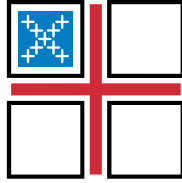


There are 3 ways to complete this Loan application form:

1) If your computer has Adobe Acrobat Standard program (a program that must be purchased) you may type information onto the application form and save it. This allows you to partially complete the form, save information, and return to complete the form later.

2) If you do not have the Adobe Acrobat Standard program you may still type information onto the application form via your computer, but you will not be able to save the completed/or partially completed form. You must print out the completed form; it will not save onto your computer.

3) Or, you may print the blank form and complete the application by hand.



**EPISCOPAL CHURCH
BUILDING FUND**
LOAN APPLICATION

Directions:

1. Complete the application form
2. Print out the form and secure the necessary signatures
3. Mail the form and required documentation to the ECBF

Congregation Name:

Date Submitted:

Address:

Rector / Vicar Name:

Rector / Vicar, Telephone:

Cell phone:

Email:

Church Web Site Address:

Diocese Name:

Diocese Address:

Diocesan Contact:

Telephone:

E-mail:

REQUIRED DOCUMENTATION (Check to indicate enclosed):

Completed Application Form

Diocesan Information

Documentation of any loans, grants or subsidies to this congregation.

Most recent Audit.

Congregational Information

Current operating budget.

Most recent Parochial Report.

Most recent Audit.

Architectural or Engineering Services

Copy of Contract.

Conceptual or Preliminary Drawings.

Bank Commitment

Letters of Commitment for both new and existing debt, detailing terms.

Construction

General Proposal Contract for construction.

Sub-proposals for added labor and materials.

LOAN REQUEST:

Amount Requested \$

Term (check one):

3 year

5 year

10 year

Date Needed:

BRIEF DESCRIPTION OF PROJECT:

A. Cost of Building Program

Documentation required: Contracts as evidence of all costs. **Total Cost** \$

B. Funds Available for Building Program

Congregation: Cash Available (distinct from following categories) \$

Other - document source:
(e.g. bequests, endowment, stocks, in-kind etc.) \$

Diocese: Loan Years Interest \$

Grants \$

Bank: Loan Years Interest \$

Loan Years Interest \$

Total Funds \$

DIFFERENCE between (A) and (B) \$

C. Loan Requested through this Application \$

D. Annual Income for Debt Repayment

From Operating Budget: for existing debt payment \$

for new debt payment \$

From Capital Fund Pledges: yearly income for _____ years. \$

Total from Operating and Capital \$

E. Capital Fund Program

Date started:

To be completed:

Total pledged: \$

Amount received: \$

F. Operating Budgets

	Budget Year Past Year	Budget Year This Year	Budget Month Actual YTD
Income			
Pledges			
Plate			
Special Offerings			
Capital Fund Programs			
Other			
Total Income	\$	\$	\$

F. Operating Budgets (continued)

	Budget Year Past Year	Budget Year This Year	Budget Month Actual YTD
Expenditures			
A. Program Outside Parish			
1. Diocesan Pledge			
2. Outreach Programs			
B. Program Within Parish			
1. Christian Education			
2. Worship			
a. Music			
b. Altar Supplies			
c. Clergy Supply			
3. Other			
C. Maintenance – Site and Buildings			
1. Utilities			
2. Insurance			
3. Supplies			
4. Other			
D. Administration & Stewardship			
1. Secretary			
2. Office Supplies			
E. Pastoral & Ministry			
1. Salary			
2. Housing			
F. Indebtedness Payments			
1. Existing			
2. New			
Total Expenditures	\$	\$	\$

G. History

Please give a brief history of the congregation, paying particular attention to patterns of growth or decline in membership, to issues of finances, and to the current Mission Statement. Concentrate on the last ten years.

H. Projections

Summarize Parochial Reports	10 yrs ago	5 yrs ago	Today	5 yrs projected
Number of bapitized members				
Normal Sunday attendance				
Easter attendance				
Number of pledging units				
Average amount of pledge \$				
Total annual budget \$				
Number in Sunday School				
Baptisms				
Confirmations / Receptions				
Weddings				
Funerals				

I. Obligations

The signers of this loan application understand:

All loans are an obligation to a diocese for a particular congregation.

Payments are within a maximum period of ten years, beginning thirty days after the loan is made, by equal monthly payments of principal and interest at a fixed interest rate.

Origination fee of two (2%) percent of the total amount loaned is due to The Building Fund at the time the Promissory Notes are signed. The fee goes toward the cost of coordinating the loan application and services for the term of the loan.

If this loan application is approved, the loan proceeds must be used by the diocese solely for the project described in this application, for the use of the congregation named, and on the express condition that no part of the loan shall be used in violation of any diocesan or government regulation.

If this property changes title, for whatever reason, the balance owed on the loan is due in full within 30 days unless waived by the lender in writing.

**NOTE: Application processed only
with complete documentation.**

I. Signatures:

DIOCESE:

Bishop

Standing or Appropriate Committee

CONGREGATION:

Clergy

Warden

Treasurer

Complete and print out the application. After it has been signed by the diocesan and congregational representatives, mail the application with the required documentation to:

**Ms. Julia Groom-Thompson, President
The Episcopal Church Building Fund
St. Stephen's Episcopal Church
6000 Grove Ave. Richmond, VA 23226
(717) 575-2245
jgroom@ecbf.org**