## Application for Loan and/or Grant for Camps and Education/Retreat Centres

*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 Camp Grants are matching grants of up to $4,000, per calendar year.
* Financial Assistance for **camp loans** is up to a maximum of $50,000 or 50% of the total capital cost of the project. Financial Assistance for **Education Centres** is up to a maximum of $50,000.
* Applications are to be approved by your regional council before the Financial Support Group (FSG) can consider you for funding.
* Save a copy of this application for your records.

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| Applicant’s Contact Information |
| Applying mission unit | Name:       |
| Mailing address:       |
| City:       |
| Province:       | Postal code:       |
| Charitable Status No. |       |
| Contact person | Name:       |
| Phone:       | E-mail:       |
| Regional council |       |
| Type of request | [ ]  Loan [ ]  Grant[ ]  Education centre [ ]  Camp[ ]  Camp [ ]  Retreat centre[ ]  Retreat centre |

## Project Description

(a) On separate pages, provide

(i) a brief description of the capital project

(ii) a statement of the mission design that gives the purpose and goals of the project, the strategy plan, and how this changes the present plan of operation

(b) Attach a sketch or schematic drawings to show the floor plan, interior and exterior elevations, accessibility for people with disabilities, and plot plan showing parking lot (if applicable).

(c) Attach the previous year’s financial statements, including the balance sheet of assets and liabilities and the current operating statement of income and expenditures. Specify the annual financial assistance provided by regional council.

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| **Title Information** |
| Title held by:  |       |
| Lot size: |       |
| Registered at: |       |

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| **Mission Unit Information** (complete appropriate section) |
| Length of operation during year | [ ]  Open year-round  |
| [ ]  Open seasonally Date open:       Date closed:       |
| Education centre, retreat centre | Number of people attending events last year:      Per diem rate charged per person: $       |
| Camp | Attending regular residential camps last year: Number of campers:       Number of leaders:      Per diem rate charged per camper: $      Number of people attending events before and after regular summer camping season:      Per diem rate charged per person: $       |

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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** | **$** |
| **Grant from Capital Assistance Fund** | **$** |  |
| **Capital Assistance Loan requested**  | **$** |  |
| **Total funds** | **$** |

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| **Repayment/Financial (Obligations) Commitments** |
| Pledges payable after construction is complete:  | $       |
| Proposed repayment period: | [ ]  5 years [ ]  10 years [ ]  15 years  |
| Past Capital Assistance Loan through United Church? | [ ]  no [ ]  yes, details:       |
| **Repayment notices sent to:**  |
| Name:       | Address:       |
| Phone:       | E-mail:       |

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| **Local 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 the Capital Assistance Fund for a loan/grant of $ for a -year term and to ask presbytery for its consent to this 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 the Regional Committee of held on at and a loan/grant totalling $ for a term of years was approved by Regional Committee at such meeting.(a) In approving this request, Presbytery/Conference Committee is in agreement that the project being undertaken will enhance ministry in this location and that Presbytery/Conference Committee will continue its function oversight role of this project.(b) Regional Committee also declares that the applicant, in its considered opinion, will be able to repay a loan as/if requested in the term approved by Presbytery/Conference Committee.(c) Regional Committee explicitly agrees with Finance (FIN) 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 a Capital Assistance Fund 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* |