



# Property Services Unit

# 6

## APPLICATION FOR ALLOCATION OF PROPERTY SALE PROCEEDS (PSP)

This form is to be:

- Completed by congregations seeking approval to draw down PSP (i.e. funds that are embargoed in their name), for a property or mission project.

### SECTION A: APPLICANT DETAILS

#### 1. BENEFICIAL USER

|  |           |  |               |
|--|-----------|--|---------------|
| <b>Congregation*</b>                                     |           |  |               |
| <b>Discernment Partner</b>                               |           |  |               |
| <b>Synod Reference No.**</b>                             |           |  |               |
| <b>Contact Person</b><br>Rev / Dr / Mr / Mrs / Ms / Miss |           |  |               |
| <b>Position</b>  |           |  |               |
| <b>Email</b>   |           |  |               |
| <b>Phone</b>   | <b>BH</b> |  | <b>Mobile</b> |
| <b>Address (Postal)</b>                                  |           |  |               |

#### 2. AVAILABLE PROCEEDS

|  |                          |   |
|--|--------------------------|---|
| <b>Type of proceeds to be allocated</b>  | <input type="checkbox"/> | <b>New proceeds</b> (not yet allocated for a project)   |
|  | <input type="checkbox"/> | <b>Change of purpose for existing proceeds</b><br>(previously allocated to an approved project) |
| <b>Source of Proceeds</b><br>(e.g. Property Address)                                   |                          |   |
| <b>Approximate Date of Sale &amp; Settlement</b><br>(if known)                         |                          |   |
| <b>Net Amount Available</b><br>(if known)  | \$                       |   |
| <b>If reallocation of existing proceeds, please advise previously approved project</b> |                          |   |



| <b>3. ALLOCATION SUMMARY</b><br>Please indicate the amount of PSP to be allocated to which of the following project options (one or more). Please refer to the Appendix for further information regarding each option.   |    |                               |
|--|----|-------------------------------|
| <b>A. Capital Works Project (Local)</b> – Allocate PSP for building project/s of the Beneficial User.  | \$ | Go to Section B               |
| <b>B. Capital Works Project (Gift)</b> – Allocate PSP as a gift to another UCA body for their building project.  | \$ | Go to Section B               |
| <b>C. Interest Only Mission Fund (Local and/or Gift)</b> – Allocate PSP to an IOMF where the interest earned will be used for a mission program of the Beneficial User and/or will be gifted for use in a mission program of another UCA body or ecumenical partnership involving the UCA. | \$ | Go to Section C               |
| <b>D. Non Capital Project of exceptional nature</b> – Allocate PSP (capital) for use in a mission project of the Beneficial User.  | \$ | Go to Section D (Question 8)  |
| <b>E. Shared Proceeds</b> – Allocate PSP (Beneficial User Proceeds) for distribution and use in the wider church.  | \$ | Go to Section D (Question 9)  |
| <b>F. Transfer Funds</b> – Allocate PSP for transfer of Beneficial Use to another UCA body.  | \$ | Go to Section D (Question 10) |
| <b>TOTAL FUNDS TO BE ALLOCATED</b>   | \$ |                               |



|   |
|---|
| <b>SECTION B: ALLOCATED FOR A CAPITAL WORKS PROJECT</b> |
|---|

|  |
|--|
| <b>4. LOCAL – ALLOCATION OF PSP FOR A CAPITAL WORKS PROJECT OF THE BENEFICIAL USER (CONGREGATION).</b> |
|--|

If applicable, please advise details.

|                                  |  |
|----------------------------------|--|
| <b>Brief Project Description</b> |  |
|----------------------------------|--|

|   |
|---|
| <b>5. GIFT – ALLOCATION OF PSP FOR A CAPITAL WORKS PROJECT OF ANOTHER BODY OF THE UNITING CHURCH.</b> |
|---|

If applicable, please advise details.

|  |           |  |               |
|--|-----------|--|---------------|
| <b>Brief Project Description</b>                         |           |  |               |
| <b>Project Reference Number (if known)*</b>              |           |  |               |
| <b>Recipient Name</b>                                    |           |  |               |
| <b>Contact Person</b><br>Rev / Dr / Mr / Mrs / Ms / Miss |           |  |               |
| <b>Position</b>  |           |  |               |
| <b>Email</b>   |           |  |               |
| <b>Phone</b>   | <b>BH</b> |  | <b>Mobile</b> |
| <b>Address (Postal)</b>                                  |           |  |               |

**Please note:**

\* A separate application for the capital works program (***Application to Build*** and/or ***Application to Purchase***) will need to be completed and submitted by the Beneficial User or the recipient UCA body, as appropriate.



**SECTION C: INTEREST ONLY MISSION FUND (IOMF)**

A Beneficial User may have only one IOMF, however, the interest may be put to multiple uses.

