

stewardship[®]

sovereign
account



for christian workers

strengthening your support



the basic idea

You have committed yourself to serve God in mission. You rely on God and you rely on the support of people committed to you.

We are also committed to the purpose of mission. We support Christian workers at the forefront of this and we support the generous givers who release funds and other types of support for mission.

The Sovereign Account for Christian workers enhances your support – think of it as a three-way partnership between Stewardship, you and those that wish to support your charitable work. By encouraging generosity among our community of givers as well as providing a range of support tools for both you and those that give, the result is a whole that is greater than the sum of the parts. In short, a holistic partnership that stretches beyond just finance.

how can we help ?

We provide resources for givers and recipients alike to further achieve our purpose in releasing and maximising funding for Christian work. Our involvement will boost your support through the provision of training and tools as well as help you to be a good steward of the resources entrusted to you.

On completion of your application form, we will make a financial assessment according to your income and the nature and location of your work to arrive at the level of support that we are able to provide.

On acceptance, we will provide you with personalised application forms to help you recruit supporters to our three-way partnership – because we believe you are best placed to identify those that will wish to join us in supporting you in your work. People who, along with Stewardship, wish to stand with you and encourage you. We provide them with a donor account from which they can manage all of their charitable giving¹, including asking us to support you financially. Where the donor is a taxpayer, we will reclaim tax on their giving (using the Gift Aid Scheme) which will add around 25% extra to their gifts. And, provided that our donors' requests that we support you are in line with our financial assessment of what it is appropriate for you to receive, we will usually make payments to you promptly.

¹See the FAQ "in what way are these charitable funds?"

who is it for?

The Sovereign Account is for those who have made a commitment to Christian work and fully or largely rely on gift income for financial support. Individuals should be substantially full time in this work and expect to be so for at least six months.

what do we provide?

We will first need to check that you are eligible to receive gifts from us. Once approved, our service to you has a number of features:

- Personalised publicity / application forms to provide you with a simple method of donor recruitment. These contain your name, explain our relationship with you and with them and how their giving can be more effective. Having read the essential information about Gift Aid, tax paying donors can send the completed application form to us.
- Each time a donor makes a request to support you through their account with us which we approve, we will advise you of the details including the amount, how often it will be paid and when it will start.
- We can, upon request, provide you with a full list of supporters who have requested gifts be made to you, together with the amount.
- Subject to our normal approvals (see FAQs opposite for details), prompt payments are made to your UK bank account.

what does it cost?

As you would expect, we make no charge to you as a beneficiary recipient of our services. Our costs are met partly by our donors (we retain just 3% of the gross amount that they give to us) and partly from our investment income.

how do I get things started?

Just complete the application form. Once you have been approved by us and an account has been established for you, we will provide you with all the tools that you need to help you manage the financial aspects of your charitable work.

frequently asked questions:

in what way are these charitable funds?

Supporters are making charitable gifts to Stewardship, a registered charity, which qualifies for Gift Aid tax relief. The funds represented by these gifts belong to Stewardship and, as such, we have a responsibility to ensure that gifts to you represent a proper use of our charitable funds. This means that we will make appropriate checks from time to time and particularly before you first receive any funds from us.

is there any restriction on support from a close relative?

There are some restrictions. These are explained in the important guidance notes at the end of the application form.

why do I have to give you details of my personal and family finances?

Whilst this may seem intrusive, we need this information to assess whether or not you will be eligible to receive charitable gifts and at what level. This is a vital consideration, both to satisfy our own charitable objectives and from the viewpoint of our regulators, HM Revenue & Customs and the Charity Commission. The information you provide will be treated in the strictest confidence.

should I pay tax on gifts from Stewardship?

Stewardship is able to make tax-effective, charitable gifts to you as a private individual due to our charitable aims and objectives and your vocation and personal financial circumstances.

Following on from this, our understanding and interpretation of tax law is that gifts you receive from Stewardship should be viewed as your personal taxable income, since they are given, in most instances, because of the vocation that you have as a Christian worker.

If you are in any doubt about your own personal position in relation to this, we recommend that you seek appropriate professional advice.

how far in advance can I open an account?

As a general rule, we can open an account two months prior to commencement of your ministry.

am I tying myself into your organisation in any way?

No. If you wish to cease receiving support from us you can do so at any time. Supporters can also stop their giving at any time and will just need to contact us.

what is the minimum amount a supporter can give?

Donors can make regular gifts into their account from £10 per month upwards and single gifts from as little as £30.

what if I stop full-time christian work or my circumstances change?

We must be informed if there is a significant change in your activities or income. This includes if you cease to be in full or substantially full time Christian work. If this happens, gifts to you may have to alter or cease. In the event of undue delay in your notifying Stewardship of a significant change in your circumstances, you may be required to repay gifts received from Stewardship.

