

Parish Capital Expenditures/Financing for Building, Renovations and Acquisitions Application

Instructions: Please complete the form by supplying the requested information and documents. (Please type or print neatly)

Name of Parish and/or Mission: _____

City/Town: _____

Project: _____

A. Master Plan - A narrative addressing the present situation (site, structures, resources), the future situation (resources, population projections, celebration and space needs), and immediate needs (structure, space, parish education).

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B. Is a parish loan needed? **Yes** **No**

C. If yes describe the funds available to meet the required 50% of project cost in hand.

D. Demonstrate the ability to repay the loan:

D.1 Describe source(s) of funding that will be used to repay the loan.

D.2 If a Capital Campaign will be involved as a source of funding for this project, see page 4.

E. All loans are amortized on a monthly repayment basis. Indicate your desired repayment schedule based on: Years _____ Monthly Payments _____

F. Attach most current copies of parish Statement of Assets and Liabilities and annual Operating Budget to application and supply the following information:

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F.1 Annual parish general collections and operating expenses for past 5 years:

	<u>Year</u>	<u>Collections</u>	<u>Expenses</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

<u>Balances</u>	<u>Past Due</u>
\$_____ Deposit and Loan	\$_____ Cathedraticum
_____ Other Assets	_____ Care and Share
_____ Debts or Liabilities	
_____ Capital Campaign	_____%
_____ Pledged Funds	of uncollected Pledged Funds

Appraised value of assets approved for sale _____

Application for a loan is in the form of a letter (email) including Parish Capital Expenditures/Financing for Building, Renovations and Acquisitions application to the Bishop through the Property Manager, outlining the project or proposed acquisition, the cost, and the funds available toward the total cost of the project. The letter must be signed by the pastor/pastoral administrator/parish life coordinator and the chairpersons of the Parish Finance Council and Parish Pastoral Council and a copy of the Parish Finance Council Minutes approving the project and request to borrow funds. Mailing or email contact with the Property Manager is made through the Business Office as follows:

Mailing address:	Property Manager	Email: business@diocesegfb.org
	Bishop of Great Falls-Billings	
	P.O. Box 1399	
	Great Falls, MT 59403-1399	

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Requests for project approval must be submitted to the Property Manager **at least 30 days prior** to the regularly scheduled meeting of the Diocesan Finance Council.

It is understood and agreed upon that at a minimum, these policies are to be followed whether or not the parish has the funds on hand to complete the project or acquisition:

1. Competitive bids should be invited on all projects or acquisitions that will exceed \$25,000.
2. Any contractor performing work on parish of diocesan property must furnish a certificate validating current insurance coverage for comprehensive general liability and complete operations liability coverage. Minimum limits should be \$250,000/\$500,000. Additional coverage may be required depending upon the scope of the contract.
3. Performance bonds are required from contractors if the project will exceed \$15,000. However, this requirement may be waived for firms of proven liability but only upon written permission of the Bishop or his designee.
4. Architects engaged by a diocesan entity must first sign the standard AIA Contract between Owner and Client, as amended by the diocesan attorney. Architects must also provide evidence of professional liability insurance (errors and omission), currently in force, with minimum coverage of \$250,000. A higher limit may be required depending upon the scope of the project.
5. At the discretion of the Bishop, proposed projects, new or renovations, may be reviewed by the Diocesan Building Commission prior to granting approval.
6. Parishes with rectories will not be granted permission to convert the rectory into office and classroom space or for other uses without prior permission of the Bishop.
7. All special appeals must have the approval of the Diocesan Finance Council and the Bishop.

Signatures:

Approved by Pastor/PA/PLC (name: _____)) _____
Date

Approved by PFC (name: _____)) _____
Date

Approved by PPC (name: _____)) _____
Date

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Capital Campaign Checklist

- Bishops approval
- Projected funds to be raised
- Timeframe of Capital Campaign(s)
- Capital Campaign committee members

- Individual(s) assigned as Capital Campaign manager(s)

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General Overview Questions for Parish Pastoral Council, Finance Council, and Pastor:

1. Is your parish up-to-date on your required IOI filings with the Diocese?

Yes **No**

2. Is your parish fully up-to-date on your required Protecting God's Children?
(i.e., VIRTUS and/or Safe & Sacred) programs?

Yes **No**

3. Have you submitted the applicable Parish and/or Mission Annual Sacramental and
Parish Questionnaire to the Chancery for the Official Catholic Directory?

Yes **No**

4. Have you submitted the applicable Parish and/or Mission Year End Annual Financial
Report to the Business Office?

Yes **No**

5. Have you submitted the applicable Parish and/or Mission Summary Marriage Forms
to the Tribunal?

Yes **No**

6. Have you submitted the applicable Parish and/or Mission October mass Count to the
Chancellor's Office?

Yes **No**

7. Briefly describe how Care and Share has been promoted in your Parish and/or
Missions in the past 12 months.

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Supplemental information for Section: _____
