



APPLICATION FOR URGENT PROPERTY REPAIR & MAINTENANCE LOAN FOR PARISHES

Approved by: Diocesan Council

July 2018

- 1.1 Parishes can apply to the Diocese for a short-term loan to fund urgent property repairs and maintenance to the fabric of a church, church hall or rectory. Refer to Policy No 6 “Maintenance and Renovation of Parish Property” point 3 for the definition of urgent property repairs and maintenance.
- 1.2 Loan applications will only be approved when the financial need for a loan and the urgency of the repair or maintenance is demonstrated.
- 1.3 The Diocesan Council has established a facility with the Anglican Community Fund, for the purposes of providing low interest loans up to \$5,000, with repayment over maximum period of 24 months.
- 1.4 Total loans under this facility are limited to \$5,000 per parish at any one time. The maximum loan available may be reduced, should demand for loans exceed the funding facility available.
- 1.5 An application for a Property Repair and Maintenance loan must be made on the form attached following approval of the request by the Parish Council and submitted with quotes obtained from Diocesan Approved contractors via the Property Asset Manager.
- 1.6 All maintenance works must be completed within 90 days from receipt of funds and a tax invoice provided to the property team for auditing purposes.
- 1.7 Short term loan applications shall be addressed to the Diocesan Secretary for consideration.
- 1.8 The approval or rejection of a short-term loan application will be communicated by the Diocesan Secretary together with any specific arrangements for the payment of funds being advanced.
- 1.9 All loans made under this facility are reported to Diocesan Council.



APPLICATION FOR A SHORT-TERM LOAN FROM ANGLICAN COMMUNITY FUND (ACF)

1. APPLICANT DETAILS:

Parish of:

Contact Name:

Address:

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Telephone: Email:

2. DETAILS OF MAINTENANCE/REPAIR WORKS REQUIRED:

Address of Proposed Works:

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Description of works:

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3. TOTAL COST OF WORKS: \$

4. LOAN AMOUNT REQUESTED (maximum up to \$5,000): \$

** includes any outstanding loans already in place under the scheme*

5. PREFERRED LOAN TERM:

[] 3 Month [] 6 Month [] 12 month [] 24 month

6. OTHER FUNDING SOURCES (if required): \$

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7. DEMONSTRATED NEED FOR FINANCIAL SUPPORT:

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8. URGENCY:

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9. SUPPORTING INFORMATION TO INCLUDE:

- Quotes obtained from the Diocesan Asset Manager supporting the works detailed
- Copy of Current Parish Financials
- Parish Budget estimates for next three (3) years
- Copy of the Parish Council meeting minutes approving the works
- Completed and signed Faculty Application if required



10. APPLICANT APPROVALS:

Parish Treasurer:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /
Parish Rector:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /

11. DIOCESAN OFFICE APPROVALS:

Archdeacon:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /
Property Services Manager:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /
Diocesan CFO:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /
Diocesan Secretary:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /
Anglican Community Fund:	<i>Name:</i>		<i>Date:</i>
	<i>Signature:</i>		/ /