



THE UMF LOAN PROGRAM
Building the Future

LOAN APPLICATION

Application Date: _____

Submitted by: _____
(Signature and Title)

(Printed Name and Title)

Submitted for: _____
(Institution's Corporate Name)

SECTION ONE: Tell us about your institution

GCFA Number (if applicable): _____

Institution Name: _____

Address: _____

Phone: (____)____-____ Fax: (____)____-____

Email: _____ Website: _____

Contact for loan purposes: _____
(Name and Title)

Pastor/CEO: _____

District Superintendent (if applicable): _____

Is your institution new; i.e., new church start? _____ Yes _____ No

Are you working with the WNCC Office of
Congregational Development _____ Yes _____ No

Is your institution chartered? _____ Yes _____ No
If "Yes", year chartered: _____

Is your institution incorporated? _____ Yes _____ No

Is your institution invested in The UMF Loan Fund? _____ Yes _____ No

Please tell us about your connectional commitment by providing us with your institution's apportionment history (if applicable) over the last four years. If less than 100% for the past four years, please explain in the space provided.

Year	Percentage Accepted	Percentage Paid	Amount Paid

Explanation/Comments:

SECTION TWO: Tell us about your scheduled services/attendance and financial stewardship

	Year	Present Membership	Average Worship Attendance	Church School Enrollment	Church School Attendance	Average Weekly Offering
Current Year						
1 st Previous Year						
2 nd Previous Year						
3 rd Previous Year						

SECTION THREE: Tell us about your financing needs/request

Amount of loan requested: \$ _____ Term: _____

**Please note that all loan closing costs will be deducted from the loan proceeds unless other arrangements are made prior to closing on the loan.*

SECTION FOUR: Tell us about your project

Total cost of project (including architectural and other associated fees)

\$ _____ Total actual/estimated (circle one)

\$ _____ Estimated cost per square foot

Please check the appropriate boxes below and attach a separate sheet with a detailed description of the project.

_____ (A) **New Construction at present or new location**

(1) Estimated construction period: _____

(2) Has construction/remodeling begun? _____

(3) Has a Notice of Commencement been recorded: _____

(4) Is this a "Fixed Price" contract? _____

(5) Is there any affiliation between the institution and/or its constituents with any building contractor or supplier who has an interest in or may receive any of the loan proceeds? _____

(6) The type of construction contract will be:

_____ Stipulated Sum Basis with 100% Performance Bond and 100% Labor and Material Bond. (See Loan Policies for Conditions)

_____ Construction Management Basis without Performance Bond and Labor and Material Bond on the General Contractor. (See Loan Policies for Conditions of Acceptability)

_____ (B) **Purchase**

_____ Purchase land only

_____ Purchase land and existing facilities

_____ Other

_____ (C) **Refinance**

_____ Unsecured loan

_____ Mortgage loan

_____ Other

_____ (D) **Other (*Please describe*)**

SECTION FIVE: Tell us about your church property

Building/Facility	Yes/No	Age	Seating Capacity	Square Footage	Property FMV	Exterior ¹
Auditorium/Sanctuary						
Education Building						
Fellowship Hall						
Day Care						
Parsonage(s)						
Other						

SECTION SIX: Tell us about your financial resources for the project

Cash on hand², as of ____ / ____ / 20__ \$ _____

Donations from District or Conference (anticipated) \$ _____

Congregational Development Grants (anticipated) \$ _____

Duke Endowment Funds (anticipated) \$ _____

Pledges committed to the project for the period
 ____ / ____ / 20__ through ____ / ____ / 20__ \$ _____

Other grants/financial resources
 (list separately – use additional sheet if necessary) \$ _____

Amount already paid on project \$ _____

TOTAL RESOURCES \$ _____

SECTION SEVEN: Tell us about your Capital Campaign

A Capital Campaign was/will be (circle one) conducted on ____ / ____ / 20__ and pledges were/will be (circle one) secured for a total of \$ _____, payable during the period ____ / ____ / 20__ through ____ / ____ / 20__. (The amount of pledges should equal the total of at least two years of the loan amortization.)

