

INDIANA-MICHIGAN MENNONITE CONFERENCE CAPITAL FUND

Administered by Stewardship Team

Indiana-Michigan Mennonite Conference (IMMC) carries a Capital Fund in order to grow and enhance the ministry of our individual congregations. Matching grants are available as a benefit of being part of IMMC and assist congregations with capital needs such as new property, new building, renovations and capital improvements. The grant enables new congregations to establish facilities for worship and meeting, and for other congregations to make needed improvements or expansions.

Grants are available to IMMC congregations with an eye to those that have limited funding possibilities, or where a congregation's budgeted ministry/mission initiatives may be impacted because of the need. Renovations to comply with Americans with Disabilities Act (ADA) and "safe space" requirements are encouraged. Applications will be considered for projects such as technology upgrades and renewable energy initiatives. Matching grants are available up to \$50,000 but not more than 50% of the project.

Guidelines for Capital Fund Grants

I. Criteria for Capital Grants:

1. Grants are available to congregations affiliated with IMMC that have an IMMC credentialed or licensed pastor or other clearly identified spiritual leadership.
2. Grants are subject to the availability of funds for projects that have a reasonable chance of success.
3. There is obvious need.
4. The grant is available for up to \$50,000 but will not exceed 50% of the project and will be dispersed when the congregation has their matching funds in hand.
5. If the project involves purchase or expansion, it has the support and review of the area council.
6. The project has the support of the majority of the congregation.

II. Expectations:

1. If the grant is used for a building purchase that does not materialize, or the land or building is sold, funds granted are to be returned to the conference, or if requested by the congregation, may be held in escrow for one year for potential purchase of another property.
2. If the land or building is sold due to the congregation closing, the funds that were granted by the conference are expected to be returned to the IMMC Capital Fund.
3. If the congregation withdraws from IMMC within 5 years after receiving a Capital Grant and remains an owner of the property, the congregation will be expected to return the grant money to IMMC Capital Fund.

III. Information needed from the requesting organization:

1. Description or plan of the capital project.
2. Cost of project and plans for payment.
3. Description of how the plan will be financed.
4. Appraisal of the buildings to be purchased or renovated.
5. Description of the congregation:
 - Incorporated status.
 - Size of congregation.
 - Congregation organization chart.
6. Financial Statements (operating and capital funds) for the past two years.
7. Spending plans (budget) for current year.
8. Congregational giving projections for the next two years.

IV. Process for applying for a Capital Grant:

1. Congregations desiring a Capital Grant (up to \$50,000 but not more than 50% of the cost of the project) should contact the conference office to request an application form, giving a brief description of the project, purpose, and estimated total cost of the project.
2. Pastoral leadership needs to be involved in the application.
3. Applications should include all costs related to the building, renovation or capital improvement and all sources for funding.
4. The completed application should be sent to the conference office.
5. The conference office will send a letter to the applicant acknowledging receipt of the application and a copy of the letter and application to the Stewardship Team.
6. The conference pastor is responsible for contacting the congregational coach or area council from the area in which the congregation is located to assure the request has approval and to see if there are any suggested contingencies.
7. Each grant request will be presented by the conference pastor to the Stewardship Team for their consideration. This group will make a recommendation for the amount to be granted.
8. These recommendations will be forwarded to the conference Missional Leadership Team (MLT) for their action. If approved by the MLT, the conference office will notify the congregation of the amount awarded. In no case will grants be promised beyond one year of approval. Grants will be subject to the availability of funds.
9. Applying congregations are asked to send an annual update to the conference office regarding the progress of their building program or capital project and any changes in total cost, other sources of income and general information about their work.

Revised 2020-01

**INDIANA-MICHIGAN MENNONITE CONFERENCE
CAPITAL FUND GRANT APPLICATION**

Date: _____

- 1. The official name and address of the proposed church project:**

- 2. Give a detailed description or plan of the proposed project:**

- 3. What is the vision/mission statement of the congregation? How will this project enhance the mission of your congregation?**

- 4. Names and contact information of the officers of the church or sponsoring organization authorized to represent the proposed project:**

- 5. What is the present membership/attendance of this church?**

- 6. What are the congregational giving projections for the next 2 years?**

- 7. Is this church a member of Indiana-Michigan Mennonite Conference?**
Yes _____ No _____ If not, does it intend to become a member?

- 8. Has this church or the local founding group or the sponsoring organization passed an official resolution authorizing the purchase and/or construction of this proposed project?**
Yes _____ No _____

- 9. Has a resolution been passed covering the financial needs (including the borrowing of any funds) for this proposed project?**
Yes _____ No _____
If so, please give the wording of both resolutions here or on a separate paper:

10. Does this church receive subsidy from another church or conference board or missions committee?

Yes _____ If yes, give details. No _____

Please complete question 11. a.-d. if the grant is for a building or building addition.

11. Building Site, Buildings and Facilities

- a. Why do you need a building/addition? What facilities have you been using?

- b. Please describe the proposed building site, its location, size and the general nature of the neighborhood.

- c. Are there other usable buildings on the site?

- d. What new buildings and facilities are needed and planned for: educational building, parsonage, equipment, other? Please give details:

12. Titles, Abstracts, Insurance

- a. In whose name is the title to the present property held?

- b. Is the title clear? Yes _____ No _____
- c. Has the property been declared tax exempt? Yes _____ No _____
- d. Do you have an abstract of title or title-insurance policy? Yes _____ No _____
- e. What is the insurable value? \$
- f. Name and address of current insurance company?

- g. Where are all the legal papers and insurance policies kept?

13. Construction/Project Schedule

- a. Do you have a finance committee? Yes _____ No _____
- b. Do you have a building committee? Yes _____ No _____
- c. Is the entire project to be completed at one time?
- d. If so, what are the starting and completion dates?
- e. How is the work to be done?

14. Finances

- a. What is the estimated cost of the entire project?
- b. What amount do you request from Indiana-Michigan Mennonite Conference Capital Fund?
- c. Cash on hand (not counting prospective pledges and loans)?
- d. Amount of prospective pledges?
- e. Amount of loans from individuals?
- f. From what other sources have you applied for financial assistance?
- g. Please give terms on all such loans – length of time, interest rate, repayment schedules.
- h. Is there any present indebtedness not mentioned above?

15. This is a grant to your congregation from IMMC; however, if the land or building is sold due to the congregation closing or if the congregation withdraws from the conference, would you be willing to return the funds so that they could be used to assist other IMMC congregations?

16. Please enclose with this application:

- a. Copies of your last two most recent annual financial reports including your capital fund account.
- b. Your current year spending plan (budget).
- c. Your congregation organizational chart.
- d. Appraisal of the buildings to be purchased or renovated (if applicable).

Contact Person:

Address:

E-mail:

Phone:

Return application and documents to: Indiana-Michigan Mennonite Conference
PO Box 702
Goshen, IN 46527 (574) 534-4006

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