



PROPERTY SUPPORT APPLICATION

Please read the attached instructions before filling out this application.

Date:

1. TOTAL project cost: \$ _____

Total amount requested: \$ _____

a. Grant amount: \$ _____

b. Loan amount: \$ _____

2. Applicant Information:

Name of Congregation: _____

Mailing Address: _____

Town/City: _____ Zip Code: _____

Telephone: _____ E-Mail: _____

Contact Person: _____ Title: _____

Day Telephone: _____ E-Mail: _____

3. Specify project for which assistance is requested (submit an individual application for each project):

4. Building for which assistance is requested (submit an individual application for each building):

Church Rectory Parish Hall Other:

5. Diocesan Administrative Commitments:

Parochial report on file? yes no

Assessments paid? yes no

Audit on file? yes no

If "no" is checked, please explain in a cover letter.

letter.

6. Financial Information:

Funds already raised for
this project: \$_____

Grants already received
for this project: \$_____ Source:

Endowments: \$_____

If restricted, please explain:

	<i>This Year</i>	<i>Three Years Ago</i>	<i>Five Years Ago</i>
Average Sunday attendance:	_____	_____	_____
Pledging units:	_____	_____	_____
Amount pledged:	_____	_____	_____
Annual Congregational Income:	_____	_____	_____
Annual Congregational Expenses:	_____	_____	_____

Has the congregation conducted a capital campaign in the last ten years? yes no

If no, is the parish willing to undertake a capital campaign? yes no

If no, please explain why in a cover letter

7. Maintenance and Capital Improvements

Has a conditions survey been conducted?	yes	no
If yes, have its recommendations been implemented?	yes	no
Does the parish have a written maintenance program?	yes	no
Does the congregation have a property and grounds committee?	yes	no

Last year's total maintenance budget: \$

Last year's total capital improvement budget: \$

Evaluate the condition of your buildings and indicate if they have **screw-in fuse** (not breaker) panels:

Church Building: excellent good fair poor fuse panel

Parish Hall: excellent good fair poor fuse panel
 Rectory (if applicable): excellent good fair poor fuse panel

If applicable, does your rectory have:

Smoke detectors on each floor? yes - battery yes - hard-wired No

Carbon monoxide detector in boiler room? yes - battery yes - hard-wired No

8. Supporting Materials (submit the following documents with application).

- Letter of Request from Vestry/Advisory Board
- Latest Monthly Financial Report
- Current Annual Budget
- Current Certificate of Insurance for Buildings
- Minimum of two (2) bids for project

Congregations are strongly urged to contact the Property Support Office by email at propertysupport@dioceseny.org before soliciting bids or submitting an application. All items on the application form and supporting materials must be included for your request to be considered by the Property Support Committee.

Applications will only be accepted four (4) times a years and are due on the first business day of January, April, July and October. Decisions concerning funding will generally be announced at the end of each application cycle. Do **NOT** fax applications; however, you may email pdf applications to the Property Support Office (propertysupport@dioceseny.org) *Requests for work underway, already completed, or for which contractual documents have already been signed will not be considered.*

Instructions:

- Item 1: Enter the total cost of the project as well as the amount of financial assistance you are requesting in the amount of a grant or a loan or a combination of the two. An amount **must** be entered on line 1A or line 1B (or both)—do not leave these lines blank. *Congregations should not expect a grant to cover the total project cost; grants and loans rarely cover the full cost of a project and congregations are expected to pay a proportionate share of the project cost by committing their own funds or requesting a loan.*
- Item 2: Include the name and daytime telephone number of a person familiar with the project who can be contacted should there be any questions concerning the application or proposed work.
- Item 3: Do not include multiple projects on one application form. Submit a separate form for each project for which financial assistance is requested.
- Item 4: If a project involves more than one building type, submit separate applications with costs associated for each building.

- Item 5: Congregations applying for a grant or a loan must be in good standing with their diocesan financial and administrative commitments. *Grants and loan awards cannot be released unless all diocesan administrative commitments are up-to-date.* Congregations in the Congregational Support Plan must be current with their contributions. If “no” is marked for any item, please attach a cover letter to explain the situation.
- Item 6: For “funds raised for this project” enter the amount of money the congregation has already or plans to raise for the proposed project. Attendance, pledging and income figures can be obtained from your annual parochial reports.
- Item 8: Bids should be comparable and sufficiently detailed to enable the Committee to make an informed decision concerning the proposed scope of work and the materials and techniques to be used. *If bids differ by more than fifteen percent (15%) in cost, the congregation should consider seeking a third (3rd) bid.* Congregations seeking funding for roofing should contact the Property Support Office at propertysupport@dioceseny.org **before** soliciting bids.

Additional information is available by contacting the Property Support Office by e-mail at propertysupport@dioceseny.org. Applications should be sent by pdf file to propertysupport@dioceseny.org or be mailed to: Property Support, Episcopal Diocese of New York, 1047 Amsterdam Avenue, New York, NY 10025.