

The Episcopal Diocese of Massachusetts

Treasurer's Office
Diocesan Loan Committee Chair
138 Tremont Street
Boston, MA 02111

DIOCESAN LOAN FUND / GREEN LOAN FUND COMMON APPLICATION

DATE OF APPLICATION: _____

Church ID#: _____

Contact Person Name: _____

Church Name: _____

Address: _____

Street Address: _____

Phone: _____

City/Town/Zip: _____

Email Address: _____

Phone: _____

Senior Warden Name: _____

Treasurer Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email Address: _____

Email Address: _____

PROJECT BUDGET (est.)	
DIOCESAN LOAN FUND REQUEST <i>*Term Requested:</i>	
GREEN LOAN REQUEST <i>*Term Requested:</i>	\$
OTHER SOURCES	\$
TOTAL PROJECT FUNDING SOURCES	

**Loans may be requested for terms up to 15 years*

LOAN PURPOSE: *Describe the purpose of this loan and scope of work to be done. Also, do you believe the project is eligible for a Green Loan? (Attach separate page if needed)*

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PLEASE ANSWER THE FOLLOWING QUESTIONS

- ☐ Yes ☐ No 1. Does parish have a Diocesan/Green loan? Amount _____ Term _____
- ☐ Yes ☐ No 2. Is Diocese guarantor of any financial obligations? Amount _____
- ☐ Yes ☐ No 3. Are Assessments paid in full to date? If not, % paid? _____
- ☐ Yes ☐ No 4. Has the Parish Vestry approved this application?
- ☐ Yes ☐ No 5. Has the request been submitted to the Deanery?
- ☐ Yes ☐ No 6. Has the Parish completed a financial audit for the most recent year ended?

If further explanation is needed, please add comments below. (Attach separate page if needed)

REQUIRED INFORMATION WITH THIS APPLICATION:

Please attach to this Application and label.

- 1) Current year -to-date and prior 2 years financial statements (Statements of Income & Expense and Balance Sheet)
- 2) Projected parish budget
- 3) Project budget including fees and contingencies (please use template attached)
- 4) Contractor bids (at least two required)
- 5) Plot plan or a sketch of parish property
- 6) A vote of the Vestry authorizing this request.

Additional Information Required Prior to Close / Funding of a New Loan:

Not required as part of the Application for a loan.

- 1) Provide a copy of the most recent Financial Audit including the Statement of Income & Expense and a Balance Sheet identifying any restriction on assets.
- 2) Provide copies of Parochial Reports for the past two years.
- 3) Comprehensive Property Insurance: Provide a copy of the binder or declarations page\
- 4) Provide a copy of the Deed and Plot Plan
- 5) Certification from the local Deanery that they have been notified of the loan application.