



Church Extension Fund

LOAN APPLICATION Construction/Renovation

Borrower Information

Name:	
Mailing Address:	
City:	Zip Code:
Phone:	Tax ID:

Statistics

	Current Year-to-Date	Last Complete Year	Previous Year
Number of Giving Units/Donors			
Average Giving (per Unit/Donor)	\$	\$	\$
Average Weekly In Person Attendance			
Average Weekly Online Views			

Day School

Enrollment	
Number of Grades	
Number of FT Teachers	
Member Tuition	\$
Non-Member Tuition	\$
Annual School Expenses	\$
Annual School Revenue	\$

Preschool

Enrollment	
Self Supporting?	___ yes ___ no
Number of Staff	
Member Tuition	\$
Non-Member Tuition	\$
Annual Budget	\$
Annual Revenue	\$

Authorized Signature: _____ Date: _____

Print Name: _____ Title: _____

Phone: _____ Email: _____

*If questions, call CEF
800-242-3944*

Income

	Current Year-to-Date	Last Complete Fiscal Year
General Fund Contributions (excluding tuition)	\$	\$
Subsidy (list source)	\$	\$
Other (indicate gift, grant, sale of property, rental, etc.)	\$	\$
Other	\$	\$

Expenses

	Current Year-to-Date	Last Complete Fiscal Year
Operating Expenses (excluding school)	\$	\$
Debt Service	\$	\$
District/Synod Support	\$	\$
Other (list)	\$	\$

Assets

Land & Buildings	\$
Furniture & Equipment	\$
CEF Investment Accounts	\$
Cash on Deposit (not including CEF accounts or building fund monies)	\$
Investment Portfolio Total (not including CEF accounts)	\$
Capital Campaign/Building Fund Cash on Hand	\$
Endowment Fund	\$
Other Assets (list)	\$
TOTAL ASSETS ► \$	

Liabilities

Accounts Payable – Current	\$
Accounts Payable – Past Due	\$
Short-Term Debt (list)	\$
Mortgage Loans from CEF (not including staff housing)	\$
Other Long-Term Debt (list)	\$
TOTAL LIABILITIES ► \$	

Project Cost Accounting Summary

Add

Building contract price (per general contractor)	\$	
Contingency (not included in contract price)	+ \$	
Any unpaid architect fees to-date	+ \$	
Cost of furnishings & equipment to complete space	+ \$	
Site improvements (parking, landscaping, sewer/utilities)	+ \$	
Performance/payment bonds	+ \$	

TOTAL PROJECT COST \$

Subtract

Cash building funds on hand today <i>(may be deposited at CEF so payments can be coordinated with general contractor – investment application enclosed)</i>	-	\$
Estimated pledges to be collected during construction <i>(not including cash building funds on hand today)</i>	-	\$

LOAN AMOUNT REQUESTED	→	\$
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When construction is complete and the loan is converted to a permanent loan status, please indicate your preference:

Amortization years <i>(maximum 25 years)</i>	Term 5-year fixed rate <div style="text-align: center;">or</div> 1-year adjustable rate
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Building Fund Pledge Program

Beginning Date 	Completion Date
Conducted by 	
Number of calls made 	Percent of membership %
Number of pledges received 	Percent of membership %
After construction completed , remainder of pledge monies to be received by the end of capital campaign \$ 	
and within what time period (after construction) <input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years	

Building Project:

New Construction _____ sq. ft.

Remodel/Renovation _____ sq. ft.

Estimated Start Date: _____

Completion Date: _____

Describe scope of project:

General Contractor:

Company: _____

Address: _____

Office Phone: _____

Contact: _____

Cell Phone: _____

Email: _____

Architect:

Company: _____

Address: _____

Office Phone: _____

Contact: _____

Cell Phone: _____

Email: _____

PROVIDE THE FOLLOWING WITH YOUR APPLICATION

- | | |
|--|---|
| <input type="checkbox"/> Original borrowing resolution | <input type="checkbox"/> Site plan/survey with legal description & parcel id #'s |
| <input type="checkbox"/> Articles, Constitution and/or Bylaws | <input type="checkbox"/> Financial statements for last fiscal year |
| <input type="checkbox"/> Floor plans & elevations | <input type="checkbox"/> Financial statements for current year-to-date |
| <input type="checkbox"/> Project cost itemized detail per summary on page 3 | <input type="checkbox"/> Current year operating budget w/expenditures to-date |
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Please share a summary of your ministry plan and the results anticipated by obtaining this loan:

BORROWING RESOLUTION
to request financing from Church Extension Fund ("CEF")

Congregation Name: _____ Lutheran Church, a Michigan
Ecclesiastical Corporation located in _____ (city), State of Michigan

or

Organization Name (if not a congregation): _____
Type of Organization (e.g., nonprofit, etc.): _____
Location: _____ (city) and _____ (state)

Governing Body that Approved Financing from CEF: _____
Type of Meeting (regular or special): _____
Date of Meeting: _____
Vote Outcome: _____ (yeas) and _____ (nays)

Amount of Financing Approved: \$ _____
Number of Years Financing Requested: _____ (maximum 25 years)
Purpose of Financing (list all purposes): _____

Appointed Signers & Titles: _____

(Please consult your bylaws regarding the number of officers required to sign legal documents and their specific titles; include the word "or" or "and" between all names to specify if one or multiple signers are required.)

*** As the duly elected, qualified and acting Secretary, I hereby certify that this resolution was adopted in accordance with the current Constitution, Articles and/or Bylaws and passed by a governing body that has the authority to approve this transaction without further ratification or authorization. I also certify that the appointed officers listed above are authorized and directed to execute all documents on behalf of the congregation/organization to memorialize and confirm repayment of indebtedness to CEF.**

Elected Secretary Signature*

Print Secretary Name

Attested by Congregation/Organization Officer Signature

Print Officer Name and Title

Date