



CHURCH/AGENCY LOAN APPLICATION

GENERAL INFORMATION

Date: _____ GCFA Number (if applicable): _____

Institution corporate name: _____

Institution name: _____ District: _____

Address: _____ City: _____

State: _____ Zip: _____ County: _____

Pastor/president/CEO: _____ Phone: _____

Contact for loan: _____ Phone: _____

Contact email: _____

INSTITUTION INFORMATION

CHAIRPERSON, BOARD OF TRUSTEES

SECRETARY, BOARD OF TRUSTEES

CHAIRPERSON, FINANCE COMMITTEE

FINANCIAL SECRETARY/BUSINESS ADMINISTRATOR/TREASURER

Is your institution:

- 1. New/a new church start? Yes No Are you working with the Florida Conference New Church Development Committee? Yes No
- 2. Chartered? Yes No If yes, year chartered: _____ 3. Incorporated? Yes No
- 4. Invested in the Florida United Methodist Foundation Development Fund? Yes No

CONNECTION AND COMMITMENT

1. Please tell us about your connectional commitment by providing us with your institution's apportionment history, if applicable, during the past five years. If less than 100 percent, please submit an explanation on a separate sheet.

	Year	Percentage Paid	Amount Paid
Current Year			
First Previous Year			
Second Previous Year			
Third Previous Year			
Fourth Previous Year			

2. Are there any outstanding:

- a. Property insurance premiums? Yes No If yes, how much? \$ _____
- b. Health insurance premiums? Yes No If yes, how much? \$ _____
- c. Clergy pension contributions? Yes No If yes, how much? \$ _____
- d. Unpaid accrued bills? Yes No If yes, how much? \$ _____

3. Please tell us about your scheduled services/attendance and financial stewardship:

	Year	Present Membership	Average Worship Attendance	Church School Enrollment	Church School Attendance	Average Weekly Offering	Average Number of Giving Units
Current Year						\$	
First Previous Year						\$	
Second Previous Year						\$	
Third Previous Year						\$	
Fourth Previous Year						\$	

FINANCING NEEDS/PROJECT DESCRIPTION

Loan amount requested: _____ Amortization period requested: _____

NOTE: All loan closing costs will be deducted from the loan proceeds unless other arrangements are made prior to loan closing.

COST OF PROJECT *(including architectural and associated fees):*

(Select one) Actual Estimated total: \$ _____ Estimated cost per square foot: \$ _____

PROJECT DETAILS

Please check the appropriate option below and attach a separate sheet with a detailed description of the project.

- Purchase:** Land only Land and existing facilities Other: _____
- Refinance:** Unsecured loan Mortgage loan Other: _____
- New construction at present or new location**
 1. Estimated construction period: _____
 2. Has construction/remodeling begun? Yes No
 3. Has a Notice of Commencement been recorded? Yes No
 4. Is this a "fixed price" contract? Yes No
 5. Is there any affiliation between the institution and/or its constituents with any building contractor or supplier who has an interest in or may receive any of the loan proceeds? Yes No

6. The type of construction contract will be *(select one)*:

- Stipulated Sum Basis with 100 Percent Performance Bond and 100 Percent Labor and Material Bond
(see loan policies for conditions)
- Construction Management Basis without Performance Bond and Labor and Material Bond on the General Contractor
(see loan policies for conditions of acceptability)

Other *(please describe)*: _____

PROJECT RESOURCES

1. What is the collateral? _____
 2. When will you need the funds? _____
 3. How do you intend to repay the loan? _____
 4. Cash on hand/as of *(date)*: \$ _____ / _____
 5. Donations anticipated from district or conference: \$ _____
 6. Amount already paid on project: \$ _____
 7. Other *(list on a separate sheet)*: \$ _____
 8. Total capital campaign pledges/receipts: \$ _____
- TOTAL ANTICIPATED RESOURCES: \$ _____

CAPITAL CAMPAIGN

The amount of pledges should equal the total of at least two years of the loan amortization.

1. A capital campaign: Was Will be conducted: _____, 20 _____.
2. Pledges: Were Will be secured for a total of \$ _____.
3. Pledges are payable _____, 20 _____ to _____, 20 _____.
4. As of _____, 20 _____, the total amount received on these pledges was \$ _____.
5. Another capital campaign will be held _____, 20 _____, to secure additional pledges for debt retirement. The campaign will end _____, 20 _____.

