

**FORM IX**  
**APPLICATION FOR GENERAL ASSEMBLY INCENTIVE LOAN FOR**  
**ENERGY CONSERVATION/BUILDING ACCESSIBILITY/ASBESTOS/LEAD PAINT IMPROVEMENT**

**PROJECT IDENTIFICATION**

Synod \_\_\_\_\_ Presbytery \_\_\_\_\_

Name of Church \_\_\_\_\_ PIN \_\_\_\_\_

Street Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Titleholder (exact corporate name): \_\_\_\_\_

Church or project was formerly known as: \_\_\_\_\_

in \_\_\_\_\_ Presbytery \_\_\_\_\_ Synod \_\_\_\_\_

Type of Church: Urban\_\_\_\_; Suburban\_\_\_\_; Rural/Small Town\_\_\_\_; Ecumenical(Federated, Union)\_\_\_\_;  
African-American\_\_\_\_; Asian\_\_\_\_; Caucasian\_\_\_\_; Hispanic\_\_\_\_; Native American\_\_\_\_.

Proposed project is for improvements to: \_\_Sanctuary; \_\_Ed. Bldg.; \_\_Multi-Purpose Unit; \_\_Manse: \_\_Other  
(specify): \_\_\_\_\_

Asbestos Improvement:	Energy Conservation:	Building Accessibility	Lead Paint Improvement
____ Removal	____ Solar System	____ Ramp installation	____ Removal of lead paint
____ Re-wrapping	Type: _____	____ Elevator installation	____ Repaint facility
____ Other (specify)	____ Modification/ replacement of existing heating system	____ Restroom Modification	____ Other(specify)
_____	____ caulking, storm windows	____ Parking for disabled	
_____	____ doors, thermal	____ Curb Cuts	
	____ shutters/insulation	____ Illumination/sound system modification	
	____ Other (specify)		
	____ Weather stripping, _____		

**Required attachments:**

- (1) Current church operating budget.
- (2) Written description indicating how this project improves the church building. Include applicable descriptive drawings of the proposed work and a breakdown of the estimated cost.
- (3) Copy of actual estimates.

Pastor \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ At this church since \_\_\_\_\_

Clerk of Session \_\_\_\_\_ Residence address \_\_\_\_\_

\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Presbytery/Synod staff liaison person: \_\_\_\_\_

Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Applicant's Attorney: \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Mail completed form to:

**Synod of the Northeast  
Presbyterian Church, USA  
5811 Heritage Landing Drive  
E. Syracuse, NY 13057-9360**

### **THE 1993 GENERAL ASSEMBLY INCENTIVE LOAN PROGRAM**

An application for a General Assembly Incentive Loan is completed by the congregation, approved by the session and presbytery, and cleared by the synod. The application is submitted to the General Assembly Church Loan Program Office for review and presentation to the General Assembly Mission Development Resource Committee. The meeting dates and deadlines for submitting applications will be available through synods/presbyteries.

The maximum Accessibility Incentive Loan to make church buildings handicapped accessible, through elevator installation or other types of accessibility modifications, is \$30,000 with interest at 3% and a maximum term of fifteen years. Manses may be considered for accessibility incentive loans if the presbytery or church holds the title to the manse property.

The maximum Energy Incentive Loan to make church buildings more energy efficient is \$20,000 with interest at 4% and a maximum term of ten years. Projects must be limited to energy conservation modification of church buildings (exclusive of manses) and not part of new construction.

The maximum Asbestos Emergency Loan to improve asbestos condition is \$30,000 with interest at 3% and a maximum term of fifteen years. Manses may be considered for an asbestos loan if the presbytery or church holds the title to the manse property.

The maximum Lead Paint Incentive Loan to improve lead paint condition is \$25,000 with interest at 3% and a maximum term of ten years.

### **Loan Security**

Incentive Loans shall be secured by a Promissory Note co-signed by the presbytery, and a Minute, certified by the clerk of session, recording session or congregational action to authorize the borrowing described in the financial plan.

### **STANDARD CONDITIONS FOR GENERAL ASSEMBLY INCENTIVE LOAN**

1. Building fund pledge receipts shall be held in a separate account and applied directly to actual project costs or to reduction of project's loans.
2. Applicant shall engage as required the services of companies, contractors, and other professionals who are registered equal opportunity employers.
3. Loan proceeds shall be used only for the purposes for which they are appropriated.
4. The applicant shall incur no financial obligations which are not scheduled as part of the approved Financial Plan for this project.
5. An applicant church shall budget a minimum of 10% of current operating budget for Presbyterian Church (USA) Mission (Presbytery, Synod, General Assembly); or, such church shall provide for raising its giving to Presbyterian Mission by 2% per year to a minimum of 10% of current operating budget.
6. Terms and outstanding balances of General Assembly loans shall be acknowledged by being printed in the minutes of each annual meeting of the congregation, until fully amortized.
7. Presbytery shall guarantee repayment of the incentive loan; there shall be no opportunity for subsequent loan term adjustment.

