



The  
Episcopal Diocese  
of New York

## 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:**

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## Instructions:

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 Team.

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](mailto:propertysupport@dioceseny.org)). **Requests for work for 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 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 Staff Grant to cover the total project cost.

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 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.

- 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.
- Item 6:** Bids should be comparable and sufficiently detailed to enable an informed grant 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](mailto:propertysupport@dioceseny.org). All applications with supportive documentation should be sent in **ONE** pdf. file to **propertysupport@dioceseny.org** or mailed to:

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