

LOAN APPLICATION

Revolving Loan/Grant Fund

West Virginia UMC

Date _____

I. GENERAL INFORMATION

Read each section carefully (some sections are for churches to complete and some are for mission projects, camps, etc. to complete). **Begin by completing Section A or Section B.**

Section A: Church Application

We, the undersigned, members of the Board of Trustees of _____ United Methodist Church in the County of _____, State of _____, and being in the _____ District of the West Virginia Conference of The United Methodist Church being duly authorized by the Charge/Church Conference, hereby apply for a loan in the amount of \$_____ for the following project:

Attachment A *Please attach a description of the project and the need for the project*

(Describe who will benefit from the project and the projected number of people who will be served)

Pictures are always helpful.

Section B: Camps, Mission Projects, or Parish Application

We, the undersigned, members of the Board of Trustees of _____ in the County of _____, State of _____, and being in the _____ District of the West Virginia Conference of The United Methodist Church, hereby apply for a loan in the amount of \$_____ for the following project:

Attachment A *Please attach a description of the project and the need for the project*

(Describe who will benefit from the project and the projected number of people who will be served)

Pictures are always helpful.

Name of Pastor or Director _____ Home Phone Number _____

Church or Office Phone _____ e-mail address _____

Church or Office Address _____

Conference Account Number _____ Year church, mission project or camp was organized _____

Church Statistics

Current membership _____ Number of contributing families _____ Members 5 years ago _____

Average Worship attendance _____ Average worship attendance 5 years ago _____

World Service and Conference Apportionments-----current year and past 2 years

_____ Current year	\$ _____	Apportionment amt.	\$ _____	YTD paid	_____ % paid
_____ Year	\$ _____	Apportionment amt.	\$ _____	Amt. paid	_____ % paid
_____ Year	\$ _____	Apportionment amt.	\$ _____	Amt. paid	_____ % paid

It is very important that each church applying for a grant make every effort to pay its Fair Share amount in full. The failure of a church to pay its Fair Share may cause a proportional reduction in the grant or jeopardize the approval of the entire grant.

II. PROJECT FOR WHICH LOAN IS REQUESTED

Are the funds needed because of a disaster? _____ If yes, describe the disastrous event _____

What is the total cost of the repairs because of this disaster? \$ _____

____ Estimated Cost of Project ____ Actual Cost of Project..... \$ _____
(Check one)

Funds to apply to above cost:

Cash on Hand \$ _____

Pledges to be collected \$ _____

Insurance Reimbursement \$ _____

Loans from lending institutions \$ _____

Fund Raising to be completed \$ _____

Other (specify) _____ \$ _____

Total to Apply \$ _____

Amount requested from Revolving Loan/Grant Fund \$ _____ *

*Loan requests are not to exceed \$50,000.00

Expected date of completion for this project _____ (month/year)

Attachment B: Attach an itemized list of expected expenses/costs for this project. Also include a list of all avenues exhausted to raise the needed money.

III. FINANCIAL INFORMATION OF THE CHURCH/CAMP/PROJECT/PARISH

Attachment C: Attach a copy of the current budget for your church*, camp, mission project, or parish---it must include all expected expenses for the current year, such as: salaries and benefits, utilities, conference apportionments, debt payments, supplies, maintenance, etc.

*NOTE: This is your entire church budget, not the budget for this capital improvement.

Total income for last year (offerings, gifts, interest, etc.)\$ _____

Total amount of money in reserve (Savings, CD, Trustee Funds, Foundations, etc.)\$ _____

Property value (as found in the conference journal)

Church Site \$ _____	Debt \$ _____
Church Building \$ _____	Debt \$ _____
Parsonage..... \$ _____	Debt \$ _____
Other sites \$ _____	Debt \$ _____
Other buildings \$ _____	Debt \$ _____
_____ \$ _____	Debt \$ _____
TOTAL \$ _____	TOTAL \$ _____

Mission projects, camps, etc.
will also complete this section.
Change the titles to match
your property descriptions.

Attachment D: Attach a copy of the deed(s) for all properties

Attachment E: Attach an original document from your insurance agent, stating that there is sufficient coverage on this property and lists the amount of the coverage.

IV. REPAYMENT PLANS

Complete any or all of the 3 methods of repaying this loan:

1. Church, camp, parish, or mission project has secured _____ pledges totaling \$ _____ for period beginning _____ and ending _____ for repayment of loan.
 2. Capital Funds Campaign to be held _____ (date) with a goal of \$ _____ to be used for repayment of the loan.
 3. Church, parish, camp, or mission project budget totaling \$ _____ per year is considered adequate to meet principal and interest payments.
- Is a separate account maintained for Debt Retirement of the Building Fund? _____

V. SIGNATURES OF TRUSTEES

(At least 2/3 of the members of the Board of Trustees or the entire executive committee of a mission project must sign)

At a meeting of the Board of Trustees or mission project executive committee held on the _____ day of _____, 20____, the foregoing application having been carefully prepared and read, and believing the project to be necessary, and pledging ourselves to earnest effort and liberal support of the undertaking, we request a loan in the amount of \$_____.

Name of Trustee or executive committee contact person _____ E-Mail _____

Address _____

Home Phone _____ Office Phone _____

(This person, along with the pastor or director, will be the person with whom the fund coordinator of the Revolving Loan/Grant Fund maintains contact.)

List the names of all of the members of the Board of Trustees or executive committee of mission project (Please Print)

VI. CERTIFICATION BY PASTOR AND DISTRICT SUPERINTENDENT

We hereby certify that we have examined and conferred about this application and are in agreement. Therefore, we recommend a loan be granted in the amount indicated below.

Signed _____ Date _____
Pastor or Director

Signed _____ Date _____
District Superintendent

Address _____

Address _____

Phone _____ Cell _____

Phone _____ Cell _____

E-mail _____

E-mail _____

Amount Recommended \$ _____

Amount Recommended \$ _____

Date of conversation/consultation between the Pastor or Director and the District Superintendent _____

Comments if needed:

VII. CERTIFICATION OF CHARGE/CHURCH CONFERENCE

This certifies that the Charge/Church Conference of _____ United Methodist Church, located in the bounds of the West Virginia Conference of the UMC, on the _____ day of _____, 20____, adopted and recorded in its minutes the following resolution: "Resolved, that the Board of Trustees of _____ United Methodist Church be, and they are hereby authorized and empowered, to borrow money from the Revolving Loan/Grant Fund (WV—UMC), not exceeding the amount of \$_____ for the purpose of

and to secure the repayment of the same by the execution of a Note and a Deed of Trust or a Mortgage upon

List the property to be encumbered

upon such terms and conditions as may be agreed upon between said Board of Trustees, and the officers of the Revolving Loan/Grant Fund."

Given under my hand this _____ day of _____, 20_____.

Signed _____
Recording Secretary, Charge/Church Conference

