



Episcopal Church Building Fund
Loan Application

Congregation _____ Date Submitted to ECBF _____

Address _____

Church Telephone _____ Cell Telephone _____

Rector/Vicar _____ Email _____

Church Web Site _____

Diocese _____ Bishop _____

Diocese Address _____

Diocese Telephone _____ Diocese Email _____

Amount Requested \$ _____ Term: 3yr ___ 5yr ___ 10yr ___ 15yr ___ Other ___ Please specify: ___yr

Date funds are needed _____

Name/Title of Person Completing Application _____

Phone/Email of Person Completing Application _____

REQUIRED DOCUMENTATION (To prevent delay, ensure all required documentation is provided)

_____ **Completed Application Form**

Diocesan Commitment

_____ Documentation of any loans, grants or subsidies to this congregation

_____ Most recent diocesan audit

Congregational Information

_____ Current Year Operating Budget, Income/Expense Statements & Balance Sheets for last 3 yrs

_____ Most recent Parochial Report

_____ Most recent congregational audit

Bank Commitment

_____ Letters of Commitment for both new and existing debt, detailing terms

Construction (if applicable)

_____ General Proposal Contract for Construction

_____ Sub-proposals for added labor and materials

DESCRIPTION OF PROJECT:

A) Cost of Building Program

Documentation required: Contracts as evidence of all costs. **Total Cost** \$ _____

B) Funds Available for Building Program

Congregation: Cash Available (distinct from following categories) \$ _____

Other - document source (e.g., bequests, endowment, stocks, in-kind, etc) \$ _____

Diocese: Loan Yrs____ Int____ \$ _____

Grants \$ _____

Bank: Loan Yrs____ Int____ \$ _____

Loan Yrs____ Int____ \$ _____

Capital Campaign: Date started: _____

End Date: _____

Total pledged: \$ _____ Total received: \$ _____

Total Funds \$ _____

Difference between (A) and (B) \$ _____

C) Loan Amount Requested \$ _____

D) Annual Income for Debt Repayment

From Operating Budget: for existing debt payment \$ _____

for new debt payment \$ _____

From Capital Fund Pledges: yearly income for ____ years \$ _____

Total from Operating & Capital \$ _____

E) History

Please attach a brief history of the congregation, paying particular attention to patterns of growth or decline in membership, issues of finances, and to the current Mission Statement. Concentrate on the last 10 years.

F) Projections

Summarize Parochial Reports	10 years ago	5 years ago	Current	5 years - projected
Total members				
Average Sunday attendance				
Number of pledging units				
Average pledge				
Total annual budget				
Total endowment				

G) Obligations

The signers of this loan understand:

- All loans are an obligation to a diocese for a particular congregation.
- Payments begin thirty (30) days after the loan is made, by equal monthly payments of principal and interest at a fixed interest rate, through ACH debit.
- An Origination Fee of two percent (2%) of the total amount loaned is due to the Episcopal Church Building Fund at the time the Promissory Note is signed. The fee goes toward the cost of processing the loan application and services for the term of the loan.
- If this loan application is approved, the loan proceeds must be used by the diocese solely for the project described in this application, for the use of the congregation named, and on the express condition that no part of the loan shall be used in violation of any diocesan or government regulation.
- If this property changes title, for whatever reason, the balance owed on the loan is due in full within thirty (30) days unless waived by the lender in writing.

H) Signatures

DIOCESE:

Bishop Name & Signature Date

Standing or Appropriate Committee Date

CONGREGATION:

Clergy Name & Signature Date

Warden Name & Signature Date

Treasurer Name & Signature Date

When the application is complete, with supporting documentation and required signatures, please forward it to:

EPISCOPAL CHURCH BUILDING FUND
Ann Fleming
Vice President for Development & Operations
P.O. Box 18398
Richmond, VA 23226-8398
Email: afleming@ecbf.org
Fax: 804-494-8796

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