



CHURCH DEVELOPMENT LOAN FUND
Kansas Area United Methodist Foundation, Inc.

LOAN APPLICATION FOR CHURCHES AND CONFERENCES

I. GENERAL INFORMATION (please print or type)

Name of Church/Conference: _____

Address: _____

Telephone number: _____

Church's Senior Pastor: _____

Contact person for loan application: _____

Mailing Address of contact person: _____

Telephone number of contact person: _____

e-mail address of contact person: _____

Is your church or conference incorporated _____yes _____no

If incorporated, please state exact corporate name _____

Board of Trustees' Chairperson _____

Board of Trustees' Secretary _____

Secretary of Church/Charge Conference _____

II. PROJECT INFORMATION OR OPERATING LOAN NEEDS:

Give a brief description of your project and the purpose of the loan, or for an operating loan, the reasons and need for the operating loan and a proposed repayment plan (you may provide this information on a separate page and attach it to this loan application:

For construction, renovation or maintenance projects, what is the time line you plan to follow to complete the project?

Describe:

Is a construction loan requested? yes no

Is a line-of-credit loan requested? yes no

III. FINANCIAL INFORMATION

For purchase of real estate, construction projects, and renovation or repair projects, complete Sections A and C.

For refinancing a loan, complete Sections B and C.

**For an operating loan, complete applicable portions of Sections A and C.
Section A.**

Total cost of project:

Estimated: \$ _____ or Actual \$ _____

Amount of loan requested:

Estimated: \$ _____ or Actual \$ _____

Cash on hand:

Estimated: \$ _____ or Actual \$ _____

Pledges to be collected by end of construction, if applicable:

Estimated: \$ _____ or Actual \$ _____

Funds from other sources:

Estimated: \$ _____ or Actual \$ _____

Source of other funds:

Section B. Refinancing of existing loan with another lender:

Principal balance of existing loan: \$ _____

When is next loan payment due? _____

Please state the name, address, phone number and contact person of your existing lender and why you are seeking to refinance the loan:

Section C. Term and Amortization of requested loan:

Term of loan requested (not to exceed 20 years) _____ years

Amortization period requested (not to exceed 25 years) _____ years

IV. ADJUSTABLE RATE LOANS

Please select the type of an Adjustable Rate Loan that you are considering, including applications for a construction loan:

Semi-Annual Adjustable Interest Rate Loan

Annual Adjustable Interest Rate Loan

Three Year Adjustable Rate Loan

Select one of the following:

Adjust interest rate annually after first three years

Adjust interest rate every three years during loan term

Five Year Adjustable Rate Loan

Select one of the following:

Adjust interest rate annually after first five years

Adjust interest rate every five years during loan term

V. SPECIAL CONDITIONS LOAN

Please prepare a written request for any special conditions that you are requesting for your loan, and attach it to this loan application.

VI. LOAN COLLATERAL

The applicant anticipates that the loan will be secured by (check all that apply):

Real estate mortgage
(attach legal description and street address of real estate)

Accounts on deposit with the Foundation

Securities (attach list of securities and number of shares)

VII. STATISTICAL and FINANCIAL INFORMATION

	Two Years Prior	One Year Prior	Present Year
Membership	_____	_____	_____
	(as of 12/31)	(as of 12/31)	(to date)
Average attendance at worship	_____	_____	_____
Church School Enrollment	_____	_____	_____
	(as of 12/31)	(as of 12/31)	
Average Church School Attendance	_____	_____	_____
Number of giving units	_____	_____	_____
	(as of 12/31)	(as of 12/31)	
Operating Budget and Finances	Two Years Prior	One Year Prior	Present Year
Expenses Budgeted	\$ _____	\$ _____	\$ _____
Expenses Actually Paid	_____	_____	_____
Apportionments allocated	_____	_____	_____
Apportionments paid	_____	_____	_____
Building Funds & other non-budget funds			
Budgeted for debt retirement	_____	_____	_____
Paid for debt retirement	_____	_____	_____
Total funds received for all purposes	_____	_____	_____
Total Expenses paid for all purposes	_____	_____	_____

VIII. PROPERTY VALUES

Please show the current fair market value for the following items of property where applicable, and any indebtedness against such property. For the basis of value, show whether you used an appraisal, insurance value, purchase cost, county appraiser's value or other source, and the date of such valuation.

