In order to submit this form, you should open it with Adobe Acrobat Reader.



Baltimore-Washington Conference's Building Grants and Loans Application

Building Grants and Building Loans may be granted to BWC churches and charges that need to do significant building renovations. Grants are generally given to churches to do renovations in order to develop a new ministry. Loans are generally given to churches for maintenance such as boiler replacement and roof repairs. Loans are only given if churches or charges can demonstrate the ability to repay the loan. Loan applications that are recommended by the Unified Funding Task Force are forwarded to the Baltimore-Washington Conference Board of Trustees for final approval. Building grants and loans are generally one-time awards. If you would like to save and continue this application later, you will be required to create an account.

Church/Organization Name *

Church ID Number

District *

Please Select

Church/Organization Mailing Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Project Contacts & Info

Project/Ministry Name

Project Coordinator's Name *

First Name Last Name

Project Coordinator's Email *

example@example.com

Project Coordinator's Phone Number *

Please enter a valid phone number.

Project Coordinator's Role Within Faith Community/Church

Project/Ministry Mission Statement

Date project/ministry began or is expected to begin *

Month Day Year

Describe how this project/ministry supports the intended purpose of this grant. (see grant description) *

Indicate SMART goals for this project/ministry and the expected date by which you hope to achieve the goals. (at least 3 goals required)

	Smart Goal	Expected Completion
Goal #1		
Goal #2		
Goal #3		
Goal #4		
Goal #5		

Describe the characteristics and numbers of persons who will benefit from the project or ministry you have described.

Scope of Work - Describe your project/ministry plan, including: why this project or ministry is needed (current conditions); the project's/ministry's purpose and goals; program activities and how funds will be used to accomplish the identified goals; and identify key leaders and their roles in implementing the project/ministry plan. *

Has the faith community or church previously received funding from this grant? *

- ○ Yes
- ○ No

Who will partner with you in this work? *

How will you evaluate the program/ministry? *

Budget

Include total expected expenditures and income for this project/ministry in the following budget areas. Additionally, you will need to attach a detailed, itemized budget.

Project Expenses

	Amount
Total Project	
Total Salary/Benefits	
Total Operations	
Other	

Project Income

	Amount
Total Fundraising	

Total From Other Grant Sources	
Matching Funds	
Other	

Total Grant Funds Requested *

please use whole numbers

After grant funds have been exhausted, how will this project be funded/self-sustained? *

If you don't receive the requested amount, will you still move forward with the project/ministry? *

- ○ Yes
- ○ No

If receiving other funding sources, please describe how other funders have supported this project and results.

Are you currently investigating the use of funding from any of the following groups?

- ☐ Conference Advance Specials
- ☐ Regional or District Funding
- ☐ Equitable Compensation
- ☐ General Boards or Agencies
- ☐ Planned Giving
- ☐ Foundations
- ☐ Other

Will you or have you applied for matching funds? *

- ○ Yes
- ○ No

Congregational Vitality, Growth and Engagement (Please submit the numbers that were reported for year each.)

	Current Year	Last Year	Two Years Ago
Number of church members			
Average worship attendance			
Average Sunday School attendance			
Number of professions and reaffirmations of faith			
Percentage of Worshippers engaged in ministry			
Percentage of apportionment paid			
Is or has the church or charge been in arrearages?			

Status of Congregational Finances (Summary)

	Current Year	Last Year	Two Years Ago
Total Income (statistical report)			
Number contributing units			
Operating expenses			
Apportionments Paid $			
Benevolences			
Total expenses reported on statistical report (include pension and medical for pastor)			
Surplus/Deficit			
Conference Support			

This project involves:

	Provide explanation/narrative for each listed below that will be affected by this request and how funds will be used	Estimated acquisition/construction start and completion date
Sanctuary		
Parsonage		
Other Buildings		
New Construction		
Remodeling		
Repairs		
Refinancing		
Equipment Purchase		

Geographic Location of Property

For property presently leased or rented (not owned) by a United Methodist congregation or affiliated organization.

Are any of the buildings or properties involved in this grant / loan request leased or rented? *

- ○ Yes
- ○ No

How would you describe the area? *

- ☐ Rural
- ☐ Suburban
- ☐ Urban

Describe the area.

Ownership

Who presently holds the title to the property? *

Is the title to the property clear? *

- Yes
- No

Is the church incorporated? *

- Yes
- No

What is the legal or corporate name? *

Does the property deed(s) have reversionary clauses? *

- Yes
- No

Financing Status and Terms Sought

	Amount
Total estimated building project cost:$	
Total amount paid out to date:$	
Cash on hand and firm commitments to date:$	
Loan requested:$	
Source of revenue to ensure payment:	

Value of all restricted assets (building funds, designated trusts, endowments, etc.)

Value of all unrestricted assets (investments, trusts, etc.)

Summary of Indebtedness (Enter an amount for each applicable debt. If not applicable, you may skip this question.)

	$ Amount/Response
Unpaid Pension and Medical From Previous Calendar Year:	
Outstanding Loans (attach copies of loan statements)	
Other Indebtedness:	
Purpose of Debt:	
Lines of Credit:	
Apportionment Status (% Paid to-date):	
Apportionment Status (% Paid last calendar year):	

If applicable, detailed indebtedness.

	Loan 1	Loan 2	Loan 3
Name of Creditor			
Date of Loan			
Principal			
Remaining Principal			
Maturity Date			
Interest Rate			
Interest Overdue (if any)			
Security Held			

Corporate Relationships

Are there any corporate entities legally related to the church? *

- ○ Yes
- ○

N
o

Do any of these corporate entities encumber the church? *

- Yes
- No
- Not applicable

If the response to either question is yes, please provide a concise but detailed description of the relationship and obligations of both the church and the corporation.