

Project Name:

Current at July 2025

**Application for Assistance**

Please send all replies to:

Colin Haxton

Brass Tacks

Unit 3b

The Roundal

Roddinglaw Business Park

Edinburgh, EH12 9DB

🕿/🖨: 0131 374 1526

🖰:[brasstacksuk@gmail.com](mailto:brasstacksuk@gmail.com) [www.brass-tacks.org.uk](http://www.brass-tacks.org.uk)

|  |
| --- |
| **Brass Tacks Use Only** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Received** | / / |  | **Job No** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Submitted to PSG** | / / |  | **Decision Reached** |  |

I**ntroduction:**

The information you give in this application form will be used by the Brass Tacks Project Selection Group to determine whether we will be able to assist you.

It is important that you give us as much information as is possible throughout this application and in any supplementary attachments so that we can appreciate the full extent of your request and make proper recommendations.

**Conditions & Undertakings**

In completing this application form, it is important that you are aware of the following:

* Any assistance provided by Brass Tacks will be through the use of full-time workers and volunteers, whose labour is given free of charge “as unto the Lord”. As such whilst they are experienced in the various skills and trades involved, not all of the team will have formal qualifications in the sense of being time-served or have the relevant authorisation certificates for working with gas and electricity. In some cases, the local laws do not permit us to undertake these works.
* Brass Tacks workers and volunteers are not permitted to undertake work on the exterior of buildings over 8m above ground level.
* Brass Tacks workers and volunteers are not permitted to fix or lay any roof material involving hot flame processes.
* The responsibility for accommodation and food is normally expected to be that of those who request the work to be carried out. If this is in any way a problem for you please raise that with us in advance.

**Health and Safety**

As an organization we are required by law to operate to recognized standards of health and safety. We will bring protection equipment for our own team, but we ask that you advise us in advance if you need any additional health and safety equipment for your own local workers for the protection of feet, eyes, ears, hands, suitable headwear and breathing masks for dust. This will ensure a safe working environment for the workers but also may protect you in case of any litigation in the future.

For welding, protective equipment is needed for both protection against weld spatter and also the harmful effects of UV radiation. Welding helmets must be checked and working. Gloves and arm protection should be of suitable standard. If the project is likely to involve welding you must provide the protection equipment or let us know in advance so that the necessary clothing can be brought out to the project.

Where scaffolding is required please make sure that it is in a serviceable condition and safe to use. If there is any doubt please discuss this with us in advance.

Machine tools where provided must have the proper guard and be electrically and mechanically safe to use.

**Insurance**

For projects **outwith** the British Isles there is a need for your mission / organisation to hold third party insurance that covers both your building and public liabilities.

Whilst volunteers are working on your premises, we ask you to inform your insurer that the work is being undertaken and supply our office with a copy of the notice.

For the purpose of your insurers, you are required to agree the following:

* Any litigation arising as a result of work on your project will only be undertaken within the UK courts and jurisdiction.

* That yourself or your organisation will undertake the sole responsibility for the insurance and well- being of the local workforce.

**Charity expenditure on your project**

Brass Tacks is a charity and as such we depend upon the contributions made by others to support the work. While we do not purchase materials, there are numerous other expenditures which we incur, such as transport costs, vaccines, visas, sundries (screws, sealants, tools, PPE).

When the project is complete we will send you a summary figure to indicate the cost to the charity for our involvement in your project. You are under no obligation to cover these costs, but we do wish you to know the expenditure involved.

**Conditions of Acceptance**

Unless otherwise stated in our acceptance letter, you will be responsible for obtaining all plans, official approvals and the relevant materials for the project before the work commences.

Brass Tacks will provide you with a schedule of the work to be undertaken, along with an estimate of the length of time for the project or the period for which we will provide workers. Due to our reliance on volunteers availability we cannot guarantee to complete the project.

Should the conditions of the project change in location, size or purpose, our office must be notified before any changes occur.

Hosts are asked not to recruit or arrange return visits of volunteers without first consulting our office

**GDPR regulations.**

In accordance with current data protection regulations, the information you supply in this form will only be used for circulation to other board members for the purposes of deciding whether to approve the project.

