

Please read these instructions before you proceed!

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Do **not** complete this form within a web browser. If you are viewing this form from within a web browser, please go back to the original document link and save the PDF file to your computer. To do this with a PC, right-click on the document link and select either "Save Target As" or "Save Link As" and save. On a Mac, use Command-Click to save locally. If you try to complete this form from within a browser, some features such as saving your completed document may be unavailable. If after saving the file on your hard disk, you click to open the document and it *still* opens in a browser, you may have to open Adobe Reader as your first step, and then browse your hard disk to find the form file to open.

FILLING IN THE FORM

This form can be filled out and saved for later editing, printing, or emailing. To fill out this form, position your cursor within a light blue field, click and begin typing. When you have completed a field, tab or click to the next. Periodically save your work. The first time you may be prompted to save with a different file name; **please name your file "Congregation's name.City.2017 CCIC grant application"**. This will make it easier to identify your file among other submissions. **To ensure success, fill out a small portion of the form, save and exit. Open the form again and verify that your entries were saved. Print a hard copy for your files before closing the file!**

STILL HAVING TROUBLE FILLING OUT AND SAVING THIS FORM?

Help is available! If you are having trouble completing and saving this form, or have questions regarding the application process, please contact Sue Brandt at grants@mnys.org or (212) 870-2378.



The Capital Improvement Challenge Grants are intended to assist congregations seeking to improve their property in order to improve and provide for Word and Sacrament ministry in our Synod. The synod's annual budget has allocated up to \$500,000 to be dispersed among all the approved applications for this strategic initiative. Approved grant applications provide up to \$2 for every \$1 raised by congregations for capital improvements.

When submitting a grant application please follow these instructions. Doing so will help the grant review team in its deliberations and provide the team with the necessary information for a fair reading of your application. The grant review team will assess all applications collectively and make its decisions based partly on...

- ...necessity of project (safety issues, heating, roof, accessibility, etc. are a higher priority than cosmetic projects)
- ...the volume of applications received and fiscal amounts sought
- ...the demonstration of a congregation's ability to match the funds sought
- ...missional enhancement achieved by the project
- ...capital need of the congregation to go forward with or without synod's help

The synod is accepting grant applications beginning Thursday, June 1. Applications must be received in the office no later than Tuesday, September 5, 2017. The grant review team looks at all applications simultaneously. You may submit up to three projects. All first projects will be given first consideration. Complete pages 5-6 for additional projects.

If an emergency arises and work must begin prior to the awarding of grants, the Bishop must be made aware and upon his approval the review team will consider the application with all others. The Bishop's approval does not guarantee being awarded a grant. No grant will be made until all applications are considered. Contact Sue Brandt at grants@mnys.org to initiate this consideration.

All documents must be typed except for contractors' estimates. The grant application is assembled in the following order to best help the review team in its work:

1. Congregation Information
2. Mission Information
3. Detail of project
4. Financial Information
5. Building and Property Information
6. Congregation Officers and Signatures

No later than Tuesday, September 5 email grants@mnys.org attaching the grant application and supporting documents. Please put your congregation's name and city in the email's subject line. Supporting documents are:

- ✓ Current Trend report – download from the ELCA website: <http://www.elca.org/tools/FindACongregation>
- ✓ Contractors' estimate(s) – There may be more than one estimate per project. Ex: for a restroom renovation, you may have a plumber, electrician, tile installer, etc. If you receive more than one estimate per service, please attach the estimate of preference.
- ✓ Photographs of project – limit three photographs per project
- ✓ 2017 Budget approved at your congregational meeting
- ✓ Insurance Certificate or Declarations page
- ✓ Project budget, if applicable

Once your grant application has been received you will receive an email confirming receipt. You will have until Tuesday, September 12 to submit any missing information. **No grant application will be considered if it is incomplete as of Tuesday, September 12, 2017.** Note: the supporting documents are part of the application.

Expect notification of awards by late October barring unforeseen circumstances. Grant monies awarded are released once the congregation has raised its matching portion. Monies can be released in phases. Contact Sue Brandt with any questions at (212) 870-2378 or grants@mnys.org.

