

# Form 3C - Application for DAF/Emergency Grant

# 3C

The 'Form 3C – Application for DAF/Emergency Grant' is to be completed for:

- Disability Access Fund (DAF) grants, which cover 50% of capital works compliant to the Disability Access Australian Standard AS 1428 (capped at \$50,000 of grant funds per congregation);
- Emergency grant funding (capped at \$10,000 of grant funds per congregation) where the capital works/project is deemed to be urgent and unforeseen and the Responsible Body has no other appropriate sources of funding; or there are exceptional circumstances (it is generally not applicable to deferred maintenance or works covered through an insurance claim) ; or
- Emergency grant funding (capped at \$10,000 of grant funds per congregation) in order to meet Minister stipend costs while the Presbytery works with the congregation on their long term strategy.

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 note the Pre-Application Meeting can occur by teleconference). Please forward completed form to your Presbytery. Print and complete form by hand or electronically using ONLY Adobe software, available free at <https://acrobat.adobe.com/au/en/acrobat/pdf-reader.html>

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

## CHECKLIST:

**Prepare and Sign** Form 3C – Application for Grant Funding (DAF & Emergency)

**Signed** Form 3C – Application for Grant Funding (DAF & Emergency) by Presbytery/ Authorising Body

**Attach** Form 3H – Application to Build if DAF or Emergency Capital Works

**Attach** financial information (if not previously submitted) if applying for Emergency grant

- 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 & GRANT 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. GRANT REQUEST

Disability Access Fund Grant (DAF Grant)	Amount Requested: \$	Go to Q 3
Emergency Grant (Capital Works)	Amount Requested: \$	Go to Q 4
Emergency Grant (Stipend)	Amount Requested: \$	Go to Q 5

**3. DISABILITY ACCESS FUND GRANT**

**ATTACH** 'Form 3H – Application to Build' including Contractor Quotation/Tender compliant to the Disability Access Australian Standard AS 1428 and with disability access works itemised

Type of works	TOTAL cost of itemised disability access works	Amount applied for (50% of total cost of itemised disability access works)
Upgrade toilet facilities	\$ (exc GST)	\$ (exc GST)
Installation of ramp(s)	\$ (exc GST)	\$ (exc GST)
Other (please specify)	\$ (exc GST)	\$ (exc GST)

**Go to Question 9**

**4. EMERGENCY GRANT – CAPITAL WORKS**

Please outline briefly reasons why congregation is facing financial difficulty

Please provide details of the urgent and unforeseen capital works/project and/or the exceptional circumstances

**ATTACH** Form 3H – Application to Build

Total project cost (excluding GST)	\$ (exc GST)
Total amount of Emergency Capital Works Grant requested	\$ (exc GST)

**Go to Question 6**

**5. EMERGENCY GRANT - STIPEND**

Please outline briefly reasons why congregation is facing financial difficulty

Monthly ministry cost	\$
Monthly shortfall	\$
Duration of funding assistance required (no greater than 6mths)	

**Go to Question 6**

**SECTION B: CONGREGATION PROFILE & CURRENT FINANCIAL POSITION**

**6. CONGREGATION PROFILE**

**Age Profile**

Age Group	Members	Attendees (Non members)	Total	Comments
0-9 yrs				
10-19 yrs				
20-29 yrs				
30-39 yrs				
40-49 yrs				
50-59 yrs				
60-69 yrs				
70-79 yrs				
80+				
<b>TOTALS</b>				

**Congregation statistics**

	3 yrs ago 20	2 yrs ago 20	Last year 20	This year 20	Next year (estimate)
Average at all services					
Number of households					
Confirmed members					
Total children and youth					

**7. PLANNED GIVING**

How many households participate in regular giving (envelopes, direct offering)?

Is there a regular program to encourage people to review their giving?	Yes	No
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If yes, please give details

**8. OTHER INCOME SOURCES**

Address of leased or hired out property	Annual total income from this source
	\$
	\$
	\$

If other sources, please provide details

**9. CURRENT FINANCIAL POSITION**

Please complete this section if a Form 3H – Application to Build is NOT attached	
The financial details given in this question are current as at (date)	
<b>a) Credit Funds (Current Assets)</b>	<b>Amount \$</b>
UCA Funds / U Ethical – UCA Enhanced Cash Portfolio	
UCA Funds / U Ethical – UCA Growth Portfolio	
UCA Funds / U Ethical – UCA Australian Equities Portfolio	
Building/maintenance account(s)	
Trusts and Bequests (total)	
Bank Account – Operational	
Other Investments (please specify)	
<b>TOTAL ASSETS (A)</b>	
<b>b) Debts owing (Current Liabilities)</b>	<b>Amount \$</b>
UCA Funds / U Ethical	
Bank	
Individuals	
Loans and borrowings (including long-term loans)	
Other (please specify) -	
<b>TOTAL LIABILITIES (B)</b>	
<b>NET POSITION (A - B)</b>	
Of the Investments/Trusts and Bequests listed above, please indicate which ones are tied to a particular purpose and advise that purpose	

**10. TREASURER CONTACT DETAILS**

Name	
Position	
Email	
Phone/ Mobile	
<b>Proceed to Section D if applying for DAF grant</b>	

**SECTION C: FINANCIAL INFORMATION & BANK DETAILS**

**11. FINANCIAL INFORMATION**

**ATTACH** financial information (if not previously submitted) if applying for Emergency grant

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

**12. BANK/ACCOUNT DETAILS (if applicable)**

**Please complete below if applying for Emergency Grant - Stipend**

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 DETAILS**

Responsible Body Name		ABN Number	
Account Name		Account Type	
Branch Address		Bank	
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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**SECTION D: 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:  <i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>	Signed:  <i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>	
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:  <i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>		Signed:  <i>(type name or print, sign and scan. Note insertion of electronic signature will lock form from future edits)</i>	
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 if Emergency Grant.**

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

Blank area for providing answers.