

Real Property Maintenance Grants

WHAT IS REAL PROPERTY?

Properties which are under the title of the United Church of Canada where no trustees are listed.

GRANT ASSUMPTIONS

Congregations/Pastoral Charges occupying 'Real Properties' should be paying as much as possible towards the cost of maintenance, taxes and insurance. Properties, which are vacant or rented, must give notification to their Presbytery who shall forward this information to BC Conference in order that insurance coverage is maintained.

PROCESS

Congregations/Pastoral Charges will forward the maintenance budget request to their Presbytery who will in turn, upon adjudication, recommend the application to the BC Conference Home Missions Committee. Applications must be supplied during April for approval to proceed in the following year. It should be understood that all requests should be evaluated as to their effectiveness in maintenance of 'Real Property', as it is used for continued outreach ministry.

Maintenance requests will be given priority where the request involves safety, heating, plumbing, structural integrity and accessibility. Aesthetic requests will have a lower priority.

It is expected that maintenance items will be accompanied by at least one bona fide written estimate.

REQUESTS NOT ELIGIBLE

1. Maintenance grant requests not accompanied by a request form and backup documents.
2. Maintenance grant requests where any pastoral charge property is being rented and the rent is retained by the Congregation/Pastoral Charge.

3. Requests presented too late for consideration.
4. Requests not approved by Presbytery
5. Where an 'Annual Budget' is not available.

TIMETABLE

Presbyteries must consider budget requests by April. The BC Conference Home Missions Committee will give final decisions in the October/November meeting.

The applying Congregation/Pastoral Charge must be able to support the maintenance project initially and then request, backed up by paid receipts, their approved budgeted items. The request will be made directly to the Conference Presbytery Minister or Home Missions Convenor with a copy to the Presbytery Secretary. Emergency situations will be considered separately.

PRESBYTERY CONTACTS

Prince Rupert Presbytery
Jim Martin,
1097 Summit Avenue,
Prince Rupert, BC V8J 2A2
250-624-9407

Comox-Nanaimo Presbytery
Kris Jensen,
6255 McRobb Avenue,
Nanaimo, BC V9V 1M4
250-751-1882

Cariboo Presbytery
Robin Pollock,
1535 Lakeview Crescent,
Quesnel, BC V2J 4J8
250-747-6808

Vancouver-Burrard Presbytery
Simone Carrodus,
1365 Oakwood Crescent,
North Vancouver, BC V7P 1L6
604-987-2595

REAL PROPERTY MAINTENANCE BUDGET REQUEST FORM

PROPERTY INFORMATION

Congregation/Pastoral Charge: _____

Location of Real Property: _____

Type of Real Property (Manse, Church, Other): _____

Name of Contact Person: _____

Email Address: _____

Address: _____

PROJECT DESCRIPTION

Write a brief description of the project

PROJECT FUNDING

Project Cost:..... \$ _____

Local Funding: \$ _____

Grant Request:..... \$ _____

PRESBYTERY CHECKLIST

- | | |
|---|---|
| <input type="checkbox"/> Are there written Estimates? | <input type="checkbox"/> Does the project deal with plumbing? |
| <input type="checkbox"/> Does the repair follow the guidelines? | <input type="checkbox"/> Does the project deal with structural integrity? |
| <input type="checkbox"/> Is the project essential for the ministry? | <input type="checkbox"/> Does the project deal with accessibility? |
| <input type="checkbox"/> Does the project deal with safety? | <input type="checkbox"/> Does the Presbytery endorse this request? |
| <input type="checkbox"/> Does the project deal with heating? | |

Home Missions Convener: _____ Date: _____

Presbytery Secretary: _____ Date: _____
