

# LOAN/GRANT APPLICATION

## DIOCESE OF EASTERN MICHIGAN

### SECTION 1 – Requesting Church or Entity

Date of Request \_\_\_\_\_

Name of Church or Entity making request \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Name of person completing this form \_\_\_\_\_

Please indicate if you are: Clergy, Treasurer, Sr Warden, Other \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

### SECTION 2 - Materials to Submit

1. A complete description of the project for which the loan and/or grant is requested. The description should include the purpose of the loan and/or grant request.
2. Review and discuss the *Mutuality, Vitality & Viability* document enclosed with this application.
3. Three bids/quotations from qualified and recommended contractors and/or suppliers. The bids/quotations will include a complete description of the project and the total project cost. If bids are not deemed necessary, please explain why.
4. Copies of the current budget and financial statements.
5. An explanation of the requesting church or entity's financial participation in the project:
  - \_\_\_\_\_ a. The total cost of the project
  - \_\_\_\_\_ b. Name of contractor selected: \_\_\_\_\_
  - \_\_\_\_\_ c. The amount the church or requesting entity is providing (normally, this amount is a minimum of 20% of the total cost of the project)
  - \_\_\_\_\_ d. The amount of money requested as a grant. Not to exceed \$5,000.
  - \_\_\_\_\_ e. The amount of money requested as a loan (not to exceed 10% of available cash in the Diocesan Loan & Grant Fund). Currently, 10% is approx \$50,000.00.
    - Interest not to exceed 3%
  - \_\_\_\_\_ f. The amount of time over which the loan will be repaid.

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*Please attach the above materials to this page and mail or fax it to the Diocesan Administrator at:*

**Diocese of Eastern Michigan**  
924 N Niagara St  
Saginaw MI 48602

**Fax: 1-989-752-6120**  
**Phone: 1-877-752-6020**

### Section 3 – Diocesan Approval

\_\_\_\_\_ ( ) Mission Grant ( ) Maintenance Grant

Initials

\_\_\_\_\_ Diocesan Council approval

Date

Major component of request: \_\_\_\_\_