

## Guideline Leaflet M04: Loan Fund Application Form

This form is for churches requesting a loan in connection with purchase of a Manse.  
If you are seeking a loan towards any other project please use form **M02**  
Please read the Guidance Notes (M05) carefully as you complete the form.

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/resources](http://www.baptist.org.uk/resources)

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



The BUC is only able to enter into a loan that is a relevant credit agreement (as defined by the Financial Services and Markets Act 2000 (Financial Promotion) Order 2005) as lender for the purposes of the business of a church (or, if the church is unincorporated, the business of the church trustees) and not for any other purpose. For more information please see 'Important Notes' on page 5 of leaflet M01

Image courtesy of Smarnad/FreeDigitalPhotos.net

Please read the Guidance Notes (M05) carefully as you complete the form

## M04: BAPTIST UNION LOAN FUND APPLICATION FORM (Manse Purchases)

This form is for churches requesting a loan in connection with purchase of a Manse. Please note that we are unable to make a loan if this is a joint purchase between church and Minister. If you are seeking a loan towards any other project please use form **M02**

|                       |  |
|-----------------------|--|
| <b>Name of Church</b> |  |
| <b>Church Address</b> |  |

|   |  |  |  |
|---|--|--|--|
| <b>Name of Church Contact</b>   |  |  |  |
| <b>Role in Church</b>   |  |  |  |
| <b>Address</b>  |  |  |  |
| <b>Daytime Telephone Number(s)</b><br>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. |  |  |  |
| <b>Email address</b>  |  |  |  |

| <b>Details of Property Purchase</b>  |          |             |              |
|--|----------|-------------|--------------|
| Address of Property (if known)   |          |             |              |
| Name and Address of Solicitors dealing with the purchase   |          |             |              |
| <b>Loan Requested</b>  | <b>£</b> | <b>Term</b> | <b>years</b> |
| Have your Church Members approved the proposed purchase?   |          |             |              |
| Will the property be purchased in the name of one of the Baptist Trust Companies as Property Trustees? |          |             |              |
| If YES to above question – which one?<br>If NO to above question, in whose name will it be registered? |          |             |              |
| When do you anticipate you will need the loan?   |          |             |              |

**Please read the Guidance Notes (M05) carefully as you complete the form**

|   |   |
|---|---|
| <b>MANSE PURCHASE – SUMMARY FINANCIAL INFORMATION</b> | £ |
|---|---|

|   |  |          |
|---|--|----------|
| Approximate or actual value of property to be purchased   |  | <b>A</b> |
| Fees and Expenses   |  | <b>B</b> |
| Cost of any work needed to the property after purchase (if applicable)  |  | <b>C</b> |
| <i>If the church are buying the minister's share in a property currently owned jointly by church and minister: Value of the share already owned by the church</i> |  | <b>D</b> |
| <b>TOTAL COST to CHURCH [A+B+C-D]</b>   |  | <b>E</b> |

|   |  |          |
|---|--|----------|
| <b>FUNDING – INTERNAL</b>                               |  |          |
| Funds in hand allocated to this purchase                |  |          |
| Confirmed/promised loans from Church Members/Attendees  |  |          |
| Promised gifts from Church Members/Attendees            |  |          |
| Possible additional loans from Church Members/Attendees |  |          |
| Other sources of income/donations (please specify)      |  |          |
|   |  |          |
| <b>TOTAL</b>  |  | <b>F</b> |

|   |  |          |
|---|--|----------|
| <b>FUNDING - EXTERNAL</b> [These should not exceed 70% of the church's share of the cost (E)]<br>If the loan is required to buy out the minister's share in a manse where the church already owns the other share then the maximum that can be borrowed is 70% of the current valuation (A) |  |          |
| Baptist Union Loan Fund   |  |          |
| Association   |  |          |
| Other (please specify)  |  |          |
|   |  |          |
| <b>TOTAL</b>  |  | <b>G</b> |

|   |  |  |
|---|--|--|
| <b>SUMMARY AND RECONCILIATION</b>                         |  |  |
| Total Internal Funding (F)                                |  |  |
| Total from External Funding (G)                           |  |  |
| <b>Grand Total – to balance with Total Cost above (E)</b> |  |  |

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| <b>ABOUT YOUR CHURCH</b>  |             |                          |            |                  |            |
|---|-------------|--------------------------|------------|------------------|------------|
| <b>Date formed</b>  |             | <b>Number of Members</b> |            |                  |            |
| <b>Average attendance at your most popular service</b>  |             | <b>Adults</b>            |            | <b>Under 18s</b> |            |
| <b>Total number of Charity Trustees (Ministers, Deacons, Elders)</b>  |             |                          |            |                  |            |
| <b>Please give the name of your Minister(s).</b>  |             |                          |            |                  |            |
| <b>Name of Regional Minister</b>  |             |                          |            |                  |            |
| <b>If you are currently in Pastoral Vacancy please give the name of your Moderator.</b>                     |             |                          |            |                  |            |
| <b>Which Baptist Union are you in membership with?</b>  | <b>BUGB</b> |                          | <b>BUS</b> |                  | <b>BUW</b> |
| <b>Which local Baptist Association are you in membership with?</b>  |             |                          |            |                  |            |
| <b>If you are a Registered Charity please give your Charity Number</b>                                      |             |                          |            |                  |            |
| <b>Has your church become a 'Charitable Incorporated Organisation' or a 'Company Limited by Guarantee'?</b> |             |                          |            |                  |            |
| <b>Please list your current property assets.</b><br>e.g. Chapel and grounds, manse                          |             |                          |            |                  |            |

