Diocese of Montreal
The Anglican Church of Canada

Diocèse de Montréal
Église anglicane du Canada

APPLICATION FORM

PARISH/CONGREGATIONAL LOANS FOR CAPITAL PROJECTS

Low-interest loans (interest rates will be determined annually by the Standing Committee on Finance) will be made available to parishes/congregations in need of financial assistance for the purposes of improving, renovating, repurposing and redevelopment of church buildings. The Loans Committee is particularly interested in supporting:

- Projects that will help the parish/congregation expand its mission and ministry,
- New and imaginative projects that might have difficulty in finding financial help,
- Projects that can be replicated and shared with others.

Funding is not awarded for the purchase of or repairs to church organs or other musical instruments, for the installation of stained glass windows, for operating budgets, bridge financing, salaries, or travel expenses. An application for a project that has already been completed, or in progress, will normally not be considered.

CRITERIA FOR AWARDING LOANS

The parish or congregation shall demonstrate the following:

1. That the project is mission-oriented (with particular reference to the Marks of Mission) and is consistent with the Ministry Action Plan of the diocese.

2. That it is ready for the undertaking. The Committee will consider the congregation's health (attendance, identifiable givers, annual givings), vision & plan for ministry, leadership, administrative capacity, facilities and property.

3. A good knowledge of their neighbourhood, community, village, etc. and how the project connects with this context.

4. A commitment to sound financial management and stewardship in the parish/congregation and the capacity of the parish to repay a loan. (Parishes/congregations are encouraged to repay their loans as soon as possible in order that the funds repaid may be available for loans to others.)

5. How the project will enable the parish/congregation to flourish.

6. How the project will be self-sustaining at the end of the funding period.

7. The parish/congregation shall also apply (where appropriate) for an Anglican Foundation grant. For information on applying, go to *http://www.anglicanfoundation.org/*

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APPLICATION FOR A LOAN

SECTION 1 – IDENTITY OF APPLICANT

1.1 Name of Applicant (Parish/Congregation) _____

1.2 Address _____

1.3 City, Province, Postal Code _____

1.4 Telephone Number _____

1.5 Contact Person _____

1.6 Email Address _____

SECTION 2 – MISSION AND MINISTRY CONTEXT

2.1 Describe your parish or congregation and the community and people you serve.

2.2 a) How many congregations or points are there? _____
b) What is your average attendance on a Sunday? _____
c) How many identifiable givers do you have? _____

2.3 Please list your total revenues from all sources in the last year.

SECTION 3 – DESCRIPTION OF PROJECT

3.1 Describe your project with as much detail as possible, including information on:

- Who the project will benefit
- How the project will enable the parish/congregation to flourish
- Sources of funding including the parish/congregation's contribution
- Expected project completion date
- How the project will be self-sustaining at the end of the funding period

3.2 How is the proposed project consistent with the Ministry Action Plan of the diocese?

SECTION 4 – REQUESTED FUNDING

4.1 Amount of loan requested _____

4.4 Was an application for an Anglican Foundation grant made?
Yes _____   No _____

SECTION 5 – SUPPORT DOCUMENTATION

5.1 Please provide the following supporting documents:

- Project budget
- Most recent (preferably audited) financial statements
- Supporting documentation: photos, architectural drawings, mission statement and anything else relevant to the project

SECTION 6 – AUTHORIZATION

6.1 Please have the Rector, Rector's Warden and People's Warden sign below.

We certify that the appropriate church authority has approved the making of this application.

_____	_____	_____
(Signature)	(Signature)	(Signature)
_____	_____	_____
(Print Name)	(Print Name)	(Print Name)
_____	_____	_____
(Title)	(Title)	(Title)
_____	_____	_____
(Date)	(Date)	(Date)