

Unitarian Universalist Association of Congregations

Small Project Loan Application

A. Background Data Today's date: | |

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:	
5. Legal Counsel:			
Phone:		Email:	

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

6. | \$250.00 application fee (make checks payable to the Unitarian Universalist Association and mail to Congregational Stewardship Services, 24 Farnsworth Street, Boston, MA 02210)
7. | Last fiscal year budgeted expenses vs. actual expenditures
8. | The current annual budget
9. | The current balance sheet
10. | A cash flow projection spreadsheet using the template provided as a part of this application. No other formats will be accepted.
11. | Recommendation of your Regional Staff (see APPENDIX A)
12. | By laws or certificate of incorporation, including a reversionary clause (indicating that, if the congregation ceases to exist, and after all debts have been settled, the UUA receives the remainder of assets, see APPENDIX E)
13. | Completed Phase I Environmental Study (full report)
14. | Copy of congregational vote to approve receipt of a small project loan (see APPENDIX C) |
15. | Property and liability insurance policy document (see APPENDIX B)
16. | Secretary's Certificate (see APPENDIX D)
17. | Reason for the loan. Please explain on a separate page.

B. Loan Amount Requested \$ | |

1. Projected total cost of the project \$[|]
2. Sources of project funding:
 - a. building fund or reserves \$| |
 - d. UUA loan \$| |
 - c. local bank loan \$| |
 - d.. personal loans \$| |

e. sale of bonds \$ | |
 f.. Other | \$ |
 3. Total anticipated funding \$ | |

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			
6. Annual contribution to UUA			
7. 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. Cash Flow Projection Spreadsheet

Please use the associated excel spreadsheet which can be downloaded on-line on the UUA's web site. If you have any questions or are having difficulty finding this please contact buildingloans@uua.org.

08.18.18 All previous versions are obsolete

APPENDIX A RECOMMENDATION

Directions: Please ask your Regional Staff contact to complete the following recommendation. When completed, the recommendation can be submitted directly to buildingloans@uua.org

Date: | |

Name of Regional Staff : | |

Name of Region: | |

Name of congregation requesting a UUA small project loan: | |

Are you familiar with the congregation's small project? Yes | | No | |

Have you reviewed their loan application? Yes | | No | |

Do you have any concerns about their small project? Yes | | No | |
(Please include a note of explanation if you have any concerns.) | |

Do you recommend approval of this loan application? Yes | | No | |
Please elaborate upon your recommendation: | |

APPENDIX B

REQUIRED MINIMUM LIMITS OF INSURANCE COVERAGE

While congregations may be insured with any company that will provide the minimum required insurance, all applicants 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 \$ _____

APPENDIX C
CONGREGATIONAL VOTE

VOTED: To borrow from Unitarian Universalist Association (Association) the sum of _____ Dollars (\$_____) to be paid in or within seven (7) years, said loan to be secured by a right of reverter in the congregation's property, and shall be upon such other terms and conditions as required by the Association; and

To authorize the President and _____ of the congregation to sign, acknowledge and deliver on behalf of the congregation any and all documents deemed necessary by them, in their sole discretion, to complete the loan, including, but not limited to a promissory note, and, if the by-laws do not already contain such a provision, to add a provision to the congregation's by-laws providing that all property of the congregation be granted to the Association in the event of dissolution.

APPENDIX D
SECRETARY'S CERTIFICATE

I, _____, Secretary of
_____ [INSERT LEGAL NAME OF
CONGREGATION] (the "Congregation"), do hereby certify that at a meeting of
Congregation, duly called in accordance with its by-laws and held on _____,
20____, at which a quorum was present and voting, the following vote was adopted:

VOTED: To borrow from Unitarian Universalist Association (Association) the sum
 of _____ Dollars
 (\$_____) to be paid in or within seven (7) years, said loan to
 be secured by a right of reverter in the congregation's property, and shall
 be upon such other terms and conditions as required by the Association;
 and

 To authorize the President and _____ of the
 congregation to sign, acknowledge and deliver on behalf of the
 congregation any and all documents deemed necessary by them, in their
 sole discretion, to complete the loan, including, but not limited to a
 promissory note, and, if the by-laws do not already contain such a
 provision, to add a provision to the congregation's by-laws providing that
 all property of the congregation be granted to the Association in the event
 of dissolution.

I hereby further certify that _____ is the duly elected,
qualified and acting President of the Congregation, and _____ is
the duly elected, qualified and acting _____ of the Congregation, and that
said vote has not been rescinded, altered or amended in any respect and is now in full
force and effect.

WITNESS my hand and the seal of Congregation this _____ day of
_____, 20____.

Secretary

APPENDIX E
SAMPLE DISSOLUTION CLAUSE

Should the members of _____ [INSERT
LEGAL NAME OF THE CONGREGATION] vote to dissolve, the congregation shall
transfer all its assets to the Unitarian Universalist Association or to its successor.

WITNESS my hand and the seal of Congregation this _____ day of _____,
20____.

President/Chair