

DIOCESE OF LONG ISLAND
SMALL LOAN FUND APPLICATION

Date _____

Congregation _____

Address _____ Telephone _____

Rector/Vicar _____ Email _____

Name/Title of Person Completing Application _____

Phone/Email of Person Completing Application _____

REQUIRED DOCUMENTATION (To prevent delay, ensure all required documentation is provided):

Congregational Information

- Current Year Operating Budget, Income/Expense Statements, and Balance Sheets
- Last 3 Years Parochial Report
- Last 3 Years Congregational Audit
- Details of Other Loans

Purpose of Loan

- General Proposal Contract for construction
- Sub-proposals for added labor and materials

Amount Requested: \$ _____ (\$25,000 maximum) Term: 3yr ___ 5yr _____

Date funds are needed _____

Cost of Building Program

Documentation required: Contracts as evidence of all costs. Total Cost \$ _____

Funds Available for Building Program

Congregation: Cash Available (distinct from following categories) \$ _____

Other - document source (e.g. bequests, endowment, stocks, in-kind, etc.) \$ _____

Total Funds \$ _____

Difference between (A) and (B) \$ _____

Loan Requested through this application

\$ _____

Annual Income for Debt Repayment

From Operating Budget: for existing debt payment \$ _____

for new debt payment \$ _____

From Capital Fund Pledges: yearly income for _____ years \$ _____

Total from Operating & Capital \$ _____

Capital Fund Program

Date started: _____

To be completed: _____

Total pledged: \$ _____

Amount received: \$ _____

DESCRIPTION OF PROJECT:

Obligations

The signers of this loan application understand:

- All loans are an obligation of the congregation.
- Payments begin thirty days after the loan is made, by equal monthly payments of principal and interest, at the prime rate as reported by the Wall Street Journal (currently 3.25%).

Signatures:

CONGREGATION:

Clergy Name & Signature Date

Warden Name & Signature Date

Treasurer Name & Signature Date

DIOCESE:

Bishop Signature Date

Approved by the Trustees of the Estate
Belonging to the Diocese of Long Island _____
Date

When the application with documentation attached is completed and has been signed by the congregation, it should be forwarded to:

THE DIOCESE OF LONG ISLAND
Attention: Peter Robey, Director of Finance
36 Cathedral Avenue
Garden City, NY 11530
Tel: 516-248-4800, ext. 113
Email: probey@dioceseli.org