

*The Episcopal Diocese of Pittsburgh
of The Episcopal Church*



EPISCOPAL DIOCESE OF PITTSBURGH
GROWTH FUND APPLICATION

Growth Fund loans and grants are available on a limited basis for building, renovation and maintenance projects to all parishes which participate in the annual Growth Fund Asking approved at diocesan convention each year. Requests are evaluated to determine the financial feasibility of repayment of the loan, the resources available to the parish and how the request contributes to the mission of the parish. For loans, the normal repayment period is a five-year maximum. Please include three independent written bids, estimates or quotes from different contractors for the project work or explain why three quotes were not available.

The Growth Fund Committee is composed of two representatives elected at Convention, two members of Diocesan Council and two members of the Board of Trustees. The Growth Fund Committee reviews the application and makes a recommendation to the Board of Trustees for final approval. Please fill out the attached application and return to the Director of Administration along with all supporting documentation including the Vestry Resolution.

Episcopal Diocese of Pittsburgh Growth Fund Application for Loans and Grants

The Certificate of Vestry and this application should be returned to the Director of Administration, Episcopal Diocese of Pittsburgh, 4099 William Penn Highway, Suite 502, Monroeville, PA 15146 for consideration by the Growth Fund Committee. Add supplementary pages as necessary.

Application for: _____ Loan or _____ Grant

Parish: _____

Address: _____

Contact name: _____

Phone number: _____ Email: _____

1. Mission statement of the parish.

2. Description of the project. Attach preliminary plans, if any.

3. How does this project contribute to your parish mission?

4. Why is it needed?

5. Estimated cost of project and source of that estimate. Please attach estimates/

6. Funds already accumulated and available for the project. If this is a parish project, indicate how funds were raised and over how long a period of time?

7. What additional sum can the parish raise before or at the time of the loan?

8. Amount of loan or grant requested and term (duration) of loan you propose.

9. Source of funds for repayment of loan, i.e. church budget, capital campaign, or other.

10. Please detail steps you have taken to secure a loan commitment from a commercial lending agency (bank, building and loan, or insurance company). Please list the lending agencies and the results of your application.

11. List the debts of your church including original loan date, original loan balance and current balance. Are payments up to date? If not, please explain.

12. Are the following diocesan payments up-to-date?

_____ Yes _____ No Current Year Assessment

_____ Yes _____ No Current Year Growth Fund Giving

_____ Yes _____ No Current Growth Fund Loans

_____ Yes _____ No CEAF Loan

_____ Yes _____ No Priest pension payments

13. Your present number of communicants; number a year ago; estimated number a year from now. Explain increase, if any, in next year's estimate.

14. Supply copies of your current budget and the year-end statement for last year's income and expenses.

The accompanying answers to the foregoing questions are supplied or approved by the undersigned.

Treasurer Name (Please print)

Treasurer signature

Senior Warden Name (Please print)

Senior Warden signature

Rector Name (Please print)
or Priest-in-Charge
or Lay Reader-in-Charge

Rector signature

Date: _____

Certificate of Resolution of Vestry for Episcopal Diocese of Pittsburgh Growth Fund

WHEREAS the Vestry of _____
of _____, Pennsylvania has read the questions set out
on the Episcopal Diocese of Pittsburgh Growth Fund Application for Loans and Grants, and has
supplied the answers for the same, which questions and answers are incorporated herein by
reference, and,

WHEREAS this Vestry deems it to be in the best interest of this Church that the project
described in the aforesaid Application for Loans and Grants be undertaken, and that fund for the
same in the amount of \$ _____ be borrowed/granted (circle one) from the Episcopal
Diocese of Pittsburgh Growth Fund, using its Standard Note Form, in accordance with the
aforesaid Application for Loans and Grants and the answers thereto; therefore

BE IT RESOLVED that the Priest/Deacon-in-Charge of this Church, the Warden or Wardens,
and the Vestry are hereby directed on behalf of _____
to make application for a loan or grant from the Episcopal Diocese of Pittsburgh Growth Fund by
executing the aforesaid Application for Loans and Grants and filing of the same of this Vestry's
answers thereto in the Office of the Director of Administration; and the secretary of this Vestry is
authorized and directed to execute a certificate of this Resolution in support of the said
application.

I certify that the above resolution was duly and properly adopted by the Vestry of
_____ Church, meeting at
_____ on the _____ day of
_____, 20____, a quorum being present.

Secretary of the Vestry

Date

Resolution must be returned with the Growth Fund Application.