**Diocesan Loan Guidelines**

The Diocese carries a revolving loan fund entitled “Development Loan Fund”. This account has been designated for: major maintenance or replacement; purchase of land; construction; and congregational loans for these purposes.

Any congregation thinking about a loan request from the revolving loan fund must work closely with the **Investment Committee**. Among the duties of the **Investment Committee** are the two listed below:

1. Initially receive and analyze loan requests from parishes/missions, and recommend action to the Standing Committee.
2. Advise the Standing Committee on proposed purchase of real property.

**Following are the steps which the congregation must take when requesting a loan:**

1. Request forms needed for consideration of proposal from the **Investment Committee** or Diocesan Office.
2. Congregation sends loan proposal to the **Investment Committee**.
3. **Investment Committee** approves request, or works further with local congregation.
4. **Investment Committee** forwards their recommendation to **Standing Committee** for approval.
5. **Standing Committee** notifies parish/mission regarding status of request, and terms.
6. When funds are needed, request is put in to the **Diocesan Office**.

The **Standing Committee** meets only three times each year (usually in March or April -- July or August -- November or December) and requires all written committee reports be in their hands at least two weeks prior to the meeting date. The **loan process takes time -- please think ahead!**

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**Diocesan Loan Application Form—Page 1**

Date:__________________________ Name of Congregation: _________________________________

Address: __________________________________ City: ________________________ Zip: ________________

Daytime telephone: _________________________________

Describe reason for loan request: _________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Cost of Project: $__________.____ (Submit applicable drawings and/or bids)

<table>
<thead>
<tr>
<th>Less:</th>
<th>$______<strong><strong>.</strong></strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Building funds available</td>
<td>$______<strong><strong>.</strong></strong></td>
</tr>
<tr>
<td>Local funds available</td>
<td>$______<strong><strong>.</strong></strong></td>
</tr>
<tr>
<td>Special fund raising</td>
<td>$______<strong><strong>.</strong></strong></td>
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<tr>
<td>Other sources of funds</td>
<td>$______<strong><strong>.</strong></strong></td>
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<tr>
<td>Grant:</td>
<td>$______<strong><strong>.</strong></strong></td>
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<tr>
<td>Loan:</td>
<td>$______<strong><strong>.</strong></strong></td>
</tr>
<tr>
<td>Other:</td>
<td>$______<strong><strong>.</strong></strong></td>
</tr>
</tbody>
</table>

Total funds available: $__________.____

Amount of loan requested: $__________.____

Repayment Program: ___ 3 years ___ 5 years ___ 10 years ___ Other
What recent remodeling/renovation has been completed?

________________________________________ Cost $___________.
________________________________________ Cost $___________.
________________________________________ Cost $___________.
Indebtedness: $_____________. Outstanding Mortgages/Loans $_____________. Current Unpaid Bills
Amount pledged to the diocese in dollars and percent: $_____________. and _________%

Please be sure to submit a copy of your budget for the current year.

Return this form to:  
Attn: Administrator, Diocese of Alaska, 1205 Denali Way, Fairbanks, AK 99701

Information from parochial report: Specify Year __________
Number of Households __________ Number of Baptized Members __________
Number of Communicants __________ Number of Church School Students __________
Number of pledging Units __________ Operating Funds $_____________.

Description of Present Site and Buildings:
_____________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
1. Population of your parish area: 10 years ago _________ 5 years ago _______
   Currently _________ Five year projection _______

2. List position (clergy and lay staff), indicating whether full or part-time:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

3. Do you currently (or do you plan to) share your facilities with the needs of the community and with other churches?

   ________________________________________________________________

4. Do your plans call for future additions to buildings and parking?

   ________________________________________________________________

5. Provisions for physically handicapped? Please indicate yes or no.
   Ramp _______ Lift _______ Rest Rooms _______ Drinking Fountain

6. Is your congregation participating in the Church Risk Management Program?
   Yes ___ No ___ If participating, what phase of the study are you in?

   ________________________________________________________________

7. Please attach (or list below) a brief history of your congregation, its future potential, community factors, etc.

   ________________________________________________________________

Signature of person completing form

Revised 1/16/2020