

Presbytery of Tampa Bay
Loan Application
(Submitted to and Approved by Trustees)

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Church Name: _____

Date: _____

Introduction: The objective of the Trustees of the Presbytery of Tampa Bay loan process is to provide a safety net for member congregations while practicing faithful stewardship of presbytery assets. Accordingly, loans may be provided to congregations, and repayment is expected. The Trustees may extend loans for capital and property needs based on the following criteria:

- *Bridge* – a short term loan while member congregation pursues the sale of property or other anticipated funding (e.g. insurance repayment).
- *Capital* – a limited, installment loan for the purpose of capital improvement to the church property.
- *Catastrophic* – An emergency loan in response to a natural or unnatural disaster. (Terms and repayment determined at time of request).

Requested Amount: _____

Purpose: **Bridge** **Capital** **Catastrophic**

1. Tell us a little bit about your church. _____

2. Do you have a mission/vision statement? If so, what is it? _____

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3. Describe the Church's current situation that creates a need for a loan? If granted, how would this loan support that purpose?

4. How will this loan promote the mission/vision of your congregation? _____

5. What is the anticipated timeframe for repayment? _____

6. What is the anticipated source of repayment? _____

7. How much do you anticipate receiving? _____

8. If repayment is to be from regular cash flow/income, how much can the church pay per quarter toward the loan? _____

9. If property is to be sold, describe its current contribution to the life of the church, its estimated value, and its estimated marketing time. Realtor estimates of value should be included.

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10. If this is a capital improvement project, describe the project to be completed. _____

11. If this is an emergency loan in response to a catastrophic event, please describe your most immediate, pressing need. _____

12. Are you presently working with CCV? _____

13. Who (in the community or the congregation) is the project going to impact the most? In what way? _____

14. Is your congregation aware of your intent to seek a loan for this project? _____

15. Detail the total cost of the project. Attach Budgets and or Contractor Estimates. _____

16. List all other sources of revenue/funds not previously mentioned. _____

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In order to properly review your request, the trustees will require your church submit the following documentation. All documents should be delivered 10 business in advance of your meeting with Trustees.

- | | |
|---|--|
| <input type="checkbox"/> Project Budget | <input type="checkbox"/> Church Demographics |
| <input type="checkbox"/> Following Year Budget | <input type="checkbox"/> 3 years past financials (P&L, Balance Sheet) |
| <input type="checkbox"/> Copy Insurance Policy
Declarations Page | <input type="checkbox"/> Other Sources of Revenue |
| <input type="checkbox"/> Repayment Strategy | <input type="checkbox"/> Copy of Completed Financial Health Assessment |
| <input type="checkbox"/> List of any current liens | <input type="checkbox"/> CMA or Appraisal (if selling property) |
| <input type="checkbox"/> Average Attendance | <input type="checkbox"/> Average per capita giving |

Upon project completion, please provide the trustees with a final cost vs. budget accounting of the project.

Endorsed by Session (date) _____ Clerk of Session _____

Church Name _____ Pastor _____

Email: _____ Phone/Fax _____

Address _____

Primary Contact _____ Position _____

Email _____ Phone _____

Alternate Contact _____ Position _____

Email _____ Phone _____

The following to be completed by Trustees

Determination _____ Loan Amount _____ Source: _____

Collateral _____ Trustee Assigned _____

Terms/Repayment _____ Note/Mortgage _____

Other _____

Signed: _____ President _____ Secretary