As of ____ / ____ / 20__, the total amount received on these pledges was \$ _____. Another Capital Campaign will be held on ____ / ____ / 20__ to secure additional pledges for debt retirement. It is anticipated that the Capital Campaign will be conducted by _____.

¹ Type of Exterior; i.e., wood, brick, metal, stone, etc.

² Dedicated to the project

SECTION EIGHT: Tell us about your existing loans

Please list ALL mortgage loans your institution has as of the date of this application. If additional space is needed, please use an attachment and include the same information for each loan.

Lender _____ Loan Officer _____

Address _____

Account/Loan Number _____ Origination Date ____ / ____ / ____

Original Loan Amount \$ _____ Payment \$ _____ Interest Rate ____%

Amortization Period ____ / ____ / ____ through ____ / ____ / ____.

Current Balance \$ _____

Property Physical Address _____

Property Legal Description _____

What is this property currently used for? _____

What are the plans for this property in the future? _____

SECTION NINE: Authorizing Resolution

This certifies that the Governing Body _____ of Institution/Church _____

located in City & State _____ on the _____ day of _____

20____, adopted the following RESOLUTION:

BE IT RESOLVED that the Trustees, or other proper officials of the above referenced institution are hereby authorized to borrow money from the United Methodist Foundation of Western North Carolina, Inc., not to exceed the amount of \$ _____, and an amortization period not to exceed ____ / ____ / ____.

Date: ____ / ____ / 20____ Signed by: _____ / _____

Signature

Printed Name

SECTION TEN: Recommendation of the District Board for Church Location and Building (when applicable)

At a meeting of the District Board of Church Location and Building of the _____ District held on ____ / ____ / ____, it was recommended that a loan of \$ _____ be granted to financially support the previously noted project for _____ Institution/Church.

Date ____ / ____ / ____ Signed _____
Signature – President of District Board

Typed or Printed Name

Date ____ / ____ / ____ Signed _____
Signature – Secretary of District Board

Typed or Printed Name

Date ____ / ____ / ____ Signed _____
Signature – District Superintendent

Typed or Printed Name

SECTION ELEVEN: Consent of the District Superintendent and Pastor (when applicable)

The undersigned individuals, as District Superintendent of The Western North Carolina Conference of The United Methodist Church (_____ District Name) in which _____ Institution/Church is located and as Pastor appointed to said church, certify that we have examined the forgoing application and, pursuant to Paragraphs 2539 and 2540 of The Book of Discipline (2004) of The United Methodist Church and consent and recommend that a loan of \$ _____ with an amortization period of no more than _____ be granted to financially support the previously noted project.

Date ____ / ____ / ____ Signed _____
Signature – District Superintendent

Typed or Printed Name

Date ____ / ____ / ____ Signed _____
Signature – Pastor

Typed or Printed Name

SECTION TWELVE: Attorney information (if applicable)

If an attorney will be representing your institution, please complete the following:

Name of Attorney _____

Address _____

Phone Number: (____)____-____ Fax Number: (____)____-____

SECTION THIRTEEN: Additional information we need

Please include the following information as attachments.

- (A) Financial Statements
 1. Income Statement/Income & Expense Report (year to date)
 2. Balance Sheet for the current period (year to date)
 3. Year-end Financial Statements for each of the previous two years (includes Balance Sheet and Income & Expense statement)
 4. Monthly Income & Expense statement for each of the preceding 12 months
- (B) Legal Description of the property to be mortgaged
- (C) A cost breakdown of the project
- (D) Answer the following:
 1. What community ministry does the church sponsor either financially or through manpower?
 2. What community programs are housed in the church facility and whom do they serve?
 3. What percentage of church income is spent on mission projects?