CHURCH PROPERTY AND EXISTING MORTGAGE LOAN

BUILDING/FACILITY	Yes/No	Age	Seating Capacity	Square Footage	Property FMV	Exterior Material
Auditorium/Sanctuary						
Education Building						
Fellowship Hall						
Day Care						
Parsonage(s)						
Other						

EXISTING MORTGAGE LOANS

NAME OF LENDER

LOAN OFFICER

Address: _____

City: _____ State: _____ Zip: _____

Account/loan number: _____ Loan origination date: _____

Original loan amount: \$ _____ Current balance: \$ _____

Interest rate: _____ % Payment: \$ _____ Amortization period: _____

Legal description of property: _____

Physical address: _____

NAME OF LENDER

LOAN OFFICER

Address: _____

City: _____ State: _____ Zip: _____

Account/loan number: _____ Loan origination date: _____

Original loan amount: \$ _____ Current balance: \$ _____

Interest rate: _____ % Payment: \$ _____ Amortization period: _____

Legal description of property: _____

Physical address: _____

Does your institution have any additional debt (mortgage loans, credit lines, unsecured notes, etc.)? Yes No
 If yes, please attach on a separate sheet.

AUTHORIZING RESOLUTION, RECOMMENDATION AND CONSENT

1. **RESOLUTION:** This certifies that the Charge or Church Conference of _____
 United Methodist Church of _____ on the _____ day of _____, 20 _____,
 adopted the following RESOLUTION:

BE IT RESOLVED that the trustees or proper officials of _____
 United Methodist Church of _____ on the _____ day of _____, 20 _____,
 are hereby authorized to borrow money from The Florida United Methodist Foundation Inc. in an amount not to exceed
 \$ _____ and at an amortization period not to exceed _____.

Date: _____ Signed: _____
 CHARGE/CHURCH CONFERENCE SECRETARY
 Print name: _____

2. **RECOMMENDATION:** Recommendation of the district board or, if not applicable, the signature of the district superintendent
(select one)

At a meeting of the district board of the _____ District held on the _____ day of
 _____, 20 _____, it was recommended that a loan of \$ _____ be granted.

Date: _____ Signed: _____
 PRESIDENT OF DISTRICT BOARD
 Print name: _____

Date: _____ Signed: _____
 SECRETARY OF DISTRICT BOARD
 Print name: _____

A recommendation of the district board is not applicable.
 District superintendent signature/date: _____ / _____

3. **CONSENT:** Consent of the district superintendent and pastor

The undersigned individuals, as district superintendent of the Florida Annual Conference district in which

_____ United Methodist Church of _____ is located
 and as pastor appointed to said church, certify that we have examined the forgoing application and, pursuant to Paragraphs 2540
 and 2541 of the Book of Discipline of The United Methodist Church (2017), consent and recommend that a loan of

\$ _____, with an amortization period of no more than _____, be granted.

Date: _____ Signed: _____
 DISTRICT SUPERINTENDENT
 Print name: _____

Date: _____ Signed: _____
 PASTOR
 Print name: _____

4. **ATTORNEY:** If an attorney will be representing the church, please provide the following information.

Name of attorney: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Fax: _____

ADDITIONAL INFORMATION AND ATTACHMENTS

Please include the following information as attachments [failure to include the information will result in your application being returned to you].

- 1. Financial statements:
 - a. Income and expense statement (year to date)
 - b. Balance sheet (year to date)
 - c. Year-end financial statements for each of the previous two years (including balance sheet and income and expense statement)
- 2. Detailed description of the project
- 3. Cost breakdown of the project
- 4. Legal description of the property to be mortgaged
- 5. Physical address of the property to be mortgaged
- 6. Signed certification, located on the last page of the foundation's loan application
- 7. Information relative to any additional outstanding secured or unsecured debt
- 8. If apportionment history is less than 100 percent for the past five years, please provide an explanation
- 9. Answer the following questions:
 - a. What community ministries does the church sponsor?
 - b. What community programs are housed in the church facility and whom do they serve?
 - c. What percentage of church income is spent on mission projects?

CERTIFICATION

We certify that we have read and understood the foundation's loan policies. We agree to be governed by them in the administration of a loan.

CHAIRPERSON, BOARD OF TRUSTEES

CHAIRPERSON, FINANCE COMMITTEE

TREASURER

CHAIRPERSON, BUILDING COMMITTEE

PASTOR

CHURCH

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

SUBMISSION

Return your application and accompanying documents to: Andy Craske
Vice President of Loans and Investments
Florida United Methodist Foundation
450 Martin L King Jr Avenue
Lakeland, FL 33815