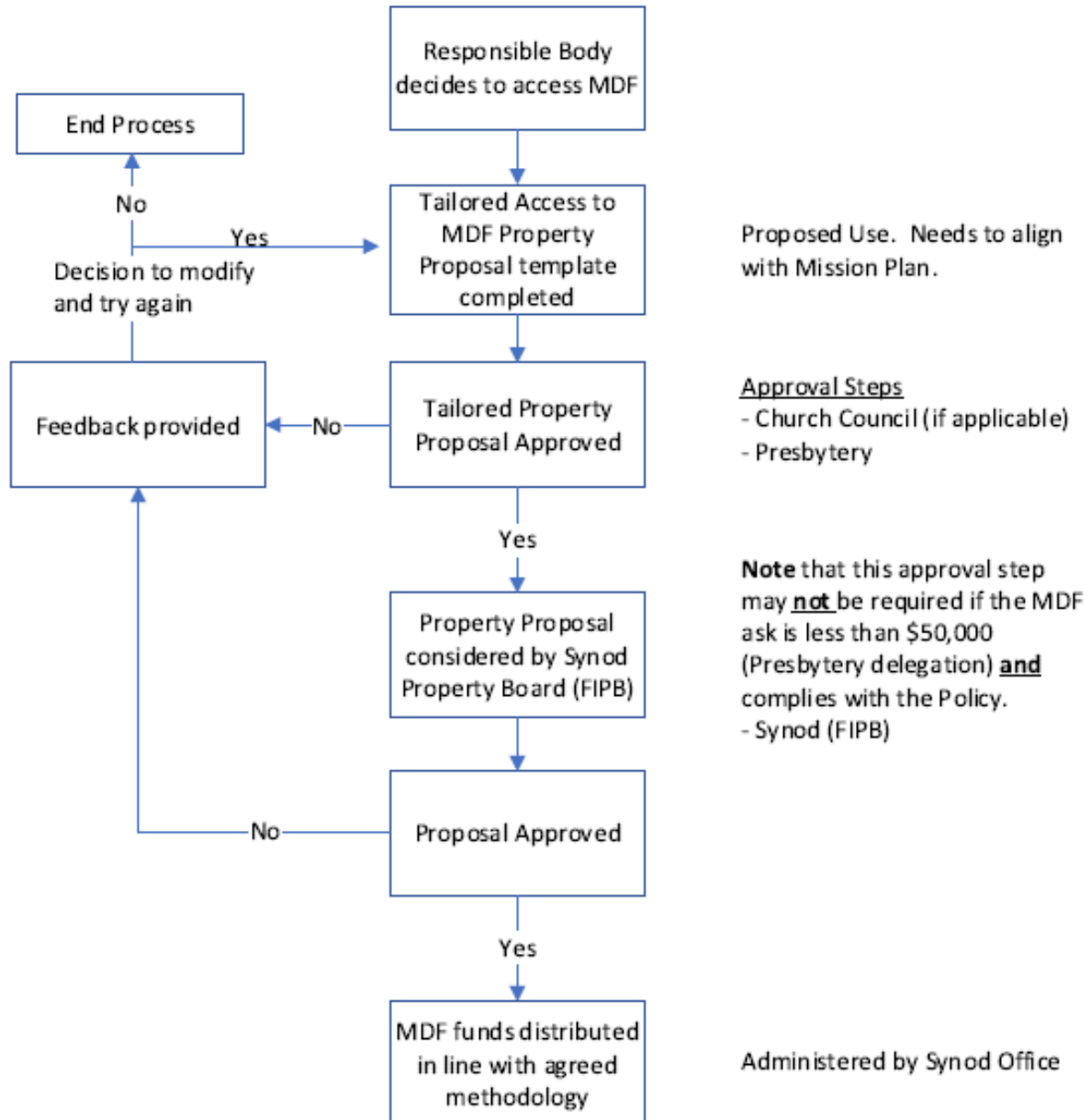|	MISSION DEVELOPMENT FUND USE PROPERTY PROPOSAL
	(To be read in conjunction with the MDF Policy approved at the 36th Synod – May 2022

DATE	DD Month 202x	AGENDA ITEM	
TYPE	Decision Paper		
TITLE	**\<Insert report title>**		
RECOMMENDATIONS	R1 \<insert resolution wording e.g. That the FIP Board resolves to approve XYZ.>		
EXECUTIVE SUMMARY	\<Insert a short, concise paragraph or two summarising the intention of the paper and the major reasons why the recommendation should be approved.>		
BRIEF DESCRIPTION OF THE PROJECT	\<What are you wanting to fund and to what extent?>		
EXPECTED TOTAL COST OF THE PROJECT	$		
AMOUNT REQUESTED TO BE FUNDED FROM MDF	$ \<doesn't have to be the full project cost>		
MDF ACCOUNT NUMBER(S)	\<Insert if you wish to access MDF Funds>		
BALANCE OF SPECIFIC MDF ACCOUNT(S) AT TIME OF APPLICATION	$ \<if specific account>		
SUBMITTED BY	\<Detail the person or group who has prepared this property proposal>		
DECISION TO BE COMMUNICATED TO	\<Detail the name, title and email address of the people you want to be advised of the FIP Board decision>		