CONGREGATION INFORMATION

Congregation Name: _____ Office Phone Number: _____

Address: _____ City: _____ Zip Code: _____

Website: _____ Office Email: _____

Name of Parish Administrator/Secretary: _____

Name of Pastor: _____ Email: _____

Call Status: Full-time Part-time Term Call Interim Other: _____

Has your most recent *Annual Report to the Bishop* from rostered ministers been filed? Yes No

Additional Called Pastors/Staff and Call Status:

Date of last annual meeting? _____

Who attended the 2016 Synod Assembly?
 Pastor Lay Voting Members No one attended

MISSION INFORMATION

Is your congregation carrying out a mission plan? Yes No
 If not, is your congregation in the process of developing a mission plan? Yes No

Has your 2017 Mission Support Commitment Form been filed? Yes No Amount: \$ _____

Percentage of Regular Giving: _____ Mission Support given in 2016: \$ _____

Congregational Capital Improvement Challenge Grants are offered to congregations seeking to improve their property or to make capital repairs *in order to improve and provide for Word and Sacrament ministry in our Synod*. **If you were awarded a grant how will your congregation better serve Christ in your community and within the synod?**

A project is defined as a set of interrelated tasks, such as a restroom renovation, or making an entranceway handicap accessible. If you want to renovate your restroom, repair your parking lot, and renovate your kitchen, those are three different projects and each should be submitted on a separate page (see pages 5-6).

DETAILS OF YOUR PROJECT

Please describe your project in detail, including why this project was selected and project budget:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No

Total estimated project cost: \$ _____

Most grants awarded are 1:1 grants (\$1 in grant funds for every \$1 raised by the congregation); awards can go as high as 2:1. Grant amount requested:

1:1 2:1 Need at least \$ _____ to complete project Will accept any amount

Special Situations: The Gathered Strategy Committee has set aside up to \$40,000 for distribution for congregations serving in poverty communities. These matches are up to 5:1 match. These are rare and special situations; please contact Sue Brandt at grants@mnys.org or (212) 870-2378 for more information.

FINANCIAL INFORMATION

Has your most recent Annual Congregation Report Form A & C (Parochial Report) been filed? Yes No

Information about your Congregations' Financial Stewardship (from Annual Congregation Report Form A):

Receipts during 2016:

\$ _____ Regular giving
\$ _____ Designated giving
\$ _____ Earned income
\$ _____ Grants (any source)
\$ _____ All other receipts
\$ _____ TOTAL RECEIPTS

Assets as of Dec. 31, 2016:

\$ _____ Church real estate
\$ _____ *Endowment
\$ _____ Memorial Fund
\$ _____ Cash, savings, bonds, etc.
\$ _____ All other assets
\$ _____ Total indebtedness as of Dec. 31, 2016

*Does your congregation have an Endowment Fund? Yes No

If yes, please state Endowment Fund restrictions, if any:

2017 Budgeted/Projected:

Income: \$ _____ Expenses: \$ _____ Capital Improvement: \$ _____

Date of congregation's last financial audit: _____

Is your congregation current with financial obligations? Yes No

If no, please explain:

How much money for this project has been raised already, if any? \$ _____

How will your congregation meet its portion of the match?

BUILDING AND PROPERTY INFORMATION

Is your congregation able to maintain the upkeep and safety of buildings and property? Yes No

Please describe how you maintain, or what is preventing you from maintaining your property:

Capital improvements made in 2016: \$_____ Please describe improvements (not maintenance):

Does your congregation receive any rental income?

- Yes, another Christian denomination _____
- Yes, a non-Christian denomination _____
- Yes, Parish/Fellowship Hall for social gatherings _____
- No _____

Receipts during 2016: \$ _____
 Receipts during 2016: \$ _____
 Receipts during 2016: \$ _____

CONGREGATION OFFICERS AND SIGNATURES

<u>Name:</u>	<u>Phone:</u>	<u>Email:</u>
_____ President <input type="checkbox"/> The pastor is also the president.	_____	_____
_____ Vice President	_____	_____
_____ Treasurer	_____	_____
_____ Secretary	_____	_____

Contact Person throughout the Grant Process:

Name: _____

Phone: _____

Email: _____

Congregation Officer Approval:

Name: _____

Signature: _____

Date: _____

Follow the signature instruction by hovering over the arrow in the signature box. Print a hard copy for your records.

Pastor's signature: _____

Date: _____

DETAILS OF PROJECT TWO

Please describe your project in detail, including why this project was selected and project budget:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No

Total cost for project 2: \$ _____ How much money has been raised, if any? \$ _____

Most grants awarded are 1:1 grants (\$1 in grant funds for every \$1 raised by the congregation); awards can go as high as 2:1. Grant amount requested:

1:1 2:1 Need at least \$ _____ to complete project Will accept any amount

How will your congregation meet its portion of the match?

DETAILS OF PROJECT THREE

Please describe your project in detail, including why this project was selected and project budget:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No

Total cost for project 3: \$ _____ How much money has been raised, if any? \$ _____

Most grants awarded are 1:1 grants (\$1 in grant funds for every \$1 raised by the congregation); awards can go as high as 2:1. Grant amount requested:

1:1 2:1 Need at least \$ _____ to complete project Will accept any amount

How will your congregation meet its portion of the match?