congregation for manse allowance paid in the preceding 6 months. The maximum paid is the lesser of interest earned or manse allowance.

Under the *Manse for Manse* Policy a congregation can also sell a manse and purchase a new manse where PSP is not subject to the policy of sharing with the wider church. **Please complete either 8a or 8b**

**8a.** The congregation requests allocation of proceeds from the sale of a manse under the Manse for Manse Policy, and seeks a grant from available interest earned be used to assist the congregation with payment of manse allowance.

Name of Minister in placement	
Please advise if the Minister resides in a leased property	
% of manse allowance to be granted	
Commencement Date	

**Go to Question 9**

**8b.** The congregation is seeking to purchase a new manse and the 'Form 3G – Application to Purchase' is **ATTACHED**

**Go to Section C**



**SECTION B: BANK DETAILS**

**9. Applicable only if you have already completed either Question 7 or 8a. If not applicable, proceed to Section C.**

Please provide the congregation's BANK ACCOUNT DETAILS below, either (i) Account to be credited or (ii) UEthical (Funds Management) Account Details so that this request can be implemented as soon as possible after appropriate approval

If yes, please provide the congregation's BANK ACCOUNT DETAILS below, either (i) Account to be credited or (ii) UEthical Account Details so that this request can be implemented as soon as possible after appropriate approval

**(i) Bank Account to be credited**

Account Name		Bank	
Account Type		Branch Address	
BSB Number (Must be 6 numbers eg 063999)		Account Number	

PLEASE ENSURE THESE DETAILS ARE CORRECT AS WE CANNOT INDEPENDENTLY VERIFY THEIR CORRECTNESS. IF THERE ARE ANY CHANGES TO THESE DETAILS WE NEED TO BE NOTIFIED IN WRITING.

**(ii) UEthical (Funds Management) Account Details**

Funds Management Account Number	
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**Preferred Payment Frequency**

	Manse for Manse, interest will be dispersed half yearly (January and July) in arrears	
	Exceptional Mission Project or eligible Operational Mission Purpose	Monthly (preferred)
		Half yearly (To be paid in January & July)
		Yearly (To be paid annually from commencement date(s))

**Go to Section C**



**SECTION C: Approvals & Authorising Body Comment**

**Responsible Body Approval**

Responsible Body Name:		
Details of Approval: At a meeting held on _____ (date), this application was approved by the:		
Church Council	Congregation	Other
Signed:		Signed:
Date:		Date:
Name:		Name:
Position:		Position:

**Presbytery/ Authorising Body Approval**

Presbytery/Authorising body:			
Details of Approval: At a meeting held on _____ (date), this application was approved by the:			
Presbytery:	Standing Committee:	Delegated Committee:	Other:
Signed:		Signed:	
Date:		Date:	
Name:		Name:	
Position:		Position:	

**Comment from Presbytery/ Authorising Body**

Provide comment and/or list reasons application supported/not supported. **Please do not leave blank.**

**FURTHER INFORMATION**

**ENQUIRIES**

In the first instance enquiries regarding projects should be directed to your Presbytery. Any enquiries regarding completion of this application can also be directed to Property Services [property@victas.uca.org.au](mailto:property@victas.uca.org.au) , Ph: (03) 9116 1956.

**POLICY**

For the full Property Sale Proceeds Policy, please refer to the booklet "Discerning Mission and the Use of Property – Property Sale Proceeds: Understanding the new policy (2011)".

This is located on the Synod website under the heading "Mission" via the following link – <https://victas.uca.org.au/resources/property/forms-and-resources/>



**This page is intentionally blank. Please use below if you require more space for your answers.**

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