EPISCOPAL DIOCESE OF CENTRAL PENNSYLVANIA
DARLINGTON CONSTRUCTION GRANT APPLICATION

PLEASE REFER TO GRANT DIRECTORY LOCATED ON DIOCESE WEBSITE FOR ADDITIONAL INFORMATION.

One application may be used for multiple grant requests. Preferable method of submission is via email to clinder@diocesecpa.org. You may also submit application by mail to: The Episcopal Diocese of Central Pennsylvania, Attn: Chad Linder, Canon for Finance and Operations, 101 Pine Street, Harrisburg, PA 17101. If you have any questions, please feel free to email or call Canon Linder at (717) 236-5959 (ext. 1107) or (717) 968-5550.

The Diocese of Central Pennsylvania Construction Grants are for new construction or repair work to an existing building and/or infrastructure. Applications are accepted on a rolling basis and are typically reviewed quarterly. These are grants, not loans, and the funds are not re-paid to the diocese.

SECTION I : GENERAL INFORMATION (Required of all applicants)

PARISH: _____ APPLICATION DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

CONVOCATION: _____

Primary Contact for Grant: _____ Title: _____

Primary Contact Phone: _____ Email: _____

Vestry Approval: YES _____ NO _____ DATE: _____

Project Name (If Applicable): _____

Parish Priest: _____ Email: _____

Senior Warden: _____ Email: _____

Junior Warden: _____ Email:_____

Treasurer: _____ Email: _____

Previous Yr. Fair Share Assessment: _____ Current Yr. Fair Share Assessment: _____

Previous Yr. Fair Share Pledge: _____ Current Yr. Fair Share Pledge: _____

Did Parish Fulfill Pledge: Yes ____ No ____ Is Parish Current on Pledge: Yes ____ No ____

Is your parish participating in Shaped By Faith? Yes ____ No ____

SECTION II: REQUEST

GRANT AMOUNT REQUESTED: $_____   TOTAL PROJECT COST: $_____

SECTION III: PLEASE LIST ANY FUNDING YOUR PARISH HAS RECEIVED FROM THE DIOCESE IN THE PREVIOUS THREE YEARS.

Source: _____ Amount: _____ Date: _____

Project/Ministry Name: _____

Source: _____ Amount: _____ Date: _____

Project/Ministry Name: _____

Source: _____ Amount: _____ Date: _____

Project/Ministry Name: _____

Source: _____ Amount: _____ Date: _____

Project/Ministry Name: _____

Source: _____ Amount: _____ Date: _____

Project/Ministry Name: _____

SECTION IV: NARRATIVE & GRANT SPECIFIC DETAILS

Please include the following with your application:
- Briefly tell us about your congregation and community.
- Project Details
- Length of the project
- Copies of project bids
- Other sources of funding for project (include details of parishioner's financial participation.
- Endorsement / approval of the project by parish vestry as evidenced by a vestry vote and letter of certification by the person submitting the application. Discussion, approval, or not, must be memorialized in the minutes of the vestry meeting in which this discussion was held.

Notes / Comments: _____

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SECTION V:

1) Copy of Vestry minutes that include discussion and approved motion supporting request.
2) Detailed budget for the upcoming year.
3) Most recent YTD Income/Expense Statement and previous year's Income/Expense Statement
4) Most recent YTD Budget vs. Actual Statement and previous year's Budget vs. Actual Statement (this may part of your Income/Expense statements.)
5) Current Balance Sheet – this must include ALL cash and investment assets, including any "endowment" accounts. The balance sheet must also include how the assets are either 1) unrestricted, 2) vestry restricted, or 3) donor restricted (true endowment)
6) Most recent investment account statement(s).
7) Most recent audit report – if an audit was performed. If an audit has not been performed in the past three years, please provide the date of the last audit.

*** INTEROFFICE ONLY ***

Date Received: _____   Scanned: _____

Documents Received: Project Narrative: _____   Detailed Project Budget: _____ Vestry Doc.: _____

Balance Sheet: _____   Most Recent Parish Audit: _____   Current Yr. I/E Stmt.: _____   Previous Yr. I/E Stmt.: _____

Current Yr. B/A: _____   Previous Yr. B/A: _____

Date Reviewed by Canon of Finance & Operations: _____

Approved by Grant Manager / Committee: Yes _____   No _____   Date: _____

Approved by Finance Committee: Yes _____   No _____   Date: _____

Award Amount: $_____

Parish Notification: _____