	Fair Market Value	Indebtedness	Monthly Payment	Basis of Value
Church site	\$ _____	\$ _____	\$ _____	_____
Date				_____
Church buildings	_____	_____	_____	_____
Date				_____
Parsonage	_____	_____	_____	_____
Date				_____
New site	_____	_____	_____	_____
Date				_____
Other real property	_____	_____	_____	_____
Date				_____
TOTAL	_____	_____	_____	

IX. REPAYMENT PLAN

How do you intend to repay the loan? (check all of the following that apply)

- Current capital stewardship program
- Future capital stewardship program
- Monthly payments from operating budget
- Other (please explain)

X. CAPITAL FUNDS CAMPAIGN , if applicable

A Capital Funds campaign was conducted on _____ (dates) by _____ (i.e., local church, name of professional fund raiser, etc.). Pledges were received from _____ giving units, and the total amount pledged is \$ _____, payable during the period of _____ through _____.

As of _____ the total amount received from these pledges is \$ _____.

Another capital funds campaign will be held on _____ to secure additional pledges for debt retirement. It is anticipated that the capital funds campaign will be conducted by _____.

XI. ANTICIPATED GROWTH

List and briefly explain your growth ministries:

Where do you project your church to be in two years and five years:

	two years	five years
church membership	_____	_____
worship attendance	_____	_____
church school attendance	_____	_____
church budget	\$ _____	\$ _____

Date: _____

Signature of person preparing loan application

Print or type name of person preparing loan application

Signature of Senior Pastor

ATTACHMENTS REQUIRED TO BE SUBMITTED WITH THIS LOAN APPLICATION:

Copy of construction contracts, purchase agreements, and other commitments for the project that have been signed as of the date of loan application.

Executed consent form from the District Superintendent and senior pastor (Form on Page 22 of this Manual) for construction projects, purchase of real estate or renovation projects.

A copy of the report of the District Board of Church Location and Building if such approval is required pursuant to the Book of Discipline. A loan application may be submitted to the Foundation without the report of the District Board of Church Location and Building, but any loan commitment by the Foundation will be subject to the approval of the project by the District Board and the receipt of the District Board's report.

Certified Resolution of the Church or Charge Conference of the Church (Form on page 21 of this Manual). A loan application may be submitted to the Foundation without the approval of the Church or Charge Conference of the Church, but any loan commitment by the Foundation will be subject to the approval of a resolution by the Church or Charge Conference and the receipt of a certified resolution from the Secretary of the Church or Charge Conference. The Resolution contained in the Form on page 20 of this Manual will need to be modified if real estate is not being used as collateral for the loan, or if additional collateral is to be provided by the Church.

Copies of all required governmental permits that have been issued by the date of this loan application for construction or renovation projects.

Copies of financial statements, balance sheets and income and expense statements for the church for the current year and last two previous years.

Copy of annual conference statistical report for last two previous years.

Copy of annual church audit report (beginning in 2010 this form has been renamed the Fund Balance Report) for last two previous years.

RESOLUTION

BE IT RESOLVED that the _____ United Methodist Church (the "Church"), be and is hereby authorized and empowered to borrow from the Kansas Area United Methodist Foundation, Inc., or from such other lender as the Board of the Trustees of the Church may determine, an amount not to exceed \$ _____, for the following purpose:

and to be secured by a mortgage lien on the real estate owned by the Church.

BE IT FURTHER RESOLVED that the Board of Trustees of the Church are authorized to negotiate the terms and conditions of such note and mortgage on behalf of the church; that any two officers of the Board of Trustees are authorized and directed to take such actions and execute and deliver such instruments or documents related to such loan and mortgages as they in their discretion deem necessary or appropriate, including, but not limited to, the execution and delivery of one or more promissory notes, real estate mortgages, security agreements, financing statements, commitment letters, and loan agreements; and that the actions so taken and the instruments and documents so executed and delivered are hereby ratified and approved as the binding act and deed of the Church.

BE IT FURTHER RESOLVED that any two officers of the Board of Trustees of the Church are authorized to take such actions and execute and deliver such instruments and documents as they in their discretion deem necessary or appropriate to renew, extend, rearrange, modify, amend or otherwise change the terms of the note or mortgage without further action of the Charge Conference, Church Council or other equivalent governing body of the Church, including but not limited to, the execution and delivery of one or more renewals, extensions, modification agreements, and new promissory notes, security agreements; and that the actions so taken and the instruments and documents so executed and delivered are hereby ratified and approved as the binding act and deed of the Church; and

BE IT FURTHER RESOLVED that the loan and mortgage and all actions taken or to be taken in connection with the loan and mortgage by or on behalf of the Church have been, and hereby are, approved and confirmed as required by the Book of Discipline of The United Methodist Church now in effect.

**CONSENT OF DISTRICT SUPERINTENDENT
AND SENIOR PASTOR**

We hereby certify that we have examined the application for a loan with the Kansas Area United Methodist Foundation, Inc., by the _____ United Methodist Church of _____, Kansas, that the Church/Charge Conference of the church and the District Board of Church Location and Building have approved and authorized the project and loan, and we consent to the project by the church.

District Superintendent

Dated: _____

Senior Pastor

Dated: _____