

**LOAN APPLICATION**

Congregation \_\_\_\_\_ Date Submitted to ECBF \_\_\_\_\_

Address \_\_\_\_\_

Church Telephone: \_\_\_\_\_ Cell Telephone \_\_\_\_\_

Rector/Vicar \_\_\_\_\_ Email \_\_\_\_\_

Church Web Site \_\_\_\_\_

Diocese \_\_\_\_\_ Bishop \_\_\_\_\_

Diocese Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**REQUIRED DOCUMENTATION** (To prevent delay, ensure all required documentation is provided):

\_\_\_\_ Completed Application Form

**Diocesan Commitment**

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

\_\_\_\_ Most recent diocesan audit.

**Congregational Information**

\_\_\_\_ Current operating budget.

\_\_\_\_ Most recent Parochial Report.

\_\_\_\_ Most recent congregational audit.

**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.

Amount Requested \$ \_\_\_\_\_ Term: 3yr \_\_\_ 5yr \_\_\_ 10yr \_\_\_ 15 yr \_\_\_ Other \_\_\_

Date funds are 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 Yrs \_\_\_\_ Int \_\_\_\_ ' ..... \$ \_\_\_\_\_

Grants [ tu'aaaa'kv'aaa" ..... \$ \_\_\_\_\_

Bank: Loan Yrs \_\_\_\_ Int \_\_\_\_ " ..... \$ \_\_\_\_\_

Loan Yrs \_\_\_\_ Int \_\_\_\_ " ..... \$ \_\_\_\_\_

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 & Capital \$ \_\_\_\_\_

**E) Capital Fund Program**

Date started: " " " " \_\_\_\_\_

To be completed: " " " " \_\_\_\_\_

Total pledged: \$ \_\_\_\_\_

Amount received: \$ \_\_\_\_\_

" "

	Budget Yr 20__a Past Year	Budget Yr 22_aa This Year	"Month 20__ Actual YTD
<b>Income</b>			
Pledges	_____	_____	_____
Plate	_____	_____	_____
Special Offerings	_____	_____	_____
Capital Fund Program	_____	_____	_____
Other	_____	_____	_____
<b>Total Income</b>	_____	_____	_____
<b>Expenditures</b>			
"			
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	_____	_____	_____
<b>Total Expenditures</b>	_____	_____	_____

**G) History:**

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

**H. Projections**

Summarize Parochial Reports	10 years ago	5 years ago	Today	5 years projected
Number of baptized 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 begin 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 is 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 thirty days unless waived by the lender in writing.

I) **Signatures:**

DIOCESE:

\_\_\_\_\_  
Bishop

\_\_\_\_\_  
Standing or Appropriate Committee

CONGREGATION:

\_\_\_\_\_  
Clergy

\_\_\_\_\_  
Warden

\_\_\_\_\_  
Treasurer

When the application is completed, documentation is attached, and has been signed by the diocese and the congregation, it should be forwarded to:

**EPISCOPAL CHURCH BUILDING FUND**  
**Julia M. Groom-Thompson, President**  
**583 Southlake Blvd., Suite A**  
**Richmond, VA 23236**  
**[jgroom@ecbf.org](mailto:jgroom@ecbf.org)**

Revised 8/2011