

Guideline Leaflet M08: Emergency Loan Application Form

This application form is for churches seeking a loan from the BU to ensure essential church expenditure and commitments can be maintained during the Coronavirus emergency.



This Guideline Leaflet is regularly reviewed and updated. To ensure that you are using the most up to date version, please download the leaflet from the BUGB website at www.baptist.org.uk/coronavirus

The date on which the leaflet was last updated can be found on the download page.

M08: BAPTIST UNION EMERGENCY LOAN APPLICATION FORM

This form is for churches seeking a loan to ensure essential church expenditure and commitments can be maintained during the Coronavirus emergency.

Name of Church	
Church Address	

Name of Church Contact	
Role in Church	
Address	
Daytime Telephone Number(s) Please indicate whether these are home, church, work or mobile numbers. If more than one number given please indicate which one you would prefer us to use.	
Email address	

LOAN REQUESTED	£ (Minimum £25,001)	Interest free for 12 months from date of drawdown, then repayable over: 5 / 10 YEARS (Please specify)
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PLEASE SPECIFY THE IMPACT OF THE CORONAVIRUS ON THE CHURCH FINANCES.

URGENCY OF SUPPORT		
Does the church need an agreement in principle as the church has more than 1 month's expenditure currently available or a funds immediately as the church has less than 1 month's expenditure available? Please delete		Funds Immediately / Decision in Principle
FUNDING – CHURCH MONEY		
Please provide details of all church funds, including any withdrawal restrictions:		
Financial institution	Balance	Any restrictions on withdrawals
<i>e.g Barclays</i>	<i>£3,500</i>	<i>3 month notice</i>
Anticipated Monthly Expenditure (Including payroll)		
Please detail the key items of monthly expenditure this loan will be used to cover:		
What has been done to reduce monthly expenditure?		
Anticipated Financial Shortfall (please specify)		
April	£	
May	£	
June	£	

ABOUT YOUR CHURCH				
Number of members		2019 BU Subscription Paid		
Approximate typical attendance at your most popular service in 2019	Adults		Under 18s	
Total number of Charity Trustees (Ministers, Deacons, Elders)				
Please give the name of your Minister (s)				
If you are currently in Pastoral Vacancy please give the name of your Moderator.				
Which local Baptist Association are you in membership with?				
If you are a Registered Charity please give your Charity Number				
Has your church become a 'Charitable Incorporated Organisation' or a 'Company Limited by Guarantee'?				
Who are the church's Property Trustees? e.g. BUC, Private Trustees. <i>If you do not have the BUC or another Baptist Trust Company as your Property Trustees please make sure you read the notes on pages 3-4 of the Guidance Notes</i>				
Do they have the property deeds?				
Please list your current property assets. e.g. Chapel and grounds, manse				
Are your buildings listed?				
Who are your Insurers?				

Please provide us with any other information about your church that you feel may be relevant to your loan application	
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SIGNATURES

We confirm that to the best of our knowledge the information in this application and the accompanying documentation is correct. We confirm that we have the consent of the charity trustees to make this application.

This form should be signed by three people who carry leadership responsibility within the church and are recognised as being the church's Charity Trustees. They are making this application on behalf of the church.

(In view of the current restrictions on Social Distancing, separate forms will be accepted.)

Name and Role within church	Signature
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NAME	
ROLE	

NAME	
ROLE	

NAME	
ROLE	

Date of Application:	
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Please detail all other Leaders within this church.

Name	Role / position

Please ensure that you complete the table on page 5 to indicate which documents you have enclosed.

PLEASE NOTE:

Applications should be sent by email to Covidgrantsloans@baptist.org.uk Please ensure that all documents are clearly numbered and named.

Please number all the documents you are enclosing and indicate the relevant number in the 'Doc Nos' column. Use the 'Notes' column to indicate 'N/A' or 'To Follow' if appropriate		
DOCUMENT	Doc Nos	Notes
Application Form – fully completed and signed by three Charity Trustees		
A summary of last year's accounts. (offerings, lettings income, total income, expenditure)		
A copy of current account bank statement – clearly showing name, account number and sort code. Please note – this account will be used to receive the funds from the loan unless otherwise instructed.		

SCOTTISH CHURCHES ONLY

Copy of your Church Constitution		
Name and contact details of the solicitor who will act for your church		

For Scottish Churches applying for a loan, please also refer to section 11 of Guidance Leaflet M03 'Guidance Notes for completing the M02 Loan Fund Application Form.

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