**URC West Midlands Trust**

**Manse Repairs Grant Claim**

Churches are eligible to claim up to £500 per manse towards manse repairs and decorating not otherwise paid for by Synod. Where Synod are already contributing to manse costs such as for Area Minister then only the pastorate proportion of the grant is available.

To be eligible the church needs to supply the following:

* Annual manse inspection report, signed by the Minister and member responsible for manse
* Current gas safety certificate, where relevant
* Confirmation that the Electrical Installation Condition Report is up to date

|  |  |
| --- | --- |
| Church/Pastorate Name |  |

|  |  |
| --- | --- |
| Nature of work | Cost (£) |
|  |  |
|  |  |
|  |  |
|  |  |
| Total |  |

If costs exceed £500 you need only submit invoices to this value.

 We enclose the following:

* *An annual manse inspection report, signed by the Minister and appropriate representative of the pastorate*
* *A current gas safety certificate, where relevant.*
* *A copy of the electrician’s Minor Work Certificate(s) for any electrical work undertaken during the previous year.*
* *Copies of invoices to support the amount claimed, together with confirmation that the work has been undertaken satisfactorily.*

Signed

Date

Please email or post a copy of the form with supporting documents to the finance officer financeofficer@urcwestmidlands.org.uk