

## **REQUIREMENTS FOR SUBMITTING A CHURCH LOAN APPLICATION**

**In order to make the process of obtaining a loan easier, we have compiled this list. (This list corresponds with requirements of other church lending programs and is designed to avoid unnecessary duplication of efforts.) For your application to be considered for approval, please attach the following to your completed loan application:**

- Financial statements for last 3 years
- List of church assets not disclosed in financial statements
- Current operating statements
- Current budget
- Proposed budget (if available)
- Proposed repayment plan
- Architect's drawings (file size please), showing floor plan and elevation (if applicable)
- Appraisal (for purchase of existing structures)
- A copy of the contractor's estimates or a final contract
- Mission Strategy Statement (if applicant also is applying through the GA Church Loan Program)

Please prepare your Mission Strategy Statement on separate paper and attach to the application:

1. Describe how this proposed building project fits into the presbytery's mission strategy for congregational development (for the presbytery);
2. Describe briefly the Mission Design, including the specific goals and objectives of the congregation for the next twelve months;
3. Describe briefly the nature/scope of the proposed building project; how will the proposed building facilitate the implementation of the congregation's mission goals and objectives?
4. How will the design of this proposed building project respond to the needs of the persons with disabilities? How will the proposed building respond to the need for improved stewardship of the earth's natural resources and to the need for more efficient use of energy?

**The following items will be required if the application is approved and must be submitted prior to the loan closing date:**

- Signed and returned copy of Commitment Letter
- Copy of church bylaws and certification
- Copy of Articles of Incorporation with certification
- Promissory Note
- Construction contracts or estimated costs from contractor (if applicable)
- Performance bond (if applicable)
- Evidence of zoning compliance (if applicable)
- Evidence of liability and fire insurance coverage
- Builder's risk insurance (if applicable)
- Property survey (if required to lift exceptions to title insurance)
- Congregational approval minutes

**Please return this application along with all requested documents to:**

**Synod of the Rocky Mountains  
Church Loan Fund  
7061 South University Boulevard, Suite 206  
Centennial CO 80122**