For more information call our Sovereign Accounts Team on **020 8502 8566** or email giving@stewardship.org.uk



individual recipient application

Before completing this form, please refer to the important guidance notes on the attached sheet

A. Contact details		Please complete in BLOCK CAPITALS, using BLACK INK. Please use a separate sheet if more space is required.	
Full Name:		Mr/Mrs/Miss/_____	
Address:			
Postcode:		Date of birth:	
Daytime tel. no:		Mobile tel. no:	
Email:		Stewardship will communicate by email, or tick here if you prefer post <input type="checkbox"/>	
National Insurance no: <small>(essential if UK national)</small>		Nationality:	
Have you received grants from Stewardship? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, please enter account number here: _____	
How would you like your name to appear on our support forms? E.g. John Smith, Mr J Smith, John & Mary Smith			

B. Activity				Your reply to this and the following section allows us to establish your eligibility to receive grants out of charitable funds.			
Please indicate which of the following describes your activity:	Activity type	Please tick	Number of hours per week				
	Christian work	<input type="checkbox"/>	_____ hours				
	Bible college	<input type="checkbox"/>	_____ hours				
	Combined Christian work & Bible college/Intern	<input type="checkbox"/>	_____ hours	<i>(please specify how this time is divided using the fields directly above)</i>			
Job title / name of college course:							
Country of work / study:							
Please give a brief description of what your work / course entails: Important: If your work is of a sensitive nature, please notify us of any details of which we need to be aware							
Start date:							
End date:							

C. Accountability			
Name of organisation you work/study with:			
Address:			
			Postcode:
<input type="checkbox"/> I enclose a letter from this organisation confirming my work/study <input type="checkbox"/> As a Bible college student, I also provide a copy of the course fee sheet from my college (these are essential requirements)			
Name of pastor/minister (from sending/sponsor church):			
Address:			
Postcode:		Tel:	Email:

OFFICE USE (enter initials and date where appropriate)

Ref no.	_____	RAF recvd	Pass	Chkd
Staff Ref	RAF sent	Notes:	Send SF <input type="checkbox"/>	

D. Personal details Please complete this section if you anticipate receiving more than £750 from Stewardship in any year

1. Marital Status:		
2. Number & ages of dependent children:		
3. Ministry expenses / Course fees (if these are expected to exceed £2,000pa, please provide a separate detailed breakdown. See note 7)	£	
4. Annual household income <u>before tax</u> (please see note 6)	OWN INCOME	SPOUSE'S INCOME
(i) Paid employment:		
(ii) Investment income:	+	
(iii) Rental income, net of any mortgage payments:	+	
(iv) Other income (e.g. grants, bursaries and regular gifts from other churches and charities) <u>excluding grants from Stewardship</u> :	+	
Total household income: [(i) to (iv)]:	£	

E. Bank details (for direct payments) – N.B. This must be a UK account

Bank		Branch		Sort Code							
Account Name				Account no.							
Building Society Ref/roll no. (If applicable)											
Please provide an original, pre-printed item of bank stationery, such as a paying in slip or void cheque, to verify your bank details											
<input type="checkbox"/> Bank stationery enclosed (please tick to confirm)											
How often would you like to receive grants? <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly (an itemised report will be available when payments are sent)											

F. Confirmation and undertaking

- I confirm that the above details are correct. I undertake to inform you immediately when my time in this area of work / study ends or my income situation changes significantly. I understand that this may mean that grants to me have to cease and may have to be repaid if there is undue delay on my part.
- I have read and understood the important guidance notes with this application.
- I give my permission for Stewardship to verify my identity with an external agency, where necessary.

For Christian workers

- I understand the prohibition on close relative's giving accounts (see note 5) being used to fund payments to me for anything other than ministry expenses (the level of which is to be approved by Stewardship).

For Bible college students and those in combined Christian work and study

- I confirm that my training will be for the purposes of preparing myself for full time Christian service.
- I understand the prohibition on close relative's giving accounts being used to fund payments to me.

Signature _____ Date _____

And finally...

- We recognise that not every individual's situation can be adequately reflected in a form such as this. This may include work in sensitive circumstances. Please feel free to send us further information in a separate sheet or letter if you wish.
- No information contained in this form will be disclosed to a third party without your permission, unless required by law or regulation.

How did you hear about our services?

Once complete, please return to: Stewardship, PO Box 99, Loughton, Essex, IG10 3QJ

individual recipient application

important guidance notes

1 Introduction

All funds given belong to Stewardship and all grants from Stewardship to you are at the sole discretion of our trustees.

