

Synod of the Pacific



FORM - O

Organization Application for Synod Line of Credit or Amortized Loans, Including Renewals and Conversions

Construction, Repairs, and Renovations,
Site or Building Purchase,
Pastor Housing and Other Projects

Instructions:

Please send the **completed application** to your Presbytery/Mission Area office (If you are not affiliated with a Presbytery, contact the Synod office for special instructions). Include the following:

- Financial Statements (balance sheet and revenue/expense) for the current year and past 2 years
- Current budget and next proposed budget
- Preliminary drawings and plans (file size please)
- Construction contract
- Appraisal (for site and building purchases only)

Send a **complete copy** to or Email to Danielle: **EMAILING A SCANNED COPY IS PREFERRED**

SYNOD OF THE PACIFIC
ATTN: Loan Department
PO Box 964
Petaluma, CA 94953-0964

Consultation and assistance are available by contacting Danielle McCarthy, Investment and Loan Coordinator at 707-765-1772 ext. 110 or email to danielle@synodpacific.org

Please call your local Presbytery for their application deadlines and procedures. Synod's application deadline is the 10th of the month before their scheduled meeting dates in February, May, August, and October.

SYNOD OF THE PACIFIC

FORM - O

ORGANIZATION APPLICATION FOR SYNOD LOAN

New Line of Credit New Amortized Loan Renew Line of Credit Convert Line to Amortized Loan Renew Amortized Loan

Section A: General Information

Amount Requested \$ _____ Estimated Date Funds Needed _____

Purpose of loan _____

Name of Organization _____ PIN _____ Presbytery _____

Type of Organization _____

Phone (____) _____ Fax (____) _____ E-Mail _____

Street Address _____ City _____ State ____ Zip _____

Mailing Address (if different) _____

Does the organization have a website? Yes No If so, website address _____

Titleholder (exact corporate name) _____

Date Entity was organized _____ Organization was formerly known as _____

Primary Contact Person for this Loan Application _____ Title _____

Phone (____) _____ Fax (____) _____ E-Mail _____

Executive Director _____ Phone (____) _____ at this Organization since _____

Persons Authorized to Draw Loan Funds _____, _____, _____
(Authorized Draw List can be revised at any time by Corporate Officer on Organization Letterhead)

Section B: Information about your Community

Describe the community you service (city, region, group of churches, etc.), in terms of geographic location and population.

Factors contributing to growth of your organization (cite sources): _____

Economic base of your community: _____

List the three closest related organizations in your demographic area and provide, on separate paper, a brief competitive analysis including service differentiation:

Organization	Description	Location
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Sections C and E do not apply, and therefore are not included)

Section D: Financial Information

Operating Budget: (excludes building funds and affiliated operations)

	This Yr. (Budget)	Last Yr. 20__	20__	20__	20__
Total General Operating Revenue					
Total General Operating Expenses					
General Operating Surplus or Deficit					

Building Fund Campaign:

Total amount pledged \$ _____ Campaign pledge period from _____ to _____ (dates)

Number of Families Pledging _____ Average pledge per family _____

The campaign directed by the Church Financial Campaign Service of PC (USA)? Yes No If no, provide a copy of the contract.

Are future Campaigns planned? Yes No If yes: from _____ to _____ and from _____ to _____

Existing Loans <small>(include all debt to banks, private parties, etc.)</small>	Collateral	Note Amount	Unpaid Balance	Maturity Date	Payment	Interest Rate
Projected New Loans						
Synod Loan			N/A			
			N/A			
			N/A			

Please explain any differences between the above financial summary and the financial statements provided: _____

Section F: Mission Strategy Statement

On a separate paper, describe the organization's Mission Design or Mission Strategy for the next twelve months, including specific goals and objectives. Describe how the proposed project will facilitate the implementation of these goals and objectives.