|   |
|---|
| <p><b>FURTHER INFORMATION</b></p> <p><b>Please include the following with your application</b></p> <p><b>CHURCH INFORMATION DOCUMENT (MAXIMUM 2 SIDES OF A4)</b></p> <p>This should tell us something of your church and its mission. We would like to know something about each of the following.</p> <ul style="list-style-type: none"> <li>• Your history, present situation and future vision for the church.</li> <li>• Your local community and your work and witness within it.</li> <li>• Why you are needing to purchase a Manse at this time</li> <li>• Summary of the church's regular activities</li> </ul> |
|---|

Please read the Guidance Notes (M05) carefully as you complete the form

| <b>ABOUT YOUR CHURCH FINANCES – SUMMARY INFORMATION</b>   |  |
|---|--|
| <b>When is your Financial Year?</b><br>e.g. January to December   |  |
| <b>In your last complete financial year, how much was given to the church as offerings?</b>                     |  |
| <b>How much do you hope to receive this financial year in offerings?</b>  |  |
| <b>How much have you received in this financial year as offerings up to the end of the last complete month?</b> |  |
| <b>In your last complete financial year, how much Gift Aid did the church recover?</b>                          |  |

| <b>Please supply the requested information for the last three completed financial years (please give the relevant years in the column headings)</b> |  |  |  |
|---|--|--|--|
| Financial Year  |  |  |  |
| Gross Annual Income (General Fund)  |  |  |  |
| Net surplus or deficit (General Fund)   |  |  |  |
| Contribution to Home Mission  |  |  |  |
| Contribution to BMS World Mission   |  |  |  |

|   |  |
|---|--|
| <b>If you have an existing loan or mortgage please provide details of amount borrowed, outstanding and payment terms.</b>             |  |
| <b>Please provide us with any other information about your church finances that you feel may be relevant to your loan application</b> |  |

**Please read the Guidance Notes (M05) carefully as you complete the form**

**SIGNATURES**

We confirm that to the best of our knowledge the information in this application and the accompanying documentation is correct.

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 loan application on behalf of the church.

| Name and Role within church | Signature |
|-----------------------------|-----------|
|-----------------------------|-----------|

|      |  |
|------|--|
| NAME |  |
| ROLE |  |

|      |  |
|------|--|
| NAME |  |
| ROLE |  |

|      |  |
|------|--|
| NAME |  |
| ROLE |  |

|                             |  |
|-----------------------------|--|
| <b>Date of Application:</b> |  |
|-----------------------------|--|

**Please ensure that you complete the table on page 6 to indicate which documents you have enclosed.**

**PLEASE NOTE:**

Applications should ideally be sent by email to [tchowns@baptist.org.uk](mailto:tchowns@baptist.org.uk) or as electronic documents on a CD sent to the address below. Please ensure that all electronic documents are clearly numbered and named. All documents requiring signatures should be printed off, signed and then scanned before sending.

If sending paper copies by post please use the address below and send **two copies** of everything.

Tim Chowns, Loan Fund Officer  
Baptist Union Corporation Limited  
Baptist House, PO Box 44  
129 Broadway, Didcot OX11 8RT

Telephone Number: 01235 517708

Email: [tchowns@baptist.org.uk](mailto:tchowns@baptist.org.uk)

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**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**

| <b>DOCUMENT</b>  | <b>Doc Nos</b> | <b>Notes</b> |
|--|----------------|--------------|
| Application Form – fully completed and signed by three Charity Trustees  |                |              |
| The last three years audited/independently examined church accounts. If your most recent accounts have yet to be finalised please send us a copy of the draft accounts.  |                |              |
| Budget and information to date for the current financial year  |                |              |
| Church Information Document (see page 3)   |                |              |
| Pledge List (see section 2 in the Guidance Notes)  |                |              |
| Copy of the RICS 'Homebuyer' Report  |                |              |
| Signed copy of the minutes of the Church Members Meeting when the purchase was agreed.   |                |              |
| LEPs who have another Denominational Trust Company as their Property Trustees should also include written confirmation that that they will be willing to consent to the BUC taking a Legal Charge on the property. |                |              |

**FOR SCOTTISH CHURCHES ONLY (See section 5 of the Guidance Notes)**

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

Support Services Team, Baptist Union of Great Britain,  
 Baptist House, PO Box 44, 129 Broadway, Didcot OX11 8RT  
 Tel: 01235 517700 Email: [legal.ops@baptist.org.uk](mailto:legal.ops@baptist.org.uk) Website: [www.baptist.org.uk](http://www.baptist.org.uk)  
 Registered CIO with Charity Number: 1181392

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