2 Change in circumstances

- 2.1 **We must be informed if there is a significant change in your activities or income.**
- 2.2 In the event of undue delay in you notifying Stewardship of a significant change in your circumstances, you may be required to repay grants received from Stewardship.
- 2.3 In the event that you do become ineligible to receive support from Stewardship, no funds that have been given to us can be returned to the donors, but they are free to request donations to other recipients.

3 Establishing Eligibility

- 3.1 Our questions relating to how your time is spent on a weekly basis, and the income you receive, is required so that we can assess whether or not making grants to support your work will represent a charitable application of our funds. It may be necessary for us to ask supplementary questions for the same reason.
- 3.2 **UK Nationals:** Stewardship requires your National Insurance number and written confirmation from the organisation you are working / studying with.

3.3 Non-UK Nationals:

(1) Working / studying with a UK-based organisation or Bible college

It will be sufficient for the UK-based organisation or Bible college to provide a letter on its official note paper confirming your work / study with it. **If you do not hold a UK bank account**, please contact us for a separate form which you can use to provide us with non UK bank account details, but please see next point.

(2) Based outside the UK and not attached to a UK-based organisation or Bible college

We regret that we cannot make grants in these circumstances.

4 Short-term and trainee workers

Those in Christian work for less than 6 months or at Bible college for less than 1 academic year cannot be recognised as being eligible to receive grants from Stewardship. We assess on a case-by-case basis the eligibility of those combining Christian work with participation in a training course.

5 Gifts from Close Relatives

Under the Gift Aid rules, certain restrictions apply to donation requests from someone who is a close relative. The term "close relative" means child, grandchild, parent, grandparent, brother, sister, or the spouse of any of these.

5.1 Information for Bible college students

Bible college students and those in combined Christian work and study or internships cannot receive grants funded by gifts from close relatives.

5.2 Information for full time Christian workers

The current guidelines relating to "close relative" donation requests are as follows:

- You will only be able to receive grants funded by gifts from a close relative if the requested donation is intended for ministry expenses rather than your living costs.
- By 'ministry expenses' we mean the cost of equipment, training, materials, travel for ministry purposes and other facilities relating directly to your ministry/work.
- By 'living costs' we mean basic accommodation, food and other general living expenses.
- If the grants funded by gifts from close relatives exceed your ministry expenses, you must contact us. In the event of undue delay in you notifying Stewardship of this, you may be required to repay grants received from Stewardship.
- If your ministry expenses exceed £2,000pa, we may ask you to substantiate them with receipts etc.
- If you need further help on this point, please do talk to us.

6 Personal details (Section D)

You only need to complete this section if you anticipate receiving grants in excess of £750 per annum from Stewardship. In the event of this threshold being exceeded, Stewardship will contact you for this additional information before reassessing your eligibility to receive further grants.

- 6.1 We require your best estimate of your income for the next 12 months to the nearest thousand pounds.
- 6.2 'Paid employment' refers to work with a salaried income. Gifts, grants, bursaries etc. **not received from Stewardship** should be included in "Other Income" (see below).

- 6.3 If a manse or other living accommodation is occupied rent free by virtue of the work you are doing, and/or payments are received in respect of accommodation heating and lighting, please include in your estimate for "paid employment" a figure in respect of these benefits-in-kind. If you receive benefits-in-kind for which you are unable to provide a value, please provide details in a covering letter.
- 6.4 'Investment income' includes interest on bank and other savings accounts and dividends.
- 6.5 'Rental income' is rental income, **minus any mortgage payments and associated management fees**. Please note that if this calculation would result in a negative figure, please insert a zero value.
- 6.6 'Other income':
- This includes grants, bursaries regular gifts from churches or charities and gifts outside of Stewardship. **Income from tax credits does not need to be disclosed for these purposes.**
 - If you receive 'other income' from a number of different sources, please provide a breakdown in a separate note or letter.

- 7.2 Do not include any expenses which you anticipate will be reimbursed to you by the organisation you work with.

8 Tax treatment of grants from Stewardship

- 8.1 If approved, Stewardship is able to make tax-effective, charitable grants to you as a private individual due to Stewardship's charitable aims and objectives, your vocation and personal financial circumstances.
- 8.2 **For Christian workers:** Following on from this, our understanding and interpretation of tax law is that grants that you receive from Stewardship would be subject to UK income tax and in our view, form part of your income for tax credits purposes, since they are given in most instances because of the vocation that you have as a Christian worker.
- 8.3 **For Bible college students:** If you are in any doubt about your own personal position in relation to this, we recommend that you seek appropriate professional advice.

7 Course Fees / Ministry Expenses

- 7.1 These are the course fees charged by your Bible College, which may or may not include food and accommodation, depending on the nature of the college and course. Please provide a full breakdown of your course fees using a separate sheet if necessary.

Further information:

For full details on this service please refer to Stewardship's General Terms and Conditions, available at www.stewardship.org.uk/receive

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