

BWC Building Grants and Loans

Application: 2018-00000000SAMPLE

Applicant Name - Applicant Email
BWC Grants and Awards

Summary

ID: 2018-00000000SAMPLE

Application Form

This application is for Building Grants and Loans. If you intended to apply for a Missional Innovation Grant, please click the back button.

BACKGROUND INFORMATION:

Church/Organization Name:

District

Church ID number:

Project Contacts & Info

Project / Ministry Name	
Project Coordinator	
Project Coordinator Email	
Project Coordinator Phone	
Project Coordinator's Role within Faith Community / Church	

Church/Organization Mailing Address:

Address Line 1:	
Address Line 2:	
City:	
State:	
Zip:	

PROJECT / PROGRAM INFORMATION

1. Project or Ministry Mission Statement:

2. Date project / ministry began or is expected to begin:

3. Describe how this project/ministry supports the intended purpose of this grant. (see grant description)

4. Indicate SMART goals for this project / ministry and the expected date by which you hope to achieve the goals. (at least 3 goals required)

	SMART GOAL	Expected Date of Completion
1		
2		
3		
4		
5		

5. Describe the characteristics and numbers of persons who will benefit from the project or ministry you have described.

6. Scope of Work - Describe your project/ministry plan, including:

- why this project or ministry is needed (current conditions)
- the project's / ministry's purpose and goals
- program activities and how funds will be used to accomplish the identified goals
- identify key leaders and their roles in implementing the project / ministry plan

7. Has the faith community or church previously received funding from this grant?

8. Who will partner with you in this work?

9. How will you evaluate the program / ministry?

BUDGET INFORMATION

Include total expected expenditures and income for this project / ministry in the following budget areas. Additionally, you will need to attach a detailed itemized budget.

Project Expenses

Total Program:	
Total Salary/Benefits:	
Total Operations:	
Other:	

Project Income

Total Fundraising:	
Total From Other Grant Sources:	
Other:	
Matching Funds:	

Total Grant Funds Requested:

After grant funds have been exhausted, how will this project be funded / self-sustained?

If you don't receive the requested amount, will you still move forward with the project/ministry?

If receiving other funding sources, please describe how other funders have supported this project and results:

Are you currently investigating the use of funding from any of the following groups?

Will you or have you applied for matching funds?

2. Congregational Vitality, Growth and Engagement

	Current Year	Reported last year	Reported two years ago
Number of church members			
Average worship attendance			
Average Sunday School attendance			
Number of professions and reaffirmations of faith			
Percentage of Worshippers engaged in ministry			
Percentage of apportionment paid			
Is or has the church or charge been in arrearages?			

3. Status of Congregational Finances (Summary)

	Current Year	Reported last year	Reported two years ago
Total Income (statistical report)			
Number contributing units			
Operating expenses			
Apportionments Paid \$			
Benevolences			
Total expenses reported on statistical report (include pension and medical for pastor)			
Surplus / Deficit			
Conference Support			

Building Grant - Loan Questions

This project involves:

	Provide explanation/narrative for each listed below that will be affected by this request and how funds will be used	Estimated acquisition/construction start and completion date
Sanctuary		
Parsonage		
Other Buildings		
New Construction		
Remodeling		
Repairs		
Refinancing		
Equipment Purchase		

Geographic Location of Property

For property presently leased or rented (not owned) by a United Methodist congregation or affiliated organization.

Are any of the buildings or properties involved in this grant / loan request leased or rented?

How would you describe the area? (describe all that apply)

	Provide Explanation
Rural	
Suburb	
Urban	

Ownership

Who presently holds the title to the property	
Is the title to the property clear?	
Is the church incorporated?	
What is the legal or corporate name?	
Does the property deed(s) have reversionary clauses?	

Financing Status and Terms Sought

Total estimated building project cost:	
Total amount paid out to date:	
Cash on hand and firm commitments to date:	
Loan requested:	
Source of revenue to ensure payment:	

Summary of Assets

Value of all restricted assets (building funds, designated trusts, endowments, etc.)

Value of all unrestricted assets (investments, trusts, etc.)

*****Attach copies of bank statements to validate information.**

Summary of Indebtedness

Enter an amount for each applicable debt. If not applicable, you may skip this question.

	\$ Amount / Response
Unpaid Pension and Medical From Previous Calendar Year:	
Outstanding Loans (attach copies of loan statements)	
Other Indebtedness:	
Purpose of Debt:	
Lines of Credit:	
Apportionment Status (% Paid to-date):	
Apportionment Status (% Paid last calendar year):	

Detailed Indebtedness

If applicable...

	Loan 1	Loan 2	Loan 3
Name of Creditor			
Date of Loan			
Principal			
Remaining Principal			
Maturity Date			
Interest Rate			
Interest Overdue (if any)			
Security Held			

Corporate Relationships

Are there any corporate entities legally related to the church?

Do any of these corporate entities encumber the church?

If the response to either question is yes, please provide a concise but detailed description of the relationship and obligations of both the church and the corporation:

UPLOAD TASKS:



Upload Project Budget Details

Incomplete



Upload Statistical Report Table 1 from each of the last three years

Incomplete



Upload Current Church Budget

Incomplete



Upload Previous year's audit (or unaudited financial statement)

Incomplete



Upload End of year Treasurer's report for three previous years and latest year to date report

Incomplete



Responses from all other funding sources

Incomplete



Upload Supporting Documents

Incomplete

Supporting documents can include those that provide information relevant to implementing the project (e.g. copy of a completed commercial bank loan application, contractor bids, or other documentation to support this request).

Upon completion of all of the above tasks, click "Review and Submit". Your application is not officially submitted until you select

SUBMIT YOUR APPLICATION

from the "Review and Submit" screen.