**6. LOCAL – INTEREST EARNED FROM THE IOMF TO BE USED FOR A MISSION PROJECT OF THE BENEFICIAL USER. If applicable, please advise details.**

|  |  |
|--|--|
| <b>Brief Description of mission project (if known)</b> |  |
|--|--|

**7. GIFT – INTEREST EARNED FROM THE IOMF TO BE USED FOR A MISSION PROJECT OF ANOTHER UCA BODY OR ECUMENICAL PARTNERSHIP OF THE UNITING CHURCH. If applicable, please advise details.**

**7A. FIRST RECIPIENT DETAILS**

|  |  |
|--|--|
| <b>Brief Description of mission project (if known)</b> |  |
| <b>Recipient Name</b>                                  |  |
| <b>Contact Person (if known)*</b>                      |  |
| <b>Position</b>  |  |

**7B. SECOND RECIPIENT DETAILS (IF APPLICABLE)**

|  |  |
|--|--|
| <b>Brief Description of mission project (if known)</b> |  |
| <b>Recipient Name</b>                                  |  |
| <b>Contact Person (if known)*</b>                      |  |
| <b>Position</b>  |  |

**Please note:**

\* A separate *Application for an Interest Only Mission Fund (IOMF)* will need to be completed and submitted by the Beneficial User. This application will request further details about the proposed recipient/s and project/s.

**SECTION D: OTHER ALLOCATION PURPOSE**

**8. NON CAPITAL PROJECT OF AN EXCEPTIONAL NATURE – USE OF SOME CAPITAL FOR A MISSION PROGRAM**

|                                  |  |
|----------------------------------|--|
| <b>Brief Project Description</b> |  |
|----------------------------------|--|

**Please note:**

\* A separate application will need to be completed and submitted by the Beneficial User to detail the project.

**9. SHARING OF BENEFICIAL USER PROCEEDS FOR USE IN THE WIDER CHURCH**

Please confirm:

Yes, the beneficial user (congregation) requests that the remaining funds as indicated in question 3, be allocated for the purpose of sharing with the wider church according to the table below.

| <b>ALLOCATION OF SHARE PROCEEDS FROM TIER 2 &amp; 3</b> |     |
|---|-----|
| Mission Support Fund Capital Fund                       | 45% |
| Capital Works Fund                                      | 15% |
| Rural Presbyteries IOMF                                 | 15% |
| Heritage Buildings Funds                                | 10% |
| Uniting Aboriginal and Islander Christian Congress      | 15% |

**10. PROPOSED NEW BENEFICIAL USER**

|  |           |  |               |
|--|-----------|--|---------------|
| <b>Brief Project Description (if known)</b>              |           |  |               |
| <b>Congregation</b>                                      |           |  |               |
| <b>Contact Person</b><br>Rev / Dr / Mr / Mrs / Ms / Miss |           |  |               |
| <b>Position</b>  |           |  |               |
| <b>Email</b>   |           |  |               |
| <b>Phone</b>   | <b>BH</b> |  | <b>Mobile</b> |
| <b>Address (Postal)</b>                                  |           |  |               |

**Please note:**

\* The new beneficial user will need to provide a **mission plan** and **appropriate application form/s** relating to their project.



**NEXT STEPS**

- The congregation will be advised by email/letter the Resources Commission’s resolution.
- Instructions on how to access these funds will be advised
- If applicable, a project application needs to be completed and submitted. For example, Application for an IOMF, Application to Build or Application to Purchase.

**SECTION E: AUTHORISATIONS**

|                               |  |
|-------------------------------|--|
| <b>Synod Reference Number</b> |  |
| <b>Application</b>            |  |

**CONGREGATION APPROVAL**

**Name of Congregation:**

**Details of Approval:**  
 At a meeting held on \_\_\_\_\_ (date), this application was approved by the:  
 Church Council     Congregation     Other -

|                  |                  |
|------------------|------------------|
| <b>Signed:</b>   | <b>Signed:</b>   |
| <b>Date:</b>     | <b>Date:</b>     |
| <b>Name:</b>     | <b>Name:</b>     |
| <b>Position:</b> | <b>Position:</b> |

**PRESBYTERY PROPERTY COMMITTEE RECOMMENDATION AND RESOURCES COMMISSION APPROVAL**

**Details of Approval:**  
 At a meeting held on \_\_\_\_\_ (date), this application was recommended by the:  
 Presbytery Property Committee (*Resolution / Action: ..... dated.....*)

And approved by the:  
 Resources Commission (*Resolution RC...../..... dated.....*)

|                  |                  |
|------------------|------------------|
| <b>Signed:</b>   | <b>Signed:</b>   |
| <b>Date:</b>     | <b>Date:</b>     |
| <b>Name:</b>     | <b>Name:</b>     |
| <b>Position:</b> | <b>Position:</b> |

## APPENDIX: POLICY INFORMATION

### POLICY

For the full Property Sale Proceeds Policy, please refer to the booklet “Discerning Mission and the Use of Property – Property Sale Proceeds: Understanding the new policy (2011)”.