Section G: Project Financial Plan

COLLATERAL (to secure loan)

Building Value \$ _____	Land Value \$ _____	Total Value \$ _____
Other Organization Owned Property Value \$ _____		
Describe other Property _____		
Address of Property being used to secure the loan if not Organization _____		

Other Collateral, (i.e. investments, endowment fund, etc.) _____		Value \$ _____

COSTS (Complete applicable section)

A. Pre-existing Building or Site Purchase	Purchase Price	\$ _____
Appraised Value \$ _____	Renovation or other costs	\$ _____

Appraised By _____	Total Project Cost	\$ _____
B. New Construction or Addition		
Size _____ sq. feet	Cost per square foot \$ _____	Construction to begin on _____, 20____
1. Construction Contract (check one: <input type="checkbox"/> estimated <input type="checkbox"/> firm)		\$ _____
2. Contractor's Payment and Performance Bond		\$ _____
3. Architect Contract (check: <input type="checkbox"/> maximum cost contract <input type="checkbox"/> revision clause)		\$ _____
4. Furnishings, parking, insurance, professional fees (10% of contract is suggested)		\$ _____
5. Contingencies (bid overage and unscheduled costs. 15% is suggested)		\$ _____
6. Inflation factor (minimum 1% per month from now until construction completion)		\$ _____
Total Project Cost		\$ _____
C. Remodeling / Renovation / Rehabilitation		
	Construction to begin on _____, 20____	
1. Construction Contract (check one: <input type="checkbox"/> estimated <input type="checkbox"/> firm)		\$ _____
2. Contractor's Payment and Performance Bond		\$ _____
2. Architect Contract (check: <input type="checkbox"/> maximum cost contract <input type="checkbox"/> revision clause)		\$ _____
3. Furnishings, parking, insurance, professional fees (if any)		\$ _____
4. Contingencies (bid overage and unscheduled costs. 20% is suggested)		\$ _____
5. Inflation factor (minimum 1% per month from now until construction completion)		\$ _____
Total Project Cost		\$ _____
D. Other Project or Use for loan proceeds		
	Total Cost	\$ _____
Describe: _____		

RESOURCES

E.	1. Cash on Hand from building campaign pledges	\$ _____
	2. Additional Income expected from building campaign before project begins	\$ _____
	3. Un-borrowed Cash from other sources (source: _____)	\$ _____
	4. Additional Income expected from other sources before project begins (Specify source: _____)	\$ _____
	5. Cash already expended on project	\$ _____
	6. Other Loans (specify source & terms: _____)	\$ _____
	7. Synod Loan (this application)	\$ _____
	Resource Grand Total (must equal Project Grand Total above)	\$ _____

Section H: Standard Terms and Conditions

All Loans

____ 1. Applicant shall have raised, in un-borrowed cash, at least 10% of the project cost before commencing or executing contracts.

- ___ 2. Applicant shall have conducted a special funding campaign and received pledges over and above the regular pledges to the program of the church to provide for the repayment of the loan or shall have made other specific provisions acceptable to Presbytery and Synod for loan repayment.
- ___ 3. Loan proceeds shall be used only for the purposes for which they were appropriated.
- ___ 4. The applicant shall incur no financial obligations which are not scheduled as part of the approved Financial Plan without prior consent from the Presbytery and the Synod.
- ___ 5. Terms and outstanding balances of all loans shall be acknowledged by being printed in the minutes of each annual meeting of the organization until fully repaid.
- ___ 6. All borrowers with loan balances over \$500,000 will be required to provide annual financial statements to the Synod within 90 days of their financial year-end. Annual or monthly financial information may also be required of other accounts as deemed necessary by the Synod.
- ___ 7. Synod reserves the right to suspend credit if applicant's payments are not within the term, or if Synod deems there is any other substantial breach of loan covenants.
- ___ 8. The Synod reserves the right to revise the interest rate if Synod has a change in banking relationships and/or any significant change in its cost of borrowing.
- ___ 9. Extension or conversion to a mortgage loan is not automatic. A new Initiation Fee will be charged on any extension or conversion.
- ___ 10. The interest rate will increase by 1% at the maturity date and every anniversary thereafter if the loan has not been extended or converted.
- ___ 11. There is an Initiation Fee of .50% of the loan amount approved. The loan will be canceled if the Initiation Fee is not paid within 60 days of approval. Initiation Fees are non-refundable.
- ___ 12. The loan will be canceled if not drawn within one year of the approval date.
- ___ 13. Line of Credit and Amortized Loans over \$25,000 will be secured by the First Deed of Trust on real property. All loans requiring a Deed of Trust will also require standard ALTA Title Insurance.
- ___ 14. All loans shall become immediately due and payable when an organization sells any portion of real property on which a Synod loan has been made and or at such time as the borrower is no longer under the jurisdiction of the Presbyterian Church (U.S.A).

