

# **Congregation Loan Application**

Submitted to the

## **Financial Services Committee**

Of the

### **Canadian Church of God Ministries**

Date: \_\_\_\_\_

Legal Name of Applicant:

Address of Applicant:

Contact person and phone number:

#### **A. Attendance and Offering Information (for existing congregations)**

1. Average attendance at weekly worship services for each of the past 24 months. (E.g. January 2016: 100; February 2016: 95; March 2016: 102; etc.)
2. Number of general offering receipts over \$500 issued in each of the past 3 fiscal years.
3. Number of donors whose general offering donations exceed 30% of the total operating budget during each of the past 3 years.

#### **B. Financial Statements**

1. Please provide copies of financial statements for the last three fiscal years. The financial statements should at a minimum include for each year:
  - A revenue and expense statement (i.e. income statement), and
  - A statement of assets and liabilities (i.e. a balance sheet).

2. Please provide a revenue and expense statement (Income Statement) along with a statement of assets and liabilities (Balance Sheet) for the current year to date.
3. Please provide a copy of the current year's budget as approved by the board.

**C. Church Building Value (if applicable)**

1. Does your congregation currently own its church building (or land to construct a building)?
2. If yes, what is a reasonable estimated value for the land and building(s) owned by the congregation?

Please provide an assessed value statement from your civic tax office (if available).

3. What is the current balance of the mortgage or other financing against the property?

What are the monthly payments (if applicable)?

**D. Building/Capital Fund Campaign Results (if applicable)**

If your congregation is or has had a Building Fund Campaign, or Capital Fund Campaign, please provide the following information:

1. *For campaign currently underway:*

Target amount for the Campaign:

Amount raised to date:

Target amount to date:

Please provide a copy of the board/congregational meeting minutes approving the campaign.

2. *For previous campaign(s):*

1. Target Amount:
2. Amount Raised:

**E. Current Project**

Please provide (on a separate page) a brief description of the project and the main reasons for pursuing the project.

**F. Estimated Costs of the Project**

1. Total Budget:
2. Breakdown of budgeted costs by major category. (Please provide breakdown on a separate page.)
3. How was the budget determined (e.g. quotes from contractor or suppliers, estimate by professionals, rough preliminary estimate, etc.)?

**G. Other Project Information**

1. Please provide a copy of the drawings (if a building project).
2. Please provide the time frames for the project (e.g. expected start date, estimated time to complete).

**H. Loan request**

1. Amount of financing requested:
2. What is the source of the additional funds required to complete the project (in addition to the loan requested)?
3. Requested repayment period:

**I. Signatures of Trustees or Officers:**

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Vice Chairperson

\_\_\_\_\_  
Minister/Executive Director

NOTE:

Please complete two copies of the application, keep one for your files and forward one to:

Financial Services Committee  
Canadian Church of God Ministries  
Unit 102, 4909B - 48 Street  
Camrose AB T4V 1L7

For general information on loan terms, please refer to the Financial Services Policies and Procedures.