

EPISCOPAL CAPITAL LOAN FUND COMMITTEE

REGULATIONS GOVERNING THE GRANTING OF ASSISTANCE TO PARISHES, MISSIONS, AND DIOCESAN ORGANIZATIONS

1. DEFINITIONS

ECLF as used herein shall mean the “Committee of the Episcopal Capital Loan Fund.” Council shall mean the “Diocesan Council.”

2. ELIGIBILITY

Any parish or mission, or any agency supported by or under the jurisdiction of the Diocese of Newark, may apply to ECLF for assistance in meeting a capital (as opposed to an operating) need.

3. APPLICATION

All applications for assistance must be made in writing on forms prepared for the purpose by ECLF. Copies of these forms are available in the Office of the Administrator and when completed they should be returned to that office for study and recommendations by the Ward J. Herbert Executive Committee (WJH). ECLF will not consider any application that has not been processed by the Administrator and WJH, and the findings of the Administrator and WJH must have the written approval of the Bishop or Bishop Coadjutor.

4. TYPES OF ASSISTANCE

ECLF may assist a project in any one or all of the three categories listed below;

- A. By a short term loan (usually the discounting of pledges.)
- B. By a long term loan.
- C. By a direct grant in aid to be administered by the Department of Missions.

5. REQUIREMENTS FOR A SHORT TERM LOAN (Advances against pledges)

- A. The applicant must have conducted a capital funds campaign and have in hand signed pledges, all of which will become payable by the due date of the loan.
- B. Advances against pledges shall be for a period of not to exceed 36 Months.
- C. * Advances shall not exceed 90% of the total unpaid value of the pledges.

- D. The full amount of pledge collections shall be forwarded to the ECLF on the 1st of each month.
- E. The proceeds from such collections shall be applied first to interest and the balance to repayment of principal. Interest shall be as fixed by ECLF.

6. REQUIREMENTS FOR A LONG TERM LOAN

- A. The maximum amount of the loan shall be \$40,000 or not more than 75% of the cost of the project whichever is less.
- B. The maximum term of the loan shall be 25 years.
- C. The loan should be amortized quarterly in accordance with the "Level Constant Amortization Tables" generally used by mortgage companies except that ECLF may waive amortization during the first three years of a loan's term. If amortization is waived for all or any part of the first three years, the full amount shall be amortized quarterly during the remaining
- D. Interest shall be as fixed by ECLF.
- E. A long term loan will not be made to any applicant unless and until ECLF has been assured that the applicant cannot obtain an adequate loan and terms (as judged by ECLF) from commercial sources.

7. WAIVER OF REGULATIONS

ECLF recognizes that in some instances the application of these regulations may work a hardship on projects that have considerable merit. In the event that a prospective applicant feels that such is the case, a "nonconforming application" may be made to the Administrator. Such "nonconforming applications" will be referred to the Bishop or Bishop Coadjutor who will determine whether or not the application is to be processed. If he/she agrees that the project should be considered, it will be referred to the ECLF Committee in the same manner as a "conforming application".

Return the application to Episcopal Diocese of Newark, ECLF, 31 Mulberry Street, Newark, NJ 07102. For additional information call 973-430-9900.

EPISCOPAL CAPITAL LOAN FUND APPLICATION

Date _____

Name of Church _____ Phone _____

Address _____

Rector or Vicar's name _____ Phone _____

Address _____

Treasurer's name _____ Phone _____

Address _____

AMOUNT OF LOAN DESIRED & LENGTH OF TERM _____

STATEMENT OF LOAN'S PURPOSE

Include on another sheet a statement explaining how the amount being requested was determined, i.e., bid submitted, professional estimate.

STATEMENT (on another sheet) EXPLAINING AS MUCH DETAIL AS POSSIBLE EXACTLY HOW IT IS PROPOSED THAT THE LOAN BE REPAYED.

NAME, ADDRESS AND TELEPHONE NUMBER OF THE INDIVIDUAL TO BE CALLED FOR ADDITIONAL INFORMATION.

FINANCIAL STATEMENT

	Current Year	Previous Year	2 nd Previous Year
Annual Income			
Pledge and Plate	_____	_____	_____
Interest and Dividends	_____	_____	_____
Other (rentals, special events, etc)	_____	_____	_____
TOTAL			
Disbursements			
Salaries	_____	_____	_____
Utilities	_____	_____	_____
Program	_____	_____	_____
Diocesan Contribution	_____	_____	_____
Other	_____	_____	_____
TOTAL			

STATEMENT (on another sheet) DETAILING PARISH OR MISSION'S ASSETS (stocks, bonds, real estate)

STATEMENT (on another sheet) DETAILING PARISH OR MISSION'S PRESENT DEBTS AND ANY OTHER FINANCIAL OBLIGATIONS. PLEASE INCLUDE REPAYMENT SCHEDULES.