

BUILDING / MAINTENANCE / CAPITAL IMPROVEMENT PROJECT

LOAN REQUEST

Cascadia District Church Extension Society Oregon-Idaho Conference of The United Methodist Church

Guidelines for Completing the Loan Request Form

The Loan Request Form for *Building, Maintenance or Capital Improvement* is to be completed fully and accurately. Be specific in your answers but when information is unknown please state when it may be available. If necessary, use additional paper and attach to the form.

1. Describe the building/maintenance/capital improvement project including need, full scope, and successful completion. Please note if the request to the Cascadia District Church Extension Society (CDCES) is for all or part of the project. Include a description of how the project will enhance or support your ministry.
2. Secure a required two {2} written bids (three {3} preferred) for the work and materials. Indicate the vendor or contractors on the form in the space provided. Attach the bids to the completed form.
3. Submit a multi-year budget or financial plan for the project. Include the following:
 - What is the amount the local church will provide for the project? Are these funds currently available? If not, how will they be raised?
 - Have funds been requested or received from sources other than the CDCES? If so, state the amount of the request and the source.
 - Does the value of this project exceed 25% of the value of the building? Please refer to the Book of Discipline, paragraphs 2521 and 2522. If the project exceeds this threshold, the Board of Church Location and Building must review and approve the project prior to a review by the CDCES. Provide a copy of the approval.
 - Indicate the amount you are requesting from the CDCES.
 - Please identify if this request is a loan, line of credit, or requested as a bridge loan until local funds can be accessed.
4. Describe other resources supporting the project: volunteers, building space, in-kind donations, or partnerships, for example.

5. Describe the time frame for the building project, including planning, preparation, and work. If approved, when will the funds from the CDCES be needed?
6. Please provide the percentage of conference apportionments the church has paid in each of the past three (3) years.
7. Please provide the percentage of District Church Extension Society givings the church has paid in the past three (3) years.
8. Send completed request, and any attachments, to the individuals and addresses listed on the request form.
9. The loan request is to be signed by the Chair of the Trustees.

**Limits and Guidelines on Loans for *Building/Maintenance/Capital Improvement*
Projects by the CDCES:**

The amount of funds available for requests from the CDCES may be limited, and are granted at the discretion of the Board. The Board may ask for additional information as they consider your request.

The CDCES reserves the right to review and make decisions on requests outside of the identified quarterly meeting dates as may be necessary.

NOTE:

* Any interest is calculated using the "simple interest" formula.

* Loans in the amount of \$10,000 or less are interest free for the first 12 months. If not paid back in 12 months, prime interest rate on the date of the loan approval (identified in the approval letter) is applied on the balance after 12 months.

* Loans greater than \$10,000 may be approved at prime interest rate at the time of the loan approval and will be identified in the approval letter. If the loan is paid back in 12 months, interest would be at 50% of the identified prime rate.

* A repayment plan will be established between the requesting church and the CDCES prior to the funds being disbursed -- this plan will be coordinated by the CDCES Treasurer.

BUILDING/MAINTENANCE/CAPITAL IMPROVEMENT PROJECT

LOAN REQUEST FORM

Cascadia District Church Extension Society Oregon-Idaho Conference of The United Methodist Church

1. Date of the loan request _____
2. Describe or define the need for the building or maintenance project, including how this project will enhance or support your ministry.
3. Submit a copy of the bids for the work and material -- at least two {2}required-- (three {3} preferred) to this form.
4. Submit a multi-year budget or financial plan for the project. Include the following:
 - What is the amount, if any, the local church will provide for the project?
 - Are these funds currently available? If not, how will they be raised?
 - Have funds been requested or received from sources other than the Cascadia District Church Extension Society? Please state the amount received or requested and the source.

- Does the value of this project exceed 25% of the value of the building? (Please refer to the Book of Discipline, paragraphs 2521 and 2522.)
- If the project exceeds this threshold, the Board of Church Location and Building must review and approve the project prior to a review by the CDCES. Please provide a copy of the approval documentation from the Board of Church Location and Building.
- Indicate the loan amount you are requesting from the Cascadia District Church Extension Society.

5. Describe additional resources the church is bringing to this project.

6. Describe the time frame for this project. If approved, when will the funds from the Cascadia District Church Extension Society be needed?

7. Is this request time sensitive? Please provide details, including timeline/date.

8. Please provide the percentage of conference apportionments the church has paid in each of the past three (3) years.

9. Please provide the percentage of District Church Extension Society givings the church has paid in the past three (3) years.

10. Please feel free to add any additional information that would help the Board make an informed decision.

Signature -- Chair of the Trustees Committee

Date

Print Name of Chair

Print the name of the Chair of the Administrative Board

Date

Print the name of the Pastor

Date

Name of Church

Church Phone #

Church Address

Mailing Address if different than above

Church e-mail address

Please note: The District Superintendent must review the completed request form prior to the approval of a loan.

Send the original completed request to:

Carol Douthit, CDCES President
Phone: (503) 302-3996
c/o Marquam United Methodist Church
36971 S. Hwy. 213
Mt. Angel, OR 97362
E-Mail: CascadiaDCES@umoi.org

Send a copy of the completed request to the below:

Cascadia District Office
The United Methodist Church
680 State Street, Suite 200
Salem, OR 97301
Email: cascadia@umoi.org
Phone: (503)581-3969

If your request is approved, you are invited and requested to make a presentation and/or include pictures about your project at the Cascadia District Church Extension Society annual meeting.

updated 4/23/21