This is located on the Synod website. Refer to “Guidelines and Reference Material” via the following link – <http://wr.victas.uca.org.au/property>.

### EXCERPT FROM PROPERTY SALE PROCEEDS POLICY

#### Requirements for Use of Remaining Proceeds – Page 18, Section 6 “Discerning Mission and the Use of Property – Property Sale Proceeds: Understanding the new policy (2011)”.

At any time before the end of the 3 year Discernment Phase, the Beneficial User and the Discernment Partner are required to ensure that all of the Remaining Proceeds have been allocated according to one or more of the following options (or applications are in process that do so). If a portion of funds are allocated within the Discernment Phase, all unused portions of the remaining funds continue to be subject to the original Discernment Phase.

The designated uses of remaining funds are:

#### 6.1 Capital Works:

Where, in the opinion of the Beneficial User and Discernment Partner, the Beneficial User has sound missional reasons, they may access up to and including all the Remaining Proceeds for a capital works program/s.

In the event that the amount allocated or interest accrued during the building process is not needed for the completion of the project then the Beneficial Users and Discernment Partner can consider another use for the remaining funds as described in subsequent sections.

#### 6.2 Interest Only Mission Fund (IOMF) for mission by the Beneficial User:

- a) where, in the opinion of the Beneficial User and Discernment Partner, the Beneficial User has sound missional reasons, they may access up to and including all the Remaining Proceeds to form an IOMF (i.e. invest the capital and use the interest/ earnings as per the definition above. Cf IOMF Policy)
- b) the purpose of any IOMF stands for a maximum of 5 years and then access to the interest/earnings must be reapplied for.
- c) the IOMF may be used for a project or for recurrent costs provided all the Discernment Partner are in agreement that there are sound missional reasons

#### 6.3 OMF where interest is gifted to another body’s mission project approved by BOMAR:

- a) on the recommendation of the Beneficial User and the Discernment Partner and with the specific approval of BOMAR a project by some other body of the Uniting Church or ecumenical partnership involving the Uniting Church may be gifted with the benefit of the interest/earnings from the IOMF
- b) the purpose of any IOMF stands for a maximum of 5 years and then access to the interest must be reapplied for. (See “Interest Only Mission Fund Policy”)
- c) BOMAR shall seek to make available a list of bodies within the Uniting Church who it sees as having the highest priority for such support in line with the BOMAR Theological Statement and such other priorities as the Synod meeting shall lay upon it.

#### 6.4 Capital works funding for another body’s capital project approved by BOMAR:

- a) on the recommendation of the Beneficial User and the Discernment Partner and with the specific approval of BOMAR a capital project/s by some other body/bodies of the Uniting Church may be gifted with the benefit of a capital grant/s from the Remaining Proceeds

- b) BOMAR shall seek to make available a list of capital projects within the Uniting Church who it sees as having the highest priority for such support in line with the BOMAR Theological Statement and such other priorities as the Synod meeting shall lay upon it.

**6.5 Use a portion of capital for an exceptional mission project of a non-capital nature**

- a) Normally capital is not to be used for short term or long term staffing.
- b) However where a project with a term no longer than 5 years is considered by the Discernment Partner including BOMAR to have such outstanding merit approval may be given to use some of the capital.
- c) Under these exceptional circumstances it only may be applied for the duration of a missional project with the approval of the Beneficial User and the Discernment Partner including BOMAR.

**6.6 Sharing according to Shared Proceeds:**

- a) on the recommendation of the Beneficial User and the Discernment Partner all or some of the Remaining Proceeds may be given for allocation according the allocation of Shared Proceeds procedures of this policy (Section 4) at any time.

**6.7 Transfer beneficial use of the remaining funds to another congregation or body of the Uniting Church** who shall then complete a new Discernment Phase. As per UCA Regulation 4.1.1 *“Property” here includes “money, investments and rights relating to property”*.

The transfer of beneficial use may only be undertaken with the approval of the Beneficial User and the Discernment Partner and with the specific approval of BOMAR subject to the conditions outlined in “Transfer of Beneficial Use Policy”. (Conditions of transfer to a Uniting Church agency, school, Parish Mission, or Synod are in the process of being determined as of 1 January 2011. If considering this option, please check with BOMAR for current policy.)

NOTE: The Beneficial User and the Discernment Partner are all encouraged to consider the possibilities of sharing the benefits of a property sale with the mission needs of other parts of the Uniting Church as early as possible in the planning process. This is not an imposition or a requirement, but rather an opportunity to show love and support for one another as we all seek to follow Christ into mission.