**SECTION A: Church Statistical & Fiscal Information**

1. Communicant church membership and average attendance at Sunday Worship Services for the past 3 years:

	19____	19____	19____
Membership	_____	_____	_____
Attendance	_____	_____	_____

2. Fiscal Data

Budget Review for the past 3 years:

	19____	19____	19____
Mission Giving to Presbytery, Synod, GA	_____	_____	_____
Other Mission Giving	_____	_____	_____
Congregational Program Expense	_____	_____	_____
Other	_____	_____	_____
Subtotal: Expenses	_____	_____	_____
Building Fund Expenditures	_____	_____	_____
GRAND TOTAL	_____	_____	_____

3. Church Building Fund Campaign:

3-year campaign \_\_\_\_; 2-year campaign \_\_\_\_; 1 year-campaign \_\_\_\_;

Pledge period: from (date)\_\_\_\_\_ to (date) \_\_\_\_\_

Total amount pledged: \_\_\_\_\_

Actual amount received: \_\_\_\_\_

Number of resident families \_\_\_\_\_ Number of pledge units to church building \_\_\_\_\_

Average pledge per family (entire pledge period) \_\_\_\_\_

Campaign directed by Church Financial Campaign Services, Stewardship and Communication Ministry Unit

\_\_\_\_yes \_\_\_\_no Name of director \_\_\_\_\_

If no, name director \_\_\_\_\_

Do you have an active follow up program? \_\_\_\_\_

What future Building Fund Campaigns is the congregation committed to?

Dates: from \_\_\_\_\_ to \_\_\_\_\_; from \_\_\_\_\_ to \_\_\_\_\_

If no building fund campaign was conducted, identify sources of funds that will be used for debt retirement.

4. Mortgage Data and Repayment Schedule Projection

Existing Capital Loans

<u>Lender</u>	<u>Orig. Amount</u>	<u>Unpaid Balance</u>	<u>Monthly Pymt.</u>	<u>Maturity Date</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTALS:	\$ _____	\$ _____		

Projected New Loans

<u>Lender</u>	<u>Amount</u>	<u>Anticipated Interest Rate</u>	<u>Years</u>	<u>Monthly Payment</u>	<u>Maturity Date</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTALS:	\$ _____		\$ _____		

**SECTION B: FINANCIAL PLAN**COST OF PROJECT (should reflect the larger project cost if the modification is part of construction or renovation)

Construction to begin (date) \_\_\_\_\_

- |  |                    |
|--|--------------------|
| 1. Construction Contract (check one: ___estimated ___firm)     | \$ _____(1)        |
| 2. Architect's fees and costs                                  | \$ _____(2)        |
| 3. Contingencies (20% of construction contract is recommended) | \$ _____(3)        |
| <b>TOTAL ESTIMATED PROJECT COST:</b>                           | <b>\$ _____(4)</b> |

RESOURCES

## Local Resources

- |  |             |
|--|-------------|
| 1. Unborrowed cash on hand at the present time   | \$ _____(1) |
| 2. Additional unborrowed income from other sources to be received between now and execution of contract. | \$ _____(2) |

Specify source: \_\_\_\_\_

- |  |              |
|--|--------------|
| 3. Cash already expended on the project but not included in 1 or 2 | \$ _____(3)  |
| 4. Presbytery grant  | \$ _____(4)  |
| 5. Synod grant   | \$ _____(5)  |
| 6. Presbytery loan: _____ years @ _____ % interest                 | \$ _____(6)  |
| 7. Synod loan: _____ years @ _____ % interest                      | \$ _____(7)  |
| 8. Commercial loan: _____ years @ _____ % interest                 | \$ _____(8)  |
| 9. Other (specify) _____   | \$ _____(9)  |
| 10. Sub-Total local resources:                                     | \$ _____(10) |
| 11. General Assembly Incentive Loan requested to complete project  | \$ _____(11) |

Term (number of years) requested (see page 2 for maximums): \_\_\_\_\_ yrs.

GRAND TOTAL RESOURCES: (equal to "TOTAL COST" line 4) \$ \_\_\_\_\_(12)

**SESSION REQUEST**

On \_\_\_\_\_ (date) the Session of \_\_\_\_\_ (name of church) of \_\_\_\_\_ (city, state), on behalf of the Congregation, and subject to the approval of presbytery, voted to apply for a General Assembly Incentive Loan. The Session believes the statements and data contained herein to be accurate and that the proposed financial obligations are within the ability of the church to repay, and hereby submits this application for consideration. The Session subscribes to the "Standard Conditions for General Assembly Incentive Loan" (page 2 of this application form.)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Clerk of Session

---

**PRESBYTERY APPROVAL**

On \_\_\_\_\_ (date) the Presbytery of \_\_\_\_\_, in accordance with the Book of Order and its own established procedures has:

- + Reviewed and approved this project as to mission priority;
- + Given consideration to participation in project funding in proportion to the congregation's need and presbyter's capital resources available for such purposes;
- + Reviewed and approved the financial plan as fiscally responsible and within the ability of the congregation to manage;
- + Agreed to monitor the repayment of the loan;
- + Agreed to monitor the application of the Equal Employment Opportunity policy as appropriate to this project;
- + Agreed to assume repayment of General Assembly loan immediately in the event of repayment delinquency and acknowledged that there will be no possibility of loan term adjustment.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Presbytery Executive or Stated Clerk

---

**SYNOD CLEARANCE**

On \_\_\_\_\_ (date) the Synod of \_\_\_\_\_ in accordance with the Book of Order and its own procedures, gave consideration to participation in the project's funding in proportion to the congregation's need and synod's capital resources available for such purposes, cleared this application and directed that it be submitted to the General Assembly Church Loan Program.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Synod Executive or Designee