

PROPERTY SUPPORT COMMITTEE GRANT/LOAN APPLICATION

Please read the attached instructions (page 3) before filling out this application form

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:			
	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:	
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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.	

6. Financial Information:

Funds already raised for	
this project:	\$
Grants already received	
for this project:	\$ Source
Endowments:	\$

If restricted, please explain:

	This Year	Three Years Ago	Five Years Ago
Average Sunday attendance:			
Pledging units:			
Amount pledged:			
Annual Congregational Income:			
Annual Congregational Expenses:			

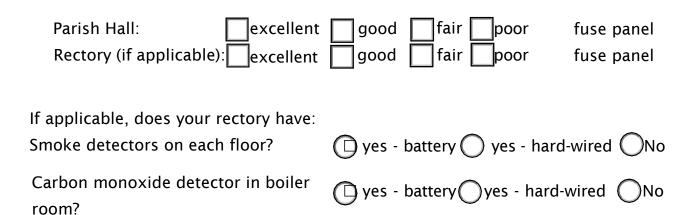
Has the congregation conducted a capital campaign in the last ten years? \Box yes \Box no

If no, is the parish willing to undertake a capital campaign? \Box yes \Box 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 Ŏ 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 pane
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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
- $\hfill\square$ Minimum of two (2) bids for project
- □ Photographs of current conditions
- \Box Condition reports (if any)

Congregations are strongly urged to contact the Property Support Office by email at property support@dioceseny.org before soliciting bids or submitting an application. <u>All</u> 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) *Requests for work underway, already completed, or for which contractual documents have already been signed will not be considered.*

Instructions:

- Item 1: Enter the <u>total</u> 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 <u>daytime</u> 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 <u>not</u> 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 (3rd) bid. Congregations seeking funding for roofing should contact the Property Support Office at propertysupport@dioceseny.org *before* soliciting bids.

Additional information is available by contacting the Property Support Office by e-mail at property support@dioceseny.org.

Applications should sent by pdf file to property support@dioceseny.org or be mailed to:

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

Version: December 8, 2023