

## Congregational Capital Improvement Challenge Grant Application Instructions

### Deadlines:

#### Tuesday, April 30, 2019 5:00 p.m. - All Annual Reports

- 2019 Mission Support Commitment
- Congregational Report for the Year Ending 12/31/2018 – Form A & C (Parochial Report)
- Report for Minister of Word and Sacrament

To confirm that reports have been submitted email [annualreports@mnys.org](mailto:annualreports@mnys.org). Include your congregation's name, city and the Pastor(s) name.

#### Monday, June 3, 2019, 5:00 p.m. - Grant Application and All Supporting Documents

**All documents must be typed except for contractors' estimates.**

- ✓ **Current Trend report** – download from the ELCA website: <http://www.elca.org/tools/FindACongregation>)
- ✓ **Contractors' estimate(s)** – There may be more than one estimate. 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.
- ✓ **Current Budget approved at your congregational meeting (include school's budget, if applicable)**
- ✓ **Balance Sheet - most current year-end**
- ✓ **Revenue and Expense Report - most current year-end**
- ✓ **Summary of Restricted Accounts - most current year-end**
- ✓ **Insurance Certificate or Declarations page**
- ✓ **Photographs of project – limit three photographs**

**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 \$250,000 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. Maximum grant amount to be awarded is \$25,000.

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 (Maximum grant is \$25,000)

...if your congregation has received a Congregational Capital Improvement Challenge Grant in prior years

...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

Once your grant application and supporting documents are received you will receive an email confirming receipt. Expect notification of awards by September 30, 2019 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](mailto:grants@mnys.org).

### Projects must not have started prior to grant application deadline date of June 3, 2019!

*If an emergency arises and work must begin prior to June 3, 2019, the Bishop must be made aware and upon her/his approval the review team will consider the application with all other applications. 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](mailto:grants@mnys.org) to initiate this consideration.*

## Congregational Capital Improvement Challenge Grant Fillable PDF Form Instructions

***Please read these instructions before you proceed!***

### Instructions for filling out this form

This is a fillable PDF form. You will need either Adobe Acrobat or Adobe Reader to complete and save this form. Adobe Reader may be downloaded for free at <http://get.adobe.com/reader>.

#### USE ONLY ADOBE READER

Please do **not** complete this form using PDF readers other than Adobe Acrobat or Adobe Reader. Please don't complete this form using Apple Preview. If you use Preview, some features such as saving your completed document may be unavailable, or responses won't be visible when they are submitted. Use Adobe Reader; this free application may be downloaded at <http://get.adobe.com/reader>.

#### USE THE MOST RECENT VERSION OF ADOBE READER

While we attempt to make forms backward compatible, for the best results, use the most recent version of Adobe Reader, available for free download at <http://get.adobe.com/reader>.

#### DO NOT COMPLETE THIS FORM FROM WITHIN A BROWSER

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.2019 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](mailto:grants@mnys.org) or (212) 870-2378. Please use the [grants@mnys.org](mailto:grants@mnys.org) for all grant questions and submissions.

## 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(s), has your most recent *Report for Minister of Word and Sacrament* been submitted?      Yes      No

(Reports must be submitted to [annualreports@mnys.org](mailto:annualreports@mnys.org) by April 30, 2019.)

Additional Called Pastors/Staff and Call

Date of last annual meeting? \_\_\_\_\_ Who attended the 2018 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 2019 Mission Support Commitment Form been filed?      Yes      No      Amount: \$ \_\_\_\_\_

(Reports must be submitted to [annualreports@mnys.org](mailto:annualreports@mnys.org) by April 30, 2019.)

Percentage of unrestricted regular giving: \_\_\_\_\_ Mission Support given in 2018: \$ \_\_\_\_\_

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?**

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## DETAILS OF YOUR PROJECT

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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: Total project cost: \$ \_\_\_\_\_

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 \$ \_\_\_\_\_.

Grant request: \$ \_\_\_\_\_

*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 \$25,000 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](mailto:grants@mnys.org) or (212) 870-2378 for more information.*

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## FINANCIAL INFORMATION

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Has your 2018 Annual Congregation Report Form A & C (Parochial Report) been filed? Yes No  
(Reports must be submitted to [annualreports@mnys.org](mailto:annualreports@mnys.org) by April 30, 2019.)

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

Receipts during 2018:

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

Assets as of Dec. 31, 2018:

\$ \_\_\_\_\_ Church real estate  
\$ \_\_\_\_\_ \*Endowment  
\$ \_\_\_\_\_ Restricted Fund(s)  
\$ \_\_\_\_\_ Cash, savings, bonds, etc. (not including restricted funds)  
\$ \_\_\_\_\_ All other assets  
\$ \_\_\_\_\_ Total indebtedness as of Dec. 31, 2018

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

If yes, please state any legally mandated restrictions:

2019 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?

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## BUILDING AND PROPERTY INFORMATION

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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 2018: \$\_\_\_\_\_ Please describe capital improvements (not maintenance):

Does your congregation receive any rental income?

Yes, another Christian denomination

Receipts during 2018: \$\_\_\_\_\_

Yes, a non-Christian denomination \_\_\_\_\_

Receipts during 2018 \$\_\_\_\_\_

Yes, Parish/Fellowship Hall for social gatherings

Receipts during 2018: \$\_\_\_\_\_

No

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## CONGREGATION OFFICERS AND SIGNATURES

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**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: \_\_\_\_\_