

Unitarian Universalist Association of Congregations Small Project Loan Application

Today's date: | |

A. Background Information

1. Legal name of congregation:			
Mailing address:			
Phone:		Email:	
2. Minister:			
Phone:		Email:	
3. Contact person:			
Daytime phone:		Evening phone:	
Daytime email:		Evening email:	
4. Congregational president:			
Phone:		Email:	

Please provide the following information with your application. Your loan will be processed after all items have been received.

- a. Copy of reversionary clause from bylaws or certificate of incorporation
- b. Last year's budgeted expenditures vs. last year's actual expenditures
- c. Current and previous two-years' balance sheets
- d. Letter of recommendation from your district executive (see Attachment A)
- e. Copy of congregational vote to approve receipt of a UUA small project loan
- f. Verification of property and liability insurance (see Attachment B)
- g. Reason for the loan. Please explain on a separate page.

B. UUA Loan Amount Requested \$ | |

1. Projected total cost of the project \$ | |
 2. Sources of project funding: (in addition to UUA loan)
 - a. Building fund or reserves \$ | |
 - b. Endowment | |
 - c. Chalice Lighters | |
 - d. Local bank loan \$ | |
 - e. Personal loans \$ | |
 - f. Sale of bonds \$ | |
 - g. Other | | \$ | |
- Total anticipated funding \$ | |**

h. Requested term for UUA Loan (check one)
 _____ 3 years _____ 4 years _____ 5 years _____ 6 years _____ 7 years

C. Current Finances

5 years ago 3 years ago current fiscal year

1. Number of donor households			
2. Average financial commitment	_____	_____	_____
3. Median financial commitment	_____	_____	_____
4. Total restricted funds (endowment)	_____	_____	_____
5. Total unrestricted funds	_____	_____	_____
6a. Annual contribution to UUA	_____	_____	_____
6b. Percent of annual fair share	_____	_____	_____
7a. Annual contribution to district	_____	_____	_____
7b. Percent of annual fair share	_____	_____	_____

Note: You must be a Fair Share congregation to qualify for a small project loan and you must maintain Fair Share status throughout the term of the loan.

D. Annual Operating Budget Cash Flow Projection Spreadsheet

20	-20	20	-20	20	-20	20	-20	20	-20	20	-20
	20	-20									

Previous Current Next 1 Next 2 Next 3 Next 4 Next 5

1. Income:

a. Annual financial commitments	_____
b. Gifts and endowments	_____
c. Fundraising	_____
d. Rental income	_____
e. Plate collections	_____
f. District or UUA grants	_____
g. Other sources	_____
Total income	_____

2. Expenses:

a. Minister(s)	_____
b. Religious education	_____
c. Office administration	_____
d. Programming	_____
e. Contributions	_____
f. Bldg. maintenance	_____
g. Debt service	_____
h. Other expenses	_____
Total expenses	_____

3. Debt service as a percent of operating budget

_____	%	_____	%	_____	%	_____	%	_____	%	_____	%
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(Debt Service must not exceed 25% of operating budget.)

Appendix B

Required Minimum Limits of Insurance Coverage

While congregations may be insured with any company that will provide the minimum required insurance, all congregations must at least secure a quote from Church Mutual. They can be contacted at 800.554.2642.

Real and Personal Property:	Amount of Your Insurance Coverage
• Special Form, All Risk	\$ _____
• Blanket Coverage – building and contents	\$ _____
• Replacement Cost Coverage – up to the limits of the policy	\$ _____
• Agreed Amount Coverage	\$ _____
• Minimum Deductible (consider \$500 and \$1,000 quotes)	\$ _____
• Backup Sewer and Drains Coverage	\$ _____
• \$100,000 Building Ordinance Coverage. Includes Contingent Liability from Operation of Building codes, Demolition, and Increased Cost of Construction	\$ _____
• Flood, if in a recognized flood plain	\$ _____
• Earthquake, if in an earthquake-prone zone	\$ _____
 Casualty:	
• \$1,000,000/\$3,000,000 Liability Limit	\$ _____
• \$5,000 Premises Medical Coverage	\$ _____
• \$1,000,000/\$3,000,000 Counseling Professional Liability Limit	\$ _____
• \$100,000/\$300,000 Sexual Misconduct Liability Limits – Minimum Limits	\$ _____
• \$1,000,000/\$3,000,000 Trustees, Officers, Employees and Volunteers Liability Limit including Employment Practices Liability Insurance Coverage	\$ _____
• Employee Benefits Liability – Asset valuation / coverage: \$500,000 assets / \$250,000 coverage, \$500,000 to \$1,000,000 assets / \$500,000 coverage, \$1,000,000+ assets / \$1,000,000 coverage	\$ _____
• Hired and Non-Owned Automobile Liability	\$ _____
 Crime (Theft and Dishonesty):	
• Suggested Minimum Limit \$25,000	\$ _____
 Umbrella Liability:	
• Available \$1,000,000 to \$5,000,000 Limits	\$ _____
 Business Automobile Policy:	
• Available (Suggested Bodily Injury and Property Damage Liability Limits, \$1,000,000)	\$ _____
 Equipment Breakdown:	
• Include on All Accounts	\$ _____
 Workers' Compensation:	
• Include on All Accounts	\$ _____