



## EPISCOPAL DIOCESE OF CENTRAL PENNSYLVANIA GRANT/LOAN APPLICATION

One application may be used for multiple grant requests. Preferable method of submission is via email to [clinder@diocesecpa.org](mailto:clinder@diocesecpa.org). You may also submit application by mail to: The Episcopal Diocese of Central Pennsylvania, Attn: Chad Linder, Canon for Finance and Operations, 101 Pine Street, Harrisburg, PA 17101. If you have any questions, please feel free to email or call Canon Linder at (717) 236-5959 (ext. 1107) or (717) 968-5550.

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### SECTION I : GENERAL INFORMATION (Required of all applicants)

PARISH: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CONVOCATION: \_\_\_\_\_

Primary Contact for Grant: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vestry Approval: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE: \_\_\_\_\_

Project Name (If Applicable): \_\_\_\_\_

Senior Warden: \_\_\_\_\_ Email: \_\_\_\_\_

Junior Warden: \_\_\_\_\_ Email: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Email: \_\_\_\_\_

Previous Yr. Fair Share Assessment: \_\_\_\_\_ Current Yr. Fair Share Assessment: \_\_\_\_\_

Previous Yr. Fair Share Pledge: \_\_\_\_\_ Current Yr. Fair Share Pledge: \_\_\_\_\_

Did Parish Fulfill Pledge: Yes \_\_\_ No \_\_\_ Is Parish Current on Pledge: Yes \_\_\_ No \_\_\_

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**\*\*\* INTEROFFICE ONLY \*\*\***

Date Received: \_\_\_\_\_ Received by: \_\_\_\_\_ Scan: \_\_\_\_\_

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**SECTION II: PLEASE INDICATE SOURCE(S) OF FUNDS YOU ARE SEEKING. (Required of all applicants)**

Operations Grant: \_\_\_\_\_ Operation Understanding / Mission Grant: \_\_\_\_\_ Heiland Loan Fund: \_\_\_\_\_  
Darlington Construction Grant: \_\_\_\_\_ College Ministry Grant: \_\_\_\_\_ External Loans & Lines of Credit: \_\_\_\_\_  
Other Source: \_\_\_\_\_

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**SECTION III: PLEASE LIST ANY FUNDING YOUR PARISH HAS RECEIVED FROM THE DIOCESE IN THE PREVIOUS THREE YEARS. (Required of all applicants)**

Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Project/Ministry Name: \_\_\_\_\_  
Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Project/Ministry Name: \_\_\_\_\_  
Source: \_\_\_\_\_ Amount: \_\_\_\_\_ Date: \_\_\_\_\_  
Project/Ministry Name: \_\_\_\_\_

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**SECTION IV: IF YOU ARE REQUESTING FUNDING FOR DCPA OPERATING GRANTS, PLEASE COMPLETE.**

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_  
Reason for Need: Cover Operating Shortfall: \_\_\_\_\_ Emergency or Unexpected Expense: \_\_\_\_\_  
Internal Ministry: \_\_\_\_\_ External/Community Ministry: \_\_\_\_\_ Building Repair: \_\_\_\_\_

Please include the following with your application:

1. Briefly tell us about your congregation and community.
2. Will the funds be used to fund any new ministry? If so, please provide details including: Why is the ministry important? How will it impact your parish? How will it impact your community? How will it be sustained after the grant period.
3. If you have received previous Operational Grants, what circumstances have changed since the last award? How were the funds utilized? What impact did these funds have on your parish, mission and ministry?
4. What short- and long-term plans do you have to manage the current operating deficit? Please provide a basic financial forecast based on your plans for the next three years.
5. In what types of missions and ministries are your parish currently engaged? Please indicate the amount of your budget that supports each mission and ministry area.
6. Are you seeking funding from other sources? If so, how much and from whom?

