



PROPERTY SUPPORT STAFF GRANT 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. Type of Staff Grant:

☐ Emergency Grant

☐ Consultant 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? ☐ yes ☐ no

Does the congregation have a property & 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 of 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 Team.

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

- Item 1:** Include the name and daytime telephone number of whomever is familiar with the project who and 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 form of a grant. Amounts must be entered for Item 2—do not leave this line blank.

There are two types of Staff Grants, 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 building projects 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 its 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.

- 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:** Attendance, pledging and income figures can be obtained from your annual parochial reports.

Send application with supportive documentation in ONE pdf to **propertysupport@dioceseny.org** or mailed to:

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