

# Policy on Congregational Requests for Building Repair Grants



**The Right Reverend Scott B. Hayashi, Eleventh Bishop of Utah**  
**Policy Number: P014**  
**Revision Number: 1**  
**Approved by the Bishop and Diocesan Council:**



# The Episcopal Diocese of Utah

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### **Introduction**

The Diocese of Utah provides three ways for congregations to apply for grants to fund building repair projects.

The Diocese of Utah annual budget contains a line item for church building repair projects. For the year 2014 this totals \$25,000. Grants from this line item will generally be small (a few thousand dollars at most), allowing the available funds to benefit several or more churches.

### **Policy**

#### 1. Annual Budget Line Item Grants

Congregations requesting a grant from the annual budget line item should first conduct vestry/bishop's committee discussion, and the cleric and vestry/bishop's committee should write jointly to the Diocesan Council detailing the request. The letter should include copies of any bids received, the process already used or contemplated to raise funds for the project in the congregation, and the timetable of the proposed work.

The Diocesan Council will consider letters of application at its next scheduled meeting and will inform the congregation of action taken immediately.

Letters should be sent to:

Diocesan Council  
Episcopal Church Center of Utah  
75 South 200 East  
Salt Lake City, UT 84111

#### 2. Grants for Capital Expenditures for Large-Scale Projects

A second process, instituted April 12, 2014, considers requests for monies to support larger projects essential to the wellbeing of church facilities. There is no line item in the diocesan budget for such grants, but it may be possible from time to time for the Council to allocate unspent monies from within the diocesan budget.

Also, it may be possible for the Diocesan Council to consider a request for a loan from the diocese, to be contracted and repaid as scheduled.



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Diocesan Council will discuss requests from congregations who make application as follows:

- a. The project will have been thoroughly discussed and approved by the vestry/bishop's committee.
- b. Several bids for the work from licensed, insured contractors will have been received.
- c. The congregation will have conducted, or have detailed plans to conduct, a capital campaign to raise the funds. The Diocese of Utah will offer resources in conducting a capital campaign on request.
- d. The congregation shall provide its most recent financial statement, which is to include not only operating budget with current expenses, but also a position statement detailing congregational liquid assets and liabilities, to include all investment, restricted, designated, and other accounts, as well as trust funds and endowment funds.
- e. The congregation will have contacted the Episcopal Church Building Fund to inquire whether the project is eligible for a loan from the Fund. The congregation, should it take a loan, will include loan information in the grant application.
- f. The congregation will have explored any other sources for funding, such as local community monies, and will detail these explorations in the request.
- g. The vestry/bishop's committee and cleric will write a joint letter of request to the Diocesan Council, including the documents listed. The letter shall be sent to the address as in #1 above.

The Diocesan Council will consider the application at its next meeting and will communicate with the congregation immediately. In some cases additional information will be sought before action is taken.

Any loan secured by a mortgage or property collateral must be approved by the Bishop and Standing Committee.

### 3. Emergency Grants for Catastrophic Damage

A congregation that sustains catastrophic damage to its facilities may make an emergency request for assistance. As soon as such damage occurs, the congregation shall contact the Executive Officer or Chief Financial Officer of the Diocese to set in motion contact first with the Church Insurance Corporation, and second, with diocesan leadership, who will begin a process of assessment and consideration of an emergency grant.



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Notes:

All contracts for repair must be reviewed and approved by the Chief Financial Officer and the Chancellor.

No congregation should embark on a project that assumes diocesan funds will be forthcoming until official word is received from the Diocesan Council.