## Application for Capital Loan for Pastoral Charge or Congregation

*Please refer to our website for policy:* [*www.united-church.ca/leadership/church-administration/capital-assistance-programs*](http://www.united-church.ca/leadership/church-administration/capital-assistance-programs)*.*

* Capital Assistance loans can range from $5,000 to $150,000 or 75% of the total capital project and unrestricted funds of less than $37,500. Loans of $100,000 or more require a mortgage.
* Applications are to be approved by your regional council office before the Financial Support Group (FSG) can consider you for funding.
* Save a copy of this application for your records.
* Supporting documents to accompany your application (for details, see CA loan policy):
* Current statement of mission/purpose
* Financial statements and budget projection
* Schematic drawings, if applicable (site plan, floor plans, elevations, accessibility)

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| Applicant’s Contact Information |
| Pastoral charge | Name:       # of preaching points       |
| Name of applying congregation  | Name:       |
| Mailing address:       |
| City:       |
| Province:       | Postal code:       |
| Charitable Status No.  |       |
| Contact person | Name:       |
| Phone:       | E-mail:       |
| Regional council |       |
| Type of loan request | [ ]  Manse [ ]  Church[ ]  Other (specify)       |

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| Applying Congregation Statistics: for current calendar year |
| Households under pastoral care (line 5 in YB) |       | Actual attendance at worship (line 20 in YB) |       |
| Contributing households (line 6 in YB) |       | Resident members (line 16-17 in YB) |       |
| Latest intentional stewardship program       |
| Funds held in trust by applying congregation **$**      **Purpose:**       |

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| **Applying Congregation Statistics: for previous year** |
| Local givings (line 32a) | $       | Households under pastoral care (line 5) |        |
| Mission and Service (line 36) | $       | Contributing households (line 6) |        |
| All purposes (line 32) | $       | Debt retirement and other (line 31) | $       |
| Restricted funds | $       | Unrestricted Funds | $       |

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| **Applying Congregation: title information** |
| Title held by  |       |
| Lot size |       |
| Registered at |       |

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| **Describe how this project will support the ministry of the pastoral charge/congregation.** |
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| **Project Financial Details** |
| Projected start date |       |
| Projected end date |       |
| **Total cost** | **$**  |
| Cash on hand | $       |  |
| Proceeds for sale of property (specify) | $       |  |
| Other (specify) | $       |  |
| Local borrowing (specify) | $       |  |
| Volunteer labour and donated material | $       |  |
| Pledges payable before starting date of project | $       |  |
| **Subtotal** | **$** |
| **Capital Assistance Loan request** (up to a max. of $150,000) | **$** |
| **Total funds** | **$** |

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| **Repayment/Financial Obligations** |
| Pledges payable after construction is complete: $       | Other sources: $       |
| Proposed repayment period:       | [ ]  5 years [ ]  10 years [ ]  15 years |
| Past Capital Assistance Loan through United Church? | [ ]  no [ ]  yes, details       |
| Latest intentional stewardship program |  |
| **Repayment notices sent to:** |
| Name:       | Address:       |
| Phone:       | E-mail:       |
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| PLEASE ATTACH supporting documentation that describes:* Miscellaneous: How does this project support the ministry of the pastoral charge/congregation?
* Leadership development: Is there broad involvement in this project?
* Partnerships: Are other groups participating?
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| **Trustees’ Approval: if loan greater than $50,000 (signatures)** |
| **Full Name** **& Occupation** | **Full Address** | **Signature** |
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| **Official Board Action** |
| At the meeting of it was moved by and seconded by and carried, that the trustees/board of \_\_ be authorized and directed to make application to Finance (FIN) for a loan of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and to ask regional council for its consent to this project and to sign the Agreement to Repay the loan.  |
| *Date of meeting/action* | *Signature of Chairperson or Secretary* |
| *Print name and office held* |

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| **Regional Council Action** |
| The foregoing application was duly considered at a meeting of Regional Council held on , 20 , at and a loan totalling $ for a term of years and a grant of $ were approved by regional council at such meeting.(a) Regional council declares that this project is in accordance with Finance (FIN) Capital Assistance policy. It is understood that approval of any grant being requested is in principle only, subject to availability of funds.(b) The Property Committee of regional council has approved the schematic drawings.(c) Regional council is in agreement that the project being undertaken is sound, valid, and necessary for future ministry in this location. Regional council will continue its function of the oversight of this project.(d) Regional council also declares that the applicant, in its considered opinion, will be able to repay the loan requested in the term approved by regional council.(e) Regional council explicitly agrees with Finance that it will not grant consent to the above selling, mortgaging, leasing, or in any way encumbering its property or to increasing its debt load for capital purposes while this loan or any part of it is unpaid except as is expressly agreed in writing by Finance. |
| *Date of meeting* | *Signature of Secretary of Regional Council* |