



## PROPERTY SUPPORT APPLICATION

*Please read the attached instructions before filling out this application.*

**Date:**

**1. TOTAL project cost:** \$ \_\_\_\_\_

**Total amount requested:** \$ \_\_\_\_\_

**a. Grant amount:** \$ \_\_\_\_\_

**b. Loan amount:** \$ \_\_\_\_\_

**2. Applicant Information:**

Name of Congregation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Day Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3. Specify project for which assistance is requested (submit an individual application for each project):**

**4. Building for which assistance is requested (submit an individual application for each building):**

Church     Rectory     Parish Hall     Other:

**5. Diocesan Administrative Commitments:**

Parochial report on file?  yes  no

Assessments paid?  yes  no

Audit on file?  yes  no

If "no" is checked, please explain in a cover letter.

letter.

**6. Financial Information:**

Funds already raised for  
this project: \$ \_\_\_\_\_

Grants already received  
for this project: \$ \_\_\_\_\_ Source:

Endowments: \$ \_\_\_\_\_

If restricted, please explain:

	<i>This Year</i>	<i>Three Years Ago</i>	<i>Five Years Ago</i>
Average Sunday attendance:	_____	_____	_____
Pledging units:	_____	_____	_____
Amount pledged:	_____	_____	_____
Annual Congregational Income:	_____	_____	_____
Annual Congregational Expenses:	_____	_____	_____

Has the congregation conducted a capital campaign in the last ten years?      yes      no

If no, is the parish willing to undertake a capital campaign?  yes     no  
If no, please explain why in a cover letter

**7. Maintenance and Capital Improvements**

Has a conditions survey been conducted?    yes      no

If yes, have its recommendations been implemented?    yes      no

Does the parish have a written maintenance program?    yes      no

Does the congregation have a property and grounds committee?    yes      no

Last year's total maintenance budget:                          \$

Last year's total capital improvement budget: \$

Evaluate the condition of your buildings and indicate if they have **screw-in fuse (not breaker)** panels:

Church Building:       excellent     good     fair     poor     fuse panel

Parish Hall:                     excellent    good    fair   poor   fuse panel  
 Rectory (if applicable):    excellent    good   fair   poor   fuse panel

If applicable, does your rectory have:

Smoke detectors on each floor?                     yes - battery    yes - hard-wired    No

Carbon monoxide detector in boiler room?                     yes - battery    yes - hard-wired    No

**8. Supporting Materials (submit the following documents with application).**

- Letter of Request from Vestry/Advisory Board
- Latest Monthly Financial Report
- Current Annual Budget
- Current Certificate of Insurance for Buildings
- Minimum of two (2) bids for project

***Congregations are strongly urged to contact the Property Support Office by email at [propertysupport@dioceseny.org](mailto:propertysupport@dioceseny.org) before soliciting bids or submitting an application. All items on the application form and supporting materials must be included for your request to be considered by the Property Support Committee.***

Applications are accepted four (4) times a years and are due on the last business day of the 3rd week of February, May, August, and November. Decisions concerning funding will generally be announced at the end of each application cycle. Do **NOT** fax applications; however, you may email pdf applications to the Property Support Office ([propertysupport@dioceseny.org](mailto:propertysupport@dioceseny.org)) *Requests for work underway, already completed, or for which contractual documents have already been signed will not be considered.*

**Instructions:**

- Item 1: Enter the total cost of the project as well as the amount of financial assistance you are requesting in the amount of a grant or a loan or a combination of the two. An amount **must** be entered on line 1A or line 1B (or both)—do not leave these lines blank. Congregations should not expect a grant to cover the total project cost; *grants and loans rarely cover the full cost of a project and congregations are expected to pay a proportionate share of the project cost by committing their own funds or requesting a loan.*
- Item 2: Include the name and daytime telephone number of a person familiar with the project who can be contacted should there be any questions concerning the application or proposed work.
- Item 3: Do not include multiple projects on one application form. Submit a separate form for each project for which financial assistance is requested.
- Item 4: If a project involves more than one building type, submit separate applications with costs associated for each building.

- Item 5: Congregations applying for a grant or a loan must be in good standing with their diocesan financial and administrative commitments. *Grants and loan awards cannot be released unless all diocesan administrative commitments are up-to-date.* Congregations in the Congregational Support Plan must be current with their contributions. If “no” is marked for any item, please attach a cover letter to explain the situation.
- Item 6: For “funds raised for this project” enter the amount of money the congregation has already or plans to raise for the proposed project. Attendance, pledging and income figures can be obtained from your annual parochial reports.
- Item 8: Bids should be comparable and sufficiently detailed to enable the Committee to make an informed decision concerning the proposed scope of work and the materials and techniques to be used. *If bids differ by more than fifteen percent (15%) in cost, the congregation should consider seeking a third (3<sup>rd</sup>) bid.* Congregations seeking funding for roofing should contact the Property Support Office at [propertysupport@dioceseny.org](mailto:propertysupport@dioceseny.org) **before** soliciting bids.

Additional information is available by contacting the Property Support Office by e-mail at [propertysupport@dioceseny.org](mailto:propertysupport@dioceseny.org).

Applications should be sent by pdf file to [propertysupport@dioceseny.org](mailto:propertysupport@dioceseny.org) or be mailed to:

Property Support  
Episcopal Diocese of New York  
1047 Amsterdam Avenue  
New York, NY 10025

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