



The
Episcopal Diocese
of New York

PROPERTY SUPPORT COMMITTEE GRANT APPLICATION

Please read the attached instructions (page 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: \$ _____

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" please explain in cover letter).

Audit on file? ☐ yes ☐ no

Financial Information:

Funds already raised for this project: \$ _____

Grants already received for this project: \$ _____

Source: _____

Endowments: \$ _____

Restrictions: _____

| | This Year | Three Years Ago | Five Years Ago |
|---------------------------------|-----------|-----------------|----------------|
| Average Sunday Attendance: | _____ | _____ | _____ |
| Pledging units: | _____ | _____ | _____ |
| Annual Congregational Income: | _____ | _____ | _____ |
| Annual Congregational Expenses: | _____ | _____ | _____ |

Has the congregation conducted a capital campaign in the last ten years? ☐ yes ☐ noIf no, is the parish willing to undertake a capital campaign? ☐ yes ☐ no

If no, please explain why in a cover letter.

6. Maintenance and Capital Improvements:Has a conditions survey been conducted? ☐ yes ☐ noIf yes, have its recommendations been implemented? ☐ yes ☐ noDoes the parish have a written maintenance program? ☐ yes ☐ noDoes the congregation have a property & 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 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, hard-wired ☐ yes, battery ☐ no

Carbon monoxide detector in boiler room? ☐ yes, hard-wired ☐ yes, battery ☐ no

7. 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 the project
- ☐ Photographs of current conditions
- ☐ Condition reports (if any)

Congregations are strongly urged to contact the Property Support Office by email at propertysupport@diocesenyny.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 year and are due in early February, May, August, and November. Consult the website for specific due dates each year. Funding decisions will be announced immediately following the Committee discernment meeting for the cycle. Do **not** fax application—please email pdf of application and supporting documentation to the Property Support Office at propertysupport@diocesenyny.org. Excluded are requests for work underway, already completely or for new projects that have signed contracts.

Instructions:

- 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 form of a grant. Amounts **must** be entered for Item 2—do **not** leave this line blank. Congregations should not expect a grant for the total project cost. Property Support grants cover up to 1/3 of the full cost of the project. Congregations are expected to pay a proportionate share of the project cost by committing their own funds.
- 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:** 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 6:** 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 a third bid. Congregations seeking funding for roofing should contact the Property Support Office (propertysupport@dioceseny.org) before soliciting bids.

All applications with supportive documentation should be sent in **one** pdf file to the Property Support email or mailed to:

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