

POLICIES AND PROCEDURES

Revolving Loan/Grant Fund

West Virginia Conference of The United Methodist Church
Maintained by the Board of Global Ministries

Loans

1. Capital Improvement* Loans, up to a maximum of \$50,000, are available to local churches, WV Conference mission projects, cooperative parishes, district camps, and the WV Conference camp. The loan may be a single payment loan (amount to be dispersed in one payment) or a divided payment loan (amount to be dispersed in more than one payment—as the group needs the money). An additional loan cannot be requested from the WV-UMC Revolving Loan/Grant Fund until a prior loan, from this Fund, has been paid in full.
2. Loans up to \$25,000 are to be repaid over a five-year period with monthly payments on principal and interest. Loans over \$25,000 and up to \$50,000 are to be repaid over a seven-year period with monthly payments on principal and interest. Loan recipients may refinance for an additional three years in the event of extreme hardship.
3. The current rate of interest for the Revolving Loan/Grant Fund shall be set at 2% below the current prime rate, shall not exceed 8%, and shall be no lower than 1%.
4. Loans cannot be used to pay off other loans/indebtedness or to replace funds from endowments, persons, organizations, etc. Loans cannot be used to replace funds for completed projects. Loans cannot be used for (church/mission project/parish/camp/etc.) salaries.

Grants

5. Capital Improvement* Matching Grants of no more than \$12,500 may be made to local churches, WV Conference mission projects, cooperative parishes, district camps, and the WV Conference camp when all other avenues have been exhausted, and an emergency or extreme need is shown to exist.
6. Grants cannot be used to pay off an existing loan from the WV-UMC Revolving Loan/Grant Fund, to pay off other loans/indebtedness, to replace funds from (endowments, persons, savings accounts, organizations, etc.), to pay for indebtedness for past projects, or to replace funds for past projects. Grants cannot be used for (church/mission project/parish/camp/etc.) salaries.
7. Local churches, WV Conference mission projects, cooperative parishes, district camps, and the WV Conference camp will not be considered for an additional grant for at least seven (7) years from the date of their last grant, unless extreme need or emergency can be substantiated (such as: fire, flood, tornado, etc.).

Grants and Loans---WV Conference Responsibility

8. It shall be the responsibility of the West Virginia Conference Board of Global Ministries--Leadership Team to determine eligibility for a loan or grant and the amount to be granted within the guidelines.
9. The WV-UMC Revolving Loan/Grant Fund must maintain a minimum balance of \$200,000 for any loan or grant to be considered, except in extreme emergency situations (such as: fire, flood, tornado, etc.).
10. The WV Conference Board of Global Ministries--Leadership Team may decrease or deny the amount of the loan or grant under any of the following conditions:
 - Inadequate amount of labor being provided by the group
 - Inadequate amount of fund raising and/or pledging
 - Amount of debt the group may have
 - Inadequate amount of current funds available
 - The church is paying less than 100% of conference apportionments
 - Application does not show adequate need for the project
 - One or more of the five required attachments are missing
 - Yearly income is much greater than yearly expenses
 - Inadequate insurance
 - Errors on the application
11. The WV Conference Treasurer's Office will be responsible for administering the funds.

Grants and Loans---Applicant Responsibility

12. Complete the application. An incomplete application will not be considered. The application must also include the 5 attachments listed in #13 (below).
13. The applicant must provide:
 - A description of the project, the need for the project, who will benefit from the project, and the approximate number of persons who will be served (Attachment A)
 - An itemized list of expenses/costs for this project; list of avenues exhausted to raise the needed funds (Attachment B)
 - Evidence that the grant has already been matched
 - The current budget of the applying group (church/mission project/camp/ parish) (Attachment C)
 - A copy of the deed for the property (Attachment D)
 - An original document, from an insurance agent, stating that the property has adequate insurance coverage. The document must also list the amount of coverage for the property. (Attachment E)
14. Evaluation---When the project is completed, complete the enclosed evaluation form within 3 months.
15. A group may not apply for a grant during the time that they have a loan.
A grant may be applied for 5 years after a loan has been paid in full.
A loan may be applied for 5 years after a grant has been issued.
An additional loan may be applied for, after the prior loan has been paid in full.
Grants may be applied for every 5 years.

**Capital improvement---any expenditure for physical improvements, including costs for:
any change, alteration, rearrangement or addition to existing facilities; new construction; acquisition or
improvements to sites, buildings, or service systems; acquisition of fixed equipment and similar expenditures*

Contact Person: Gayle Lesure
PO Box 2043
Clarksburg, WV 26302

deaconess.gayle.88@gmail.com
304-848-0251

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