Notes / Comments: \_\_\_\_\_

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**SECTION V: IF YOU ARE REQUESTING FUNDING FOR OPERATION UNDERSTANDING/MISSIONAL GRANTS, PLEASE COMPLETE.**

Amount Requested: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Est. Date Funds Needed: \_\_\_\_\_

Project/Ministry Name: \_\_\_\_\_

New Project/Ministry: \_\_\_ Existing Project/Ministry: \_\_\_

If ministry project is new: Estimated Start Date: \_\_\_\_\_ Est. Ministry Length: \_\_\_\_\_

Please estimate other project funding not covered by this grant or loan request:

Other Grants: \_\_\_\_\_ Contributions: \_\_\_\_\_ Internal Sources: \_\_\_\_\_

Loans: \_\_\_\_\_ Other: \_\_\_\_\_

Please include the following with this application:

1. A detailed narrative that includes the following:
  - a. Introduction: Briefly tell us about your congregation and community.
  - b. Ministry Description & Impact: Describe the ministry program you are seeking grant funding. Why is this ministry important? How will it impact your parish? How will it impact your community?
  - c. Goals & Assessment: What goals have been set for this ministry? How do you intend to measure the success of your efforts?
  - d. Budget Narrative: Provide detail on how the grant funds will be used and any additional sources of income. Please be as detailed as possible.
  - e. Leadership: Describe the roles of the leaders of this ministry. If applicable, describe roles of other individuals or groups (volunteers) with the ministry.
  - f. Partnerships: If applicable, detail partnerships with other parishes, denominations, and/or organizations. What roles and responsibilities will these groups have?
  - g. Additional Resources: Are there ways the Diocese of Central Pennsylvania can help your organization in addition to funding, such as training, education, technical assistance, connections with other parishes, or marketing?
2. If you are also seeking funds from other sources, please include a list.
3. Is your ministry contingent upon receiving these funds? If so, please explain.
4. What other resources will be used (non-financial goods & services)?

5. If this ministry program includes partnership with other parishes, denominations or organizations, please provide a list.

Notes / Comments: \_\_\_\_\_  
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**SECTION VI: REQUESTING A LOAN, PLEASE COMPLETE.**

Heistand Loan: \_\_\_\_\_ Bank Loan: \_\_\_\_\_ Bank Line of Credit: \_\_\_\_\_

Total Project Cost: \_\_\_\_\_ Loan Amount Requested: \_\_\_\_\_

Desired Length of Loan (2yr. to 10 yr.) \_\_\_\_\_ Est. Date Funds Needed: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Loans requested for the purpose of new construction, renovations, repairs, maintenance or equipment should include the following:

- 1) Detailed description of the project.
- 2) Copies of project bids – minimum of two.
- 3) Details of other funds that will be used to help fund the project.

Please list all outstanding debt held by the parish:

Bank/Financial Institution Name: \_\_\_\_\_

Orig. Amt: \_\_\_\_\_ Type: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Monthly Pmt: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Payoff Date: \_\_\_\_\_

Bank/Financial Institution Name: \_\_\_\_\_

Orig. Amt: \_\_\_\_\_ Type: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Monthly Pmt: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Payoff Date: \_\_\_\_\_

Bank/Financial Institution Name: \_\_\_\_\_

Orig. Amt: \_\_\_\_\_ Type: \_\_\_\_\_ Balance Due: \_\_\_\_\_

Monthly Pmt: \_\_\_\_\_ Interest Rate: \_\_\_\_\_ Payoff Date: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_

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**SECTION VII: REQUESTING A CONSTRUCTION GRANT, PLEASE COMPLETE.**

Amount Requested: \_\_\_\_\_ Est. Date Funds Needed: \_\_\_\_\_

Project Name: \_\_\_\_\_ Project Cost: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_ Estimated Project Length: \_\_\_\_\_

Please provide the following with this application:

- 1) Detailed description of the project.
- 2) Copies of project bids – minimum of two.
- 3) Details of other funds that will be used to help fund the project.

