

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.2018 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 \$400,000 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, April 19. Applications must be received in the office no later than 4:00 p.m., Thursday, June 7, 2018. The grant review team looks at all applications simultaneously. You may submit up to three projects. All first projects will be given first consideration.

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. Projects must not have started prior to the Bishop's approval. 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 Name and Signatures

No later than 4:00 p.m., Thursday, June 7 attach the grant application and supporting documents listed below in an email to grants@mnys.org. 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. **Remember the importance of using licensed and insured contractors. Consult the "NYC consumer affairs guide" for choosing a contractor (click here) and follow its recommendations.**
- ✓ **Photographs of project** – limit three photographs per project
- ✓ **2018 Budget** approved at your congregational meeting (include school's budget, if applicable)
- ✓ **Insurance Certificate** or Declarations page
- ✓ **Project budget**, if applicable

Once your grant application has been received you will receive an email confirming receipt. Note: the supporting documents are part of the application. Expect notification of awards by late September 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: _____

Pastor, 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 2017 Synod Assembly?
Pastor Lay Voting Member(s) 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 2018 Mission Support Commitment Form been filed? Yes No Amount: \$ _____

Percentage of unrestricted regular giving: _____ Mission Support given in 2017: \$ _____

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. Include why this project was selected, the project budget, and the approximate square feet of the project's footprint:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No If yes, what is the expected value of the coverage \$ _____.

Total 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 (check all applicable):

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 2017:

Assets as of Dec. 31, 2017:

\$ _____ Regular giving	\$ _____ Church real estate
\$ _____ Designated giving	\$ _____ *Endowment
\$ _____ Earned income	\$ _____ Restricted Fund(s)
\$ _____ Grants (any source)	\$ _____ Cash, savings, bonds, etc. (not including restricted funds)
\$ _____ All other receipts (rentals)	\$ _____ All other assets
\$ _____ TOTAL RECEIPTS	\$ _____ Total indebtedness as of Dec. 31, 2017

*Does your congregation have permanently restricted funds (Endowment)? Yes No

If yes, please state any legally mandated restrictions:

2018 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 2017: \$_____ Please describe capital 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 2017: \$_____

Receipts during 2017: \$_____

Receipts during 2017: \$_____

CONGREGATION OFFICERS AND SIGNATURES

Name:

Phone:

Email:

President

The pastor is also the president.

Vice President

Treasurer

Secretary

Contact Person throughout the Grant Process:

Congregation Officer Approval:

Name: _____

Name: _____

Phone: _____

Signature: _____

Email: _____

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. Include why this project was selected, the project budget, and the approximate square feet of the project's footprint:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No If yes, what is the expected value of the coverage \$ _____.

Total cost for project two: \$ _____ 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 (check all applicable):

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. Include why this project was selected, the project budget, and the approximate square feet of the project's footprint:

Have you contacted your insurance carrier to determine if your congregation is eligible for coverage or disbursement regarding this project issue? Yes No If yes, what is the expected value of the coverage \$ _____.

Total cost for project two: \$ _____ 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 (check all applicable):

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

How will your congregation meet its portion of the match?