

**DIOCESAN SYNOD OF WESTERN NEWFOUNDLAND**

Date: \_\_\_\_\_ Parish: \_\_\_\_\_ Congregation: \_\_\_\_\_

Section A:

Description of project and background information: (Use separate sheet for questions 1 - 4)

1. Describe the nature of the proposal (New building, church, church hall, rectory, renovations, new equipment, programming, etc.)
2. Describe in detail the rationale and need for this project.
3. How long has the parish been planning this proposal?
4. Why are the present facilities, programs, equipment, inadequate?
5. What is the estimated cost of the proposal? \_\_\_\_\_
6. Who made the estimate? \_\_\_\_\_
7. If this application is for construction, has the building plan been approved by the Diocesan Property and Finance Committee? \_\_\_\_\_
8. What is the proposed starting date? \_\_\_\_\_
9. When would the loan be needed? \_\_\_\_\_
10. A. Have you included architectural drawing with this application? \_\_\_\_\_  
If no, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Proper drawings must be supplied before a loan is granted)
- B. If this application is for new equipment please include brochure/catalogue with appropriate information.

Section B:

1. Amount of loan requested \_\_\_\_\_ Term requested \_\_\_\_ years
2. What parish/congregational resources are available?
  - Trade in value of old equipment..... \$ \_\_\_\_\_
  - Local monies..... \$ \_\_\_\_\_
  - Local intentions..... \$ \_\_\_\_\_
  - Other loans (specify)..... \$ \_\_\_\_\_
  - Grants (specify) ..... \$ \_\_\_\_\_
  - Other (specify)..... \$ \_\_\_\_\_

Other committed sources of revenue, e.g. free labour, donations of materials, cutting of logs (Explain)

\_\_\_\_\_  
\_\_\_\_\_

3. What are the repayment terms on existing loans? Explain, e.g years, interest rate, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section C:**

Please include the following financial information:

- 1. Annual audited financial statements of the parish and congregation(s) with bank reconciliation.
- 2. Interim financial statements to date (e.g. January 1<sup>st</sup> up to the month end prior to the date of this application)
- 3. Statement of building fund for the previous year and to date, if necessary.
- 4. Annual parish and congregational budget for the current year.
- 5. Budget for the project showing the sources of expected revenue and expenditure.
- 6. Other financial information:
  - 1. Total amount raised for all purposes in previous year.....\$ \_\_\_\_\_
  - 2. Total amount of assessment paid in previous year..... \_\_\_\_\_
  - 3. Total amount of assessment paid in current year..... \_\_\_\_\_
  - 4. Grants, loans received in prior year:
    - Anglican Foundation..... \_\_\_\_\_
    - Diocesan..... \_\_\_\_\_
    - Other..... \_\_\_\_\_

**Section D:**

Please include with this application a copy of the Parish Council/Vestry minutes of the meeting(s) when the decision was made to apply for this loan. Include date of meeting and signature of secretary.

**APPLICATION APPROVED BY THE PARISH:**

\_\_\_\_\_  
Rector

\_\_\_\_\_  
Parish Council Secretary

\_\_\_\_\_  
Parish Council Co-Chair