**Declaration**

**I have read and understood the above information regarding:**

|  |  |
| --- | --- |
| Obtaining planning permission | Yes/No |
| Arranging Liability insurance for the work to go ahead. | Yes/No |
| Informing the insurers that the work will be carried out by a volunteer charity. | Yes/No |
| Health and safety particularly for local workers. | Yes/No |
| I am happy to be informed of the cost borne by the charity in order to undertake work on your project. | Yes/No |
| Accommodation and food arrangements. (section 5) | Yes/No |

If Brass Tacks are to assist us I / We agree to the project conditions agreed with them.

|  |  |
| --- | --- |
| Signed:....................................................................... | Dated:............................................. |

***Project Application Form***

|  |  |
| --- | --- |
| **Section 1 – About the Mission / Organisation** | |
|  | |
| Name, Address & Location of the Mission / Organisation | |
|  | |
|  | |
| Church Affiliation of the Mission / Organisation | |
|  | |
|  | |
| What are the main aims of the Mission / Organisation? | |
|  | |
|  | |
| Name and position held of the authorised person who is acting on behalf of the Mission / Organisation | |
|  | |
|  | |
| Contact Details | |
| Phone |  |
| Fax |  |
| e-Mail |  |
| Correspondence Address  (If different from above) |  |
|  | |
| How can Brass Tacks **urgently** contact you or the workers on the project should the need arise? | |
|  | |
|  | |

|  |  |
| --- | --- |
| **Section 2 – The Work Required** | |
|  | |
| Please describe in as much detail as possible, the work you would like to be completed. | |
|  | |
|  | |
| What Building Regulations and / or Planning Approvals are required? | |
|  | |
|  | |
| How long does it usually take for approvals to be granted? | |
|  | |
|  | |
| Have you already obtained any approvals? (If so, when does the approval expire?) | |
|  | |
|  | |
| Is the property owned or rented by the applicant, Trust or Organisation? (Please give details) | |
|  | |
|  | |
| When would you like the project to start / finish? | Anticipated time needed to complete the project? |
|  |  |

It would help us considerably if you could also include the following:

1. Any details, plans and drawings of the proposed work.
2. A copy of the Local Authority’s authorisation to use and alter the building / area.
3. Photographs, slides or video of the site showing different views of the terrain, existing buildings and the materials they are constructed from.

|  |  |
| --- | --- |
| **Section 3 - Costs and Funding** | |
|  | |
| What is the estimated cost of the project? | |
|  | |
|  | |
| To what point within the project do you think your funds will allow you to proceed? | |
|  | |
|  | |
| What finance do you currently have available? | How will any shortfall be funded? |
|  |  |

|  |  |
| --- | --- |
| **Section 4 – Materials, Tools & Labour** | |
|  | |
| Materials | |
| What materials are currently available? | |
|  | |
| What materials still need to be purchased? | To be purchased on |
|  |  |

|  |
| --- |
| **Tools** |
| What tools are currently available? |
|  |

|  |
| --- |
| **Labour** |
| Who else will join the team?  Skilled/unskilled? |
|  |

|  |
| --- |
| **Accommodation** |
| Has accommodation been arranged, if so where? |
|  |

|  |  |
| --- | --- |
| Health | |
| What precautions should be taken by the Brass Tacks workers to minimise ill health? | |
|  | |
|  | |
| Is medical help readily available? | If no, what is the approximate distance / travel time to the nearest medical facility? |
|  |  |
|  | |

|  |  |
| --- | --- |
| **Section 6 – Travel Requirements** | |
|  | |
| Where is the international point of entry? | How far from the international point of entry is your location? |
|  |  |
|  | |
| How will the volunteers reach your location from the international point of entry? | Will the host be covering the cost of transportation **to** and **from** the international point of entry? |
|  |  |
|  | |
| Are visas required for entry into the country? | If yes, what type of visa should be applied for? |
|  |  |
|  | |
| Is it necessary to obtain work permits? | |
|  | |
|  | |

End of Application -

Before returning the application to the address on the front cover, please ensure that you have:

* Signed the declaration on page 3
* Enclosed any supporting documents, eg planning approvals, mission/ church board approval.

Either email to brasstacksuk@gmail.com

OR Post to Brass Tacks, Unit 3b, The Roundal, Roddinglaw Business Park, Edinburgh, EH12 9DB

Brass Tacks is a Charitable Company limited by Guarantee

Company registered in England No: 2216821

Charity registration number: 298767

Scottish Charity OSCR no: SCO52170

Registered Office: 124 Wells Road, Bath, Somerset, BA2 3AH