STRATEGIC ELEMENTS	Provide details of the following:
	 • What is the proposal for?
	     ○ Capital development
	     ○ Capital/financial investment
	     ○ Innovation project
	     ○ Strategic mission project
	 • Is other funding available for the project?
	 • How does this proposed spend align with the missional strategy or strategic missional plan of the congregation/presbytery?
	 • Has consultation been undertaken with the relevant Church bodies?
	 • If this proposal document is being completed by a congregation for approval at presbytery - detail how the project helps achieve missional objectives?		

RISKS (LOCAL & PROPERTY TRUST (Q.)	\<What are the significant local risks of allocating MDF Funds to this project?> \<What are the significant local risks of <u>not</u> allocating MDF Funds to this project?> \<link to OPTIONS below> \<Put yourself in the shoes of the Property Trust and consider and document the risks to the Property Trust for allocating or not allocating MDF Funds to this project> Please provide risk assessment and risk management details for the project including a consideration of the impact to the rest of the Church.		

OPTIONS	<What options have been considered to fund this proposed project and detail why have they been rejected compared to funding through MDF?> <If there are multiple funding sources proposed – please document these>
PROCESS	<Please refer to the flowchart overleaf that provides a diagram of the process> <If this is a proposal to the FIP Board has the proposal been approved by the church council and the presbytery? <<u>Provide evidence by attaching the wording of the resolution</u>> <If the underlying project is to purchase property has the property been subject to a recent independent valuation?> We suggest you complete the form Application for Purchase of Property which facilitates collection Identify any expected return on investment and/or benefit to the Church
KEY MISSION MEASURES	<If the proposal is mission related then please document: • A brief description of the project/spend, including any innovative features/identified strategic missional benefits/return on investment. • What make the proposed project or spend strategic and/or capital/innovation, and not operational? • Advise how you propose to measure the success of the proposed project/spend? • Advise as to project governance – who is governing the proposed project and what are the accountabilities? >
KEY FINANCIAL METRICS	<The contents of this criteria box is dependent on the underlying project> <If the underlying project is the purchase of a business, please contact the Synod Office to discuss the metrics required> <If the underlying project is to fund a special mission project, innovation project or commercial development, please detail the measures of success, review dates and proposed returns. Further relevant data should include a business case which addresses: • the proposed financial expenditure / projections • project governance • risk assessment and management • return on investment or strategic benefits • measures of success> <If the underlying project is the purchase of land, another capital asset or a manse, then disclose any significant financial information/summary business case that is not covered above> <If the underlying project is a renovation, please summarise the business case and benefits>
ATTACHMENTS	A <Copies of church council and presbytery approvals> B <Independent valuation evidence in the case of land/building purchases> C <If the underlying project is a special mission project, attach other relevant documents> Such as missional strategy / strategy missional plan. D <If a Business Case is applicable – full details to be attached> Including details of proposed governance, risk impact assessment and risk management, strategic benefits identification and success measures.>

Access to MDF

If proposed use is for a strategic mission project involving payment to people e.g. stipend or salary and wages, it is recommended that this is discussed early with the Property and Assets Officer at Synod Office for guidance (property@ucaqld.com.au)

Responsible Body decides to access MDF

End Process

No

Yes

Decision to modify and try again

Tailored Access to MDF Property Proposal template completed

Proposed Use. Needs to align with Mission Plan.

Feedback provided

—No→ Tailored Property Proposal Approved

Approval Steps
- Church Council (if applicable)
- Presbytery

Yes

Property Proposal considered by Synod Property Board (FIPB)

Note that this approval step may **not** be required if the MDF ask is less than $50,000 (Presbytery delegation) **and** complies with the Policy.
- Synod (FIPB)

—No—

Proposal Approved

Yes

MDF funds distributed in line with agreed methodology

Administered by Synod Office

Reimbursement of project expenditure
* In the case where the Congregation is seeking reimbursement (Net of GST) for an expense already paid, the following must be provided:
- A copy of the Official Tax Invoice; and
- An Official Receipt to evidence payment; or a cheque butt and corresponding Bank Statements demonstrating the expense was paid by the Congregation.

** Or a person appointed by the Church Council eg Capital Project Coordinator