



# The Episcopal Diocese of Western North Carolina

500B CentrePark Drive, Asheville, NC 28805 | (828)225-6656 | [www.diocesewnc.org](http://www.diocesewnc.org)

## Grant or Loan Application

**Before requests may be considered, Parochial Reports and current Audits MUST be up to date and filed on-line with The Episcopal Church, and your parish must also be in compliance with all other diocesan guidelines and canons.**

Date of Application: \_\_\_\_\_

For: \_\_\_ Grant \_\_\_ Loan

1. Name of Church/Program Applicant: \_\_\_\_\_

2. Rector's Name: \_\_\_\_\_

3. Mailing Address of Church/Program: \_\_\_\_\_  
\_\_\_\_\_

4. Person completing the application:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

5. Contact Info: \_\_\_\_\_

Day Phone

Evening Phone

Cell Phone

E-mail address

6. On a separate sheet, provide a concise description of the project for which funds are requested. Please include pictures or drawings related to the request. These can also be shown during the presentation.

7. Expected Project Cost: \_\_\_\_\_

8. Expected Project Completion Date: \_\_\_\_\_

9. Clearly state the amount of your request:

10. Amount Secured to Date: Cash: \_\_\_\_\_ Pledges: \_\_\_\_\_

Amount contributed by the congregation: \_\_\_\_\_

What % of total goal is from congregation contributions? \_\_\_\_\_

11. Clearly state all other viable and potential sources of funding (like commercial loans, congregation pledges, and other grants or loans for which you have already applied and describe when you will receive notification of the results of those applications):

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12. How will you publicize the interest-free loan and/or Foundation grant to your congregation? Please include a copy of your news release.

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13. For the parish (or the parish in which the program operates), please describe the total current debt load (short & long term liabilities vs. income):

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14. Provide the parish's current year's operating budget with actual year-to-date figures. (If the parish is not the applicant, provide information for both the parish and the applicant organization.)

15. Provide a list of all restricted and unrestricted funds available to the parish. (If the parish is not the applicant, provide information for both the parish and the applicant organization.)

16. Provide a general statement concerning the state of the parish. What are the prospects for growth in your parish? (If the parish is not the applicant, provide information for both the parish and the applicant organization.)

17. Please state the number of pledging units, amount pledged, and additional income for the 3 previous years:

Year			
# Pledges			
Amount Pledged			
Additional Income			

18. What percentage of the parish's total normal operating income (Line A on the Parochial Report) is the parish's diocesan pledge?

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19. Are there any unusual revenue streams?

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20. What is the parish's average attendance on Sundays through the year for the last 3 years?

Year			
Average Sunday Attendance			

21. What percentage of the parish's total operating budget is the parish's outreach budget?

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22. Provide a general statement of the parish's vision for the future. (If the parish is not the applicant, provide information for both the parish and the applicant organization.)

23. Provide any pictures or drawings related to the request that you feel may be helpful to the Committee.

24. Provide a copy of bids from three Contractors for the anticipated project. If the project is over \$30,000, the contractors must be licensed. Please provide their license # and certificate of worker's compensation insurance.

25. Who should the Fiscal Ministries Committee contact in the event any of the above questions are unanswered, or the final report not completed in a timely manner? Give name, address & phone numbers.

26. Will you conduct a capital campaign? If yes, please describe where you are in the process and how long you expect it to take until completion?

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27. What is the distribution of your capital campaign pledges? Do you have a few pledges generating most of the monies raised, or do you have many smaller pledges? What is the average pledge (# of capital campaign pledges/total amount pledged)?

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28. Do you have a plan to solicit new members of the church for the capital campaign?

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29. Do you plan to take on additional debt to finance the project? What terms do you anticipate on such debt?

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30. What will be your annual debt-to-income ratio (amount of annual debt service/total normal operating income)?

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31. How will your annual debt service impact your giving to the Diocese?

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33. The parish must be current on audits.

Date of last audit? \_\_\_\_\_ Does the Diocese have a copy? \_\_\_\_\_

A copy of the application should be e-mailed to  
Carol Tannenbaum, Chief Financial Officer, [cfocarol@diocesewnc.org](mailto:cfocarol@diocesewnc.org)  
at least 30 days prior to the next scheduled meeting of the Fiscal Ministries Committee  
(for meeting dates, see [www.diocesewnc.org](http://www.diocesewnc.org)).

If questions remain, please contact: Carol Tannenbaum  
(828) 575-5257/(828) 225-6657 fax [cfocarol@diocesewnc.org](mailto:cfocarol@diocesewnc.org)