Notes / Comments: \_\_\_\_\_

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**SECTION VIII: REQUESTING A COLLEGE MINISTRY GRANT, PLEASE COMPLETE.**

PROJECT NAME (IF APPLICABLE): \_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_ Est. Date Funds Needed: \_\_\_\_\_

Education Institution(s):

Name: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_

Name: \_\_\_\_\_ City: \_\_\_\_\_

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Please include the following with this application:

1. Please provide a detailed narrative that includes the following:
  - a. Introduction: Briefly tell us about your congregation and community.
  - b. Ministry Description & Impact: Describe the ministry program you are seeking grant funding. Why is this ministry important? How will it impact your parish? How will it impact your community?
  - c. Goals & Assessment: What goals have been set for this ministry? How do you intend to measure the success of your efforts?
  - d. Budget Narrative: Provide detail on how the grant funds will be used and any additional sources of income. Please be as detailed as possible.
  - e. Leadership: Describe the roles of the leaders of this ministry. If applicable, describe roles of other individuals or groups (volunteers) with the ministry.
  - f. Partnerships: If applicable, detail partnerships with other parishes, denominations, and/or organizations. What roles and responsibilities will these groups have?
  - g. Additional Resources: Are there ways the Diocese of Central Pennsylvania can help your organization in addition to funding, such as training, technical assistance, connections with other parishes, or marketing?
2. If you are also seeking funds from other sources, please include a list.
3. Is your ministry contingent upon receiving these funds? If so, please explain.
4. What other resources will be used (non-financial goods & services)?
5. If this ministry program includes partnership with other parishes, denominations or organizations, please provide a list.

Notes / Comments: \_\_\_\_\_  
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**SECTION IX: IF YOU ARE CONDUCTING A CAPITAL CAMPAIGN TO HELP FUND PROJECT, PLEASE COMPLETE.**

Name of Campaign (If you have one.): \_\_\_\_\_

Campaign Goal: \_\_\_\_\_ Projected Start Date: \_\_\_\_\_ Projected Completion Date: \_\_\_\_\_

Did parish complete a feasibility study: Yes \_\_\_ No \_\_\_ (If yes, please include a copy with application)

If you have already started campaign, please complete the following:

Date of Information Listed Below: \_\_\_\_\_

Amount Pledged: \_\_\_\_\_ # Pledges: \_\_\_\_\_ Pledge Payments Received: \_\_\_\_\_

Outright Gifts: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_

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**SECTION X:**

**ALL PARISHES SUBMITTING APPLICATION FOR A GRANT OR LOAN MUST PROVIDE THE FOLLOWING DOCUMENTS WITH THEIR APPLICATION.**

- 1) Copy of Vestry minutes that include discussion and approved motion supporting request.
- 2) Most recent YTD Income/Expense Statement and previous year's Income/Expense Statement
- 3) Most recent YTD Budget vs. Actual Statement and previous year's Budget vs. Actual Statement (this may part of your Income/Expense statements.)
- 4) Current Balance Sheet – this must include ALL cash and investment assets, including any “endowment” accounts. The balance sheet must also include how the assets are either 1) unrestricted, 2) vestry restricted, or 3) donor restricted (true endowment)
- 5) Most recent investment account statement.
- 6) Most recent audit report – if an audit was performed. If an audit has not been performed in the past three years, please provide the date of the last audit.

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**\*\*\* INTEROFFICE ONLY \*\*\***

Date Received: \_\_\_\_\_

Documents Received: Project Narrative: \_\_\_\_\_ Detailed Project Budget: \_\_\_\_\_

Vestry Doc.: \_\_\_\_\_ Balance Sheet: \_\_\_\_\_

Most Recent Parish Audit: \_\_\_\_\_ Current Yr. I/E Stmt.: \_\_\_\_\_ Previous Yr. I/E Stmt.: \_\_\_\_\_

Current Yr. B/A: \_\_\_\_\_ Previous Yr. B/A: \_\_\_\_\_ Most Recent Parochial Report: \_\_\_\_\_

Date Reviewed by Canon of Finance & Operations: \_\_\_\_\_

Approved By Grant Manager / Committee: Yes \_\_\_\_ No \_\_\_\_ Date: \_\_\_\_\_

Approved by Finance Committee: Yes \_\_\_\_ No \_\_\_\_ Date: \_\_\_\_\_

Parish Notification: \_\_\_\_\_

Last Revision: 11/07/2017 - CL