



THE EPISCOPAL
DIOCESE OF
NEW YORK

PROPERTY SUPPORT APPLICATION

Please read the attached instructions before filling out this application.

- 1. TOTAL project cost: \$ _____ Date: _____
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.

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 no battery or hard-wired (circle one)
 Carbon monoxide detector in boiler room? yes no battery or hard-wired (circle one)

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 at 212-316-7428 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. Along with the application, congregations are also required to file with Property Support a completed Building Survey Form (available from the Property Support resource section under "maintenance" > "Building Survey Form") for EACH of their buildings. Some congregations have already filed these forms; please check with the Property Support Office to determine whether the forms are on file for your congregation. Do **NOT** fax applications. *Requests for work underway or already completed 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 should not expect grants to cover more than one-third of the project cost.*
- 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 asphalt shingle roofs should contact the Property Support Office at 212-316-7428 and request a copy of the “Asphalt Shingle Roofing Checklist and Contractor’s Bid Forms” *before* soliciting bids.

Additional information is available by contacting the Property Support Office at 212-316-7428 and on the Property Support web site at www.diocesenys.org. Applications should be mailed to: Property Support, Episcopal Diocese of New York, 1047 Amsterdam Avenue, New York, NY 10047.