

SYNOD OF THE SOUTHWEST
CLAUDE L. MORTON FUND

Application for a CLAUDE L. MORTON FUND LOAN for
Church Building, Construction, Purchase

PROJECT IDENTIFICATION

Presbytery _____

Name of Church _____ Pin# _____

Street Address _____ City/State _____ Zip _____

Titleholder _____

Type of Church (check applicable categories): N.C.D. _____ Urban _____ Suburban _____
Rural/Small Town _____ Ecumenical (Federated, Union) _____ Asian _____
African-American _____ Hispanic _____ Caucasian _____ Native American _____

Purpose of the Loan (check as appropriate):

<input type="checkbox"/> Purchase	<input type="checkbox"/> Sanctuary, to seat _____ #
<input type="checkbox"/> Construction	<input type="checkbox"/> Education Building
<input type="checkbox"/> Addition to existing facility	<input type="checkbox"/> Multi-purpose Unit
<input type="checkbox"/> Repair of existing facility	<input type="checkbox"/> Site Purchase
<input type="checkbox"/> Other	

Pastor _____ Office Phone# _____
at this church since _____

Clerk of Session _____ Residence Address _____

Presbytery Staff Liaison _____ Title _____
Office Phone# _____

Please include the following:

- A copy of the mission statement validating this project.
- A copy of the congregation's current operating budget.

Financial Plan

A. COST

Purchase of existing building
\$ _____

Anticipated closing date _____

Appraisal \$ _____

Appraised by _____

OR

Construction of a new building, addition or repair to existing facility, or site purchase

Construction to begin: _____

Size: _____ Square feet

Cost per square foot: \$ _____

1. Construction contract.
(Check one: _____ estimated, _____ firm) \$ _____
2. Architect's fees and costs. \$ _____
(Contract with Architect contains:
Maximum cost contract? _____
Revision clause? _____)
3. Furnishings, parking, insurance, professional fees:
10% of contract is suggested. \$ _____
4. Contingencies—covers bid overage and unscheduled
costs: 15% of construction contract is suggested for
new construction, 20% of construction contract is
suggested for rehabilitation/renovation project. \$ _____
5. TOTAL PROJECT COST
Equal to Grand Total Resources (B.13) \$ _____

B. *RESOURCES:*

1. Cash on hand—received from current building fund pledges. \$ _____
2. Additional income: estimated to be received from current building fund pledges between now and execution of construction/purchase contract. \$ _____
3. Unborrowed cash on hand—from other sources. Specify source _____ \$ _____
4. Additional unborrowed cash income from other sources—estimated to be received between now and the execution of construction/purchase contract. Specify source _____ \$ _____
5. Cash already expended on the project (such as for preliminary architectural work but not included under 1 or 3 above). \$ _____
6. Presbytery grant. \$ _____
7. Synod grant. \$ _____
8. Presbytery loan _____ years @ _____ interest \$ _____
9. Synod loan requested _____ years @ _____ interest \$ _____
10. Commercial loan _____ years @ _____ interest \$ _____
11. Other (specify) _____ \$ _____
12. TOTAL LOCAL RESOURCES \$ _____
13. GRAND TOTAL OF ALL RESOURCES
Equal to the total project cost (A. 5) \$ _____

Session Approval

On _____ the session of _____ church of _____ (city/state) voted to request a loan from the Synod Claude L. Morton Fund that responds to the fiscal ability of this congregation as indicated by the attached request.

Date

Clerk of Session

Presbytery Approval

On _____ (date) the Presbytery _____ in accordance with the *Book of Order* and its own appropriation procedures:

Reviewed and approved this project as to mission priority;

Gave consideration to participation in the project funding in proportion to session's need and presbytery's capital resources available for such purposes;

Reviewed and approved the Financial Plan as fiscally responsible and within the ability of the congregation to manage, as evidenced by the "Worksheet" calculations;

Agreed to monitor the application of Equal Employment Opportunity policy of the General Assembly as appropriate to this project;

Agreed to guarantee the Synod loan and to monitor the repayment of the loan.

Date

Presbytery Executive/Stated Clerk