

**PROCEDURE FOR APPLYING FOR THE FOLLOWING NEW
YORK ANNUAL CONFERENCE FUNDS;**

**LOANS FROM THE REVOLVING LOAN
FUND**

1. After filling out the application in quadruplicate (photo copies are acceptable), get the necessary local church signatures, the signature of your District Superintendent and the approval of your District Parish Development Committee.
2. All four copies of the application with signatures and supporting documents must be sent to the Chairperson of your District Parish Development Committee, 10 days prior to a meeting of the Conference Parish Development Commission. Those meetings are held January, March, May, June, September, & November at times to be announced
3. Immediately after the Conference Parish Development Commission meeting, the Chairperson of your District Committee on Parish Development will notify you of the Board's action.
4. In the case of loans, the Conference Treasurer will send a promissory note to the church to be executed. When he has properly signed (for a loan) or Commission authorization (for a donation), he is authorized to make payment.
5. Please note resolution concerning Trust Clauses on the next page which was approved at the 1996 session of the New York Annual Conference.

APPROVALS RECEIVED (when necessary). Please check appropriate box

Pastor Trustees Church Council Charge/Church Conference

Dist. Parish Development Comm. Dist. Supt. Dist. Bd. of Ch. Location & Bldg.

Form adopted 5-25-82
Revised by John Cole 07/27/06

TRUST CLAUSE RESOLUTION

WHEREAS the United Methodist Church is a connectional church and it has been the policy of the United Methodist church in America since its first Book of Discipline to provide that all local churches and church agency property be held in Trust subject to the Book of Discipline (presently 1992 Book of 2503) for the benefit of the local membership and the larger United Methodist church as organized in the New York Annual Conference of the United Methodist Church (the "Conference"); and

WHEREAS the Conference provides the hierarchical structure for the administration to the church affairs of United Methodist Church through its Districts, local churches and church agencies, and from time to time provides administrative and financial support consistent with its mission for its Districts, local churches and church agencies, now therefore be it hereby

RESOLVED that it be the policy of this Conference that the several District Boards of Church Location and Building and the District Superintendents shall, prior to approving the purchase, mortgage, transfer consolidation or merger of a local church or Church agency, determine that the local church or church agency holds all of its property in Trust; or, if existence of a Trust can not be determined, assists the local church or church agency to obtain a Trust Agreement as a condition of consent from the District Superintendent; and be it further

RESOLVED that it shall further be the policy of the Conference that prior to the granting of financial support (including apportionment reduction), or in the case of financial support from other United Methodist Church agencies, prior to consenting to such financial support, the District Boards of Church Location and Building and the District Superintendents shall determine that the local church or church agency holds all of its property in Trust; or, if existence of a Trust can not be determined, assist the local church or church agency to obtain a Trust Agreement as a condition of such financial support; except that where a majority of the District Superintendent's shall determine that it is in the best interests of the Conference, the requirements of this subparagraph, as a precondition to financial support may be waived.

APPLICATION FOR CAPITAL PROJECTS – REVOLVING LOAN FUND
NEW YORK ANNUAL CONFERENCE, UNITED METHODIST CHURCH

(To be completed in quadruplicate)

1. NAME OF CHURCH: _____ DISTRICT: _____
 Address of Church: _____ Contact
 Person: _____ Telephone: _____
 Address: _____
 The church has a Trust Clause in place for all Deeds to church properties or is in the process of securing one. YES
 ___ NO ___ Please include documentation.

2. GENERAL INFORMATION

Church membership: Now ___ Last Year ___ 5 Years Ago ___
 Church school membership: Now ___ Last Year ___ 5 Years Ago ___
 Church attendance: Now ___ Last Year ___ 5 Years Ago ___

3. BRIEF DESCRIPTION OF PROJECT (Attach narrative description on separate sheet, if needed. List cost estimates of all work to be done).

4. FINANCES (Attach current budget and last year's signed audit)

Current Expense Budget for current year _____

Benevolence Budget for current year _____

Amount paid previous year:	Apportioned	Paid
Clergy Benefits	_____	_____
Clergy Support	_____	_____
World Service & Annual Conference Benevolence ___	_____	_____
Integrity in Pension status	_____	_____
Pastors current pension and CPP status	_____	_____
Year of last Every Member Canvass	_____	_____
List all debts	_____	_____
Amount of local church endowment _____	_____	_____

Please give detailed explanation of the manner in which the loan will be repaid and the source of the funds:

5. PROJECT FINANCES

Estimated total cost of project		\$ _____
Local church participation	\$ _____	
Cash on hand	\$ _____	
Pledges	\$ _____	
Mortgage	\$ _____	
Other	\$ _____	
Total		\$ _____
Other participation		
District	\$ _____	
City Society	\$ _____	
Missional Priority	\$ _____	
Religion & Race	\$ _____	
Bank	\$ _____	
Individual loans	\$ _____	
Bonds	\$ _____	
Other	\$ _____	
Total		\$ _____

6. Amount Requested
 Loan \$ _____
 Donation \$ _____
Total \$ _____

Loan terms ___% interest for ___ years; amortization to begin after ___ years. (Norm: 7.5% interest and amortization in five years or less. Please fill in all blanks here.)

7. Date funds will be needed _____

8. CERTIFICATION

We, the undersigned, certify that this application is duly authorized by our church in accordance with the Discipline of the United Methodist Church and the laws of the State in which it is located.

Pastor: _____ Date: _____

Chair, Board of Trustees: _____ Date: _____

Administrative Board Chair: _____ Date: _____

Secretary, Charge Conference: _____ Date: _____

9. INSTRUCTIONS FOR CONFERENCE TREASURER,

Send promissory note to _____ Title _____

Address _____

Make check payable to _____ Title _____

Send check to _____ Title _____

Address _____

ACTION OF DISTRICT PARISH DEVELOPMENT COMMITTEE

Approve as is _____ Disapprove _____

Suggested loan _____ Suggested donation _____

Priority on district _____

Chair, District Parish Development Commission: _____

APPROVAL OF APPLICATION

Date _____

 District Superintendent

ACTION ON APPLICATION

Amount Approved - Loan \$ _____

Amount Approved - Donation \$ _____

Source if other than Revolving Loan Fund _____

Loan terms: ___% interest for ___ years; amortization to begin after ___

Date of Board action: _____

For the Parish Development Commission: _____

CERTIFICATION OF PAYMENT

Date: _____

Conference Treasure: _____