



PROPERTY SUPPORT STAFF GRANT/LOAN APPLICATION

Please read the attached instructions (page 3-4) before filling out this application form

Date:

1. Applicant Information:

Name of Congregation: _____

Mailing Address: _____

Town/City: _____ Zip Code: _____

Telephone: _____ E-Mail: _____

Contact Person: _____ Title: _____

Day Telephone: _____ E-Mail: _____

2. **TOTAL project cost:** \$ _____

Total amount requested: \$ _____

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

b. Type of Staff Grant

Emergency Grant

Consultant Grant

Energy Grant

Materials Grant

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

Audit on file? yes no

6. 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? Does the yes no

congregation have a property and grounds committee? yes no

Last year's total maintenance budget: \$

Last year's total capital improvement budget \$

7. Supporting Materials (submit the following documents with application).

- Letter of Request from Vestry/Advisory Board
- Current Certificate of Insurance for Buildings
- Minimum of one (1) bid for the project
- Photographs of current conditions
- Condition reports (if any)

8. Signature Applicant

Instructions:

Congregations are strongly urged to contact the Property Support Office by email at 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.

Property Support Staff Grant Applications are accepted all year around. Do **NOT** fax applications; however, you may email pdf applications to the Property Support Office (propertysupport@dioceseny.org) *Requests for work for which contractual documents have already been signed; requests for work that is underway; or requests for work that was recently completed may be considered.*

Item 1: 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 2: 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 2a.—do not leave this line blank. Congregations should not expect a Staff Grant to cover the total project cost. There are four types of Staff Grants which are explained below:

Emergency Grants:

Emergency Grants up to **\$5,000** are available to correct an immediate threat, which could not have been reasonably predicted, to the continued use of a building or for the health, safety or reasonable comfort of its occupants. Categories include structural failure, malfunction of essential utility systems, and the removal of hazardous conditions. Congregations must lack other funding sources that could be reasonably used to correct the emergency. Requests are considered *immediately* by the Property Support Office and require the approval of the Property Support Director and either the Property Support Chair or Chief Administrative Officer of the Diocese.

Consultant Grants:

Consultant Grants up to **\$5,000** are available for each project and include services provided by engineers, historic preservationists, roofing consultants, and other professionals that aid the Parish in the planning and execution of capital repairs or maintenance of their buildings. Consultant Grants typically can help pay for condition reports, bid packages for construction work, architectural or engineering drawings, or other types of reports needed for professionals in the field prior to construction.

Energy Grants:

Energy Grants up to **\$1,500** are available to congregations that seek to lower utility bills through simple conservation measures. Property Support will reimburse the congregation for the cost of labor and materials per guidelines upon receiving prior written approval for the project from the Property Support Office.

Material Grants

Material Grants up to **\$4,000** are available to congregations that provide volunteer labor to undertake building projects. Property Support will reimburse the congregation for the cost of materials and tools upon receiving prior written approval for the project from the Property Support Office. Projects that require professional trade or skilled expertise (e.g., electrical work, plumbing) are not eligible. Requests for larger material grants require the submission of a Property Support Grant/Loan application and the approval of the Property Support Committee.

- 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 Diocesan Staff Grant must be in good standing with their diocesan financial and administrative commitments. *Grant 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 7:** 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.

Additional information is available by contacting the Property Support Office by e-mail at propertysupport@dioceseny.org. All applications with supportive documentation should be sent in **ONE** pdf. file to propertysupport@dioceseny.org or be mailed to:

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