This form should be completed by Partnerships proposing expenditure or financial commitments in excess of **£10,000**,as application for approval fromthe appropriate DiocesanBoard or Committee. Submit the completed form to:

 **The Financial Secretary**

Diocese of Hexham & Newcastle

St Cuthbert’s House

West Road

Newcastle upon Tyne

NE15 7PY

|  |  |
| --- | --- |
| Partnership |  |
| Date |  |  |

Type of project (please tick and state estimated cost):

|  |  |
| --- | --- |
|[ ]  Building Work *(complete Schedule* ***A****)*  | £  |
|[ ]  Other *(complete Schedule* ***B****)*  | £ |

Has the proposed expenditure / financial commitment been discussed and minuted at a Partnership Finance Committee meeting?

**Yes**  [ ]  **No** [ ]

How will the expenditure be funded? A. Partnership Account [ ]

 B. Parish Account [ ]

If expenditure will be funded from a parish account, please indicate which Parish.

|  |
| --- |
|  |

Please provide evidence of how expenditure will be funded for example a copy of the minutes from the Partnership Finance Committee would suffice.

***Note: If approval is being sought for employment please complete a separate form***

Signed by:

|  |  |
| --- | --- |
| Partnership Dean |  |
| Partnership Finance Committee Chair |  |

*If you need assistance in completing this form, please contact the* ***Department for Finance*** *on* ***0191 243 3300***

**Schedule A: Building Work**

|  |  |
| --- | --- |
| Partnership |  |
| Parish |  |

Brief description of the work to be undertaken:

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| Does the work involve any Church Re-ordering?  | Yes [ ]  | No [ ]  |
| If Yes, has the Diocesan Department for Liturgy been consulted?  | Yes [ ]  | No [ ]  |
| Does the work involve any structural alterations?  | Yes [ ]  | No [ ]  |
| Is the building Listed or in a Conservation Area?  | Yes [ ]  | No [ ]  |
| If Yes, has the Historic Churches Committee been consulted?  | Yes [ ]  | No [ ]  |

What are the main elements of the estimated cost? Please split the building costs if possible into, for example, scaffolding, roofing, repointing, wiring, re-decoration, etc.

|  |  |  |  |
| --- | --- | --- | --- |
| Architect’s Fees  | £  |  |  |
| Insurances | £ |  |  |
| Other professional fees | £ |  |  |
| Building Work i | £ | being for: |  |
| Building Work ii | £ | being for: |  |
| Building Work iii | £ | being for: |  |
|  | £ |   |  |

***Note: Only an estimate of costs is required at present. Until approval for a project has been granted every effort should be made to avoid incurring expenditure on professional fees etc.***

Are there any sources of funds available for the project other than from the Partnership and Diocese (for example, grants from English Heritage or similar)? If so, please state the source and the anticipated funds to be received.

|  |  |  |  |
| --- | --- | --- | --- |
| Source |  |  Funds | £ |

**Schedule B: Other Projects**

|  |  |
| --- | --- |
| Partnership |  |
| Parish |  |

Brief description of the project:

|  |
| --- |
|   |

List the costs associated with the project:

|  |  |  |
| --- | --- | --- |
|  |  | £  |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |
|  |  | £ |

Any other details you believe to be relevant:

|  |
| --- |
|  |