Construction Loans Only

- ___ 1. The construction contract will be signed only after receiving a commitment letter from the Synod advising of loan approval.
- ___ 2. Building fund pledge receipts shall be held in a separate bank account and shall be applied directly to actual project costs or reduction of the project's loan.
- ___ 3. The owner governing body shall require proof of construction bid and performance bonds, builder's risk and vandalism insurance during the project's construction, and shall carry fire, extended coverage, and liability insurance on the full amount of the contract and shall require documentary assurances after the project to indemnify the owner against mechanics' liens.
- ___ 4. All contractors shall provide proof of liability insurance to protect the owner against construction errors and omissions, including a guarantee period of one year from the date of acceptance by the owner. All contracts shall be bonded.
- ___ 5. The applicant shall provide to the Synod proof of Course of Construction insurance.
- ___ 6. The applicant shall engage the services of companies, contractors and other professionals who are equal opportunity employers.
- ___ 7. Building design shall accommodate the needs of persons with disabilities and comply with the Americans with Disabilities Act.
- ___ 8. Building design shall incorporate measures to make the building energy efficient.
- ___ 9. All construction and renovation shall comply with all local building codes and zoning regulations.

Site Loans Only

- ___ 1. Soil tests must be done before any site is purchased to assure that the selected site is suitable for building.
- ___ 2. An environmental audit shall be conducted on any previously developed sites.

Initial next to each condition to signify you agree to the term. If any of the above conditions cannot be met, please request a waiver of the conditions on the following page. State the reasons for your request as part of this loan application.

COVENANT AGREEMENT

Design, Construction, and Financial Covenant

Select and initial ONE of these statements, then sign below:

- 1) _____ The applicant organization hereby agrees to abide by all terms and conditions of this loan as found on the previous page of this application. We understand that conditions 14 through 22 apply only to construction projects (including major repairs and renovations) and that conditions 23 and 24 apply only to site purchases.
- 2) _____ The applicant organization hereby requests a waiver of certain loan terms and conditions as found on the previous page of this application. In the space provided below, we explain any requests for waivers of terms and conditions.

Authorized Signature

Date

APPLICATION for WAIVER

The applicant organization wishes to request a waiver of the following condition (s) with the following explanation:

Section I: Approvals

BORROWER

On _____, 20____, the Governing Body of _____ of _____ (City/State), on behalf of the organization, and subject to the approval of Presbytery, VOTED to apply for a (choose one):

- Synod Line of Credit in the amount of up to \$ _____, for 24 months, with payments of interest only, based on the Synod's internal cost of funds.
- Synod Amortized Loan in the amount of up to \$ _____, for 60 months, with payments of principal and interest, based on the Synod's internal cost of funds, based on a ____year amortization schedule (25 year maximum).

Prepayment of principal, without penalty, may be made at any time within the term of the loan. We understand that there is an initiation fee of .50% on the amount applied for, due 60 days from the date of approval.

The Governing Body believes the statements and data contained herein to be accurate, and that the proposed financial obligations are within the ability of the organization to repay and submits this application for consideration. We understand and agree to the "Standard Terms and Conditions" in Section H of this application.

Authorized Signer

Title

Date

PRESBYTERY

On _____, 20____, the Presbytery of _____

In accordance with the Book of Order and its own procedures approved this application for a (choose one):

- Line of Credit for 24 months Amortized Loan for 60 months

in the amount up to \$ _____. The Presbytery has also:

- Reviewed and approved this project as to mission priority;
- Gave consideration to participation in the project's funding.
- Reviewed and approved the Financial Plan as fiscally responsible.
- Agreed to guarantee scheduled repayment of said Synod Loan.
- Requests that loan proceeds be disbursed by Synod directly to the Applicant.
- Attached is a copy of its most recent Audited Annual Financial Statements.

Presbytery/Associate Synod Executive/Stated Clerk

Date

SYNOD

On _____, 20____, the SYNOD OF THE PACIFIC, in accordance with its own procedures, VOTED to

APPROVE a Synod: Line of Credit for 24 months Amortized Loan for 60 months

in the amount up to \$ _____ at a starting interest rate of _____% based on the Synod's internal cost of funds for _____ organization, in the city of _____.

Synod Executive/Director of Business Services/Stated Clerk

Date