

The Methodist Church in Ireland**HOME MISSION DEPARTMENT**

Application for

PERMISSION TO EXPEND ON A MANSE

District.....

Circuit.....

Manse Address.....

Manse Steward.....

Superintendent.....

Date of Application.....

For details of Manse regulations see Manual of Laws. [Chapter 12](#)*Instructions for the completion of this form, and the procedures to be followed, are printed on the reverse side.*

1. Is the above Manse vested in the statutory Trustees of the Methodist Church in Ireland? YES/NO
 2. Permission is requested for an expenditure of stg/£/€.....
(Full details of the proposed work and estimates of expenditure must accompany this form)
 3. This expenditure will be met by;

Already raised	stg £/€.....
Pledged	stg £/€.....
Anticipated grants (Local housing Department etc)	stg £/€.....
 4. Amount of Home Mission Department Grant requested stg £/€.....
 5. Is the manse furnished to the standards approved by the Conference as in Appendix 2 Manse Guidelines booklet available on line or from HMD
YES/NO
 6. When was the manse last inspected by a group appointed by the Circuit Executive? What is the report?
 7. What amount has been spent by Circuit on this manse in the last 5 years stg £/€.....
 8. Date on which Property Board permission (necessary for all structural changes or modifications) was received:
 9. Details of rental received from any manses on Circuit for the last three years stg/£/€.....
- Superintendent..... Manse Steward.....
- Property Steward..... Trustees.....

- Manses are regarded as being the responsibility of the Circuit and all financial transactions should be recorded in the Circuit Manse Account
- Please ensure that the Schedule of Repairs and Furniture referred to in the application, showing each item and the related cost, is attached to this Application.
- Grant Application must also have attached to it a copy of the current Audited Accounts including the Manse and Property Accounts.
- Each application must be duly processed through the Circuit Executive and the District Home Mission Committee for discussion, approval and signature.
- Where the Manse is held by Local Trustees, the permission of the Trustees Meeting is also required.
- Any Structural alterations also need the approval of the property Board
- In order for an approved Grant to be paid, the Circuit must forward to Home Mission Department the following:
 - Confirmation that the work specified has been carried out
 - Invoices in Support of the final cost
 - Confirmation that all monies other than the Grant amount have been paid
- Please note that where the final cost of work is greater than the original estimate, the Home Mission Grant will not be increased
- Where the final cost of work is less than the original estimate, the amount of the Home Mission Grant will be reduced proportionally.
- This form covers all applications for expenditure including furniture, with the exception of the purchase of a Manse(HM5).

SYNOD SIGNATURES

The foregoing application has been carefully considered by the District Synod/Home Mission Committee and it is recommended that permission be given for an expenditure of stg£/€..... on the basis of information in the said application.

A grant of Stg£/€..... also recommended

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District Superintendent

.....
District Home Mission Secretary

Permission given by the Church Development Board on:

Signed:
Home Mission Department