



# The Roman Catholic Diocese of East Anglia

## Parish Project Approval Form (PPAF)

*This form should be completed by parishes proposing expenditure on works to their buildings in excess of £5000.*

*The completed form should be submitted to the Director of Finance and Resources and copied to the Vicar for Finance/Lead Trustee for Finance.*

### **PPAF Document Checklist**

*Please make sure you have attached the following documents to the form. Trustee members of the Diocesan Buildings Sub Committee will not normally consider applications which do not include the documents marked below as essential.*

|  | <i>Essential</i> | <i>Included?</i> | <i>If not included, why not?</i> |
|--|------------------|------------------|----------------------------------|
| <i>Drawings and designs</i>                            |                  |                  |                                  |
| <i>Quinquennial inspection recommendations</i>         |                  |                  |                                  |
| <i>Three quotations or reasons for providing fewer</i> | <i>Yes</i>       |                  |                                  |
| <i>Funding Plan</i>                                    | <i>Yes</i>       |                  |                                  |
| <i>Parish Council Minute</i>                           | <i>Yes</i>       |                  |                                  |
| <i>Liturgical Commission opinion</i>                   |                  |                  |                                  |
| <i>HCC faculty</i>                                     |                  |                  |                                  |
| <i>Dean's comments</i>                                 | <i>Yes</i>       |                  |                                  |

*Office use only: PPAF file reference .....*



## Section 1: Basics

1. Name of parish.....
2. Parish Priest name and email address.....
3. Name of person completing form.....
4. Email address and telephone number of person completing form  
.....

*Data protection: contact details you supply will be held by the Diocesan Finance office and may be used to contact you on Diocesan business.*



## Section 2: The Project

5. What building (s) will be affected by the work?

.....

6. Is your reason for undertaking the work

(a) a recommendation from a Quinquennial Inspection

(b) a repair for another reason

(c) improvements

7. Brief Description of the work to be undertaken

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.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*Please attach drawings or designs if possible. If the work reflects a Quinquennial recommendation, please attach the recommendation.*



## Section 3: Cost and funding

### Cost

*You must seek three quotations from professionally qualified suppliers (where appropriate) for any works over the value of £5,000. An explanation must be provided where three quotations cannot be obtained. All quotations obtained must be submitted with this form.*

8. Please confirm that three quotations been sought from appropriately qualified suppliers.....

8a If three quotations have not been successfully obtained, please give the reason

.....

9. Estimated cost of the work, including VAT and professional fees, if any  
£.....

### Funding

10. Please complete a funding plan for the works using the template at appendix A.

11. If the funding plan requires a loan from the Diocesan Trust, please indicate how much is required and over what time

Amount of loan:..... Target repayment date.....



## Section 4: Consultation

*The Parish Finance Committee should be consulted about projects which require Diocesan approval; more major projects, including projects funded by the Alive in Faith fund, may require wider parish consultation.*

12. Please confirm what parish consultation has taken place

.....

A minute of the Parish Finance Committee should be attached to this application.

*If you intend to reorder spaces used for worship, you must consult the Liturgical Commission as a first step.*

13. Does the proposed work involve any Church Reordering? Yes/No

If Yes, please attach a copy of the Liturgical Commission's opinion

*If you intend to make alterations (rather than like-for-like repairs) you may need planning permission from either the local planning authority (district/city council) or a faculty given by the Diocese's Historic Churches Committee under the Ecclesiastical Exemption from Listed Building Consent. These should usually follow the Trustees' approval of your project.*

14. Does the proposed work involve any structural alterations? Yes/No

14a If Yes, have you obtained planning permission already? Yes/No

15. Is the Church / Building Listed or in a conservation Area? Yes/No

15a If Yes, has the Historic Churches Committee been consulted already? Yes/No

If so, please provide a copy of the faculty.....

*The Dean must also be consulted on all parish projects.*

16. Please attach a copy of the Dean's comments.



## Section 5: Recommendation to Trustees

I recommend the project described in this form to the Diocesan Trustees and consider that it represents a proper use of the Diocese's money in pursuit of the Church's mission and the charitable purposes of the Diocesan Trust, and will provide good value for money.

Signed by

Parish Priest .....

Date.....

Person completing the form (if different) .....

Date.....

*If you would like any help with this form, please contact the Diocesan Finance Office on 01508 492540 or at [finance@rcdea.org.uk](mailto:finance@rcdea.org.uk).*

## Section 6: Decision

I am very pleased to confirm that the project described in this form has been approved by the Diocesan Trustees up to an expenditure figure of £ . In the event that the project costs are likely to exceed that figure, a further request for authorisation must be made to the Trustees.

The Diocesan Trustees will require a report on the successful completion of the project including a statement of outturn cost.

Any other conditions on this approval are attached separately.

Date

Signature

Director of Operations and Finance/Secretary to the Trustees



## PPAF Appendix A: Project Funding Plan

|  | £ | Source of donation/grant | Loan term  |
|--|---|--------------------------|------------|
| <b>Total estimated project cost, including VAT and fees</b>  |   |                          |            |
| <b>Funded by:</b>  |   |                          |            |
| - <b>Parish unrestricted funds</b>   |   |                          |            |
| - <b>Parish restricted funds (eg targeted fundraising campaign or a restricted legacy or donation)</b>   |   |                          |            |
| - <b>Alive in Faith donations</b>  |   |                          |            |
| - <b>External grants</b>   |   |                          |            |
| - <b>Loan from the Diocesan Trustees</b>   |   |                          | .....years |
| - <b>Loan from other source</b>  |   |                          | .....years |
| <b>Memo:</b><br><br><b>Current Balance with the Diocese</b><br><br><b>Current Balance in local bank account</b><br><br><b>Current Balance in any other accounts</b><br><br><b>Current market value of investments held e.g. DITS</b> |   |                          |            |