

*Methodists Helping Methodists* Loan Program  
New Mexico Conference Methodist Foundation, Inc.

**Loan Application -- 2010**

Note: This loan application is for all requests.

Date of Application \_\_\_\_\_, \_\_\_\_\_

**I. General Information**

Name of Church or Agency: \_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Senior Pastor or Executive Director: \_\_\_\_\_

Contact person for loan application: \_\_\_\_\_

Address: \_\_\_\_\_

Home or work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is your church or agency incorporated? \_\_\_\_\_ Yes \_\_\_\_\_ No

If incorporated, please give exact corporate name: \_\_\_\_\_  
\_\_\_\_\_

**II. Project Information**

Give a brief description of your project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is the time line you plan to follow to complete the project?

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Total cost of project: Estimated \$ \_\_\_\_\_ or Bid \$ \_\_\_\_\_

Amount of loan requested: Estimated \$ \_\_\_\_\_ or Actual \$ \_\_\_\_\_

Cash on hand earmarked for project: Estimated \$ \_\_\_\_\_ or Actual \$ \_\_\_\_\_

Additional pledges to be collected for project: Estimated \$ \_\_\_\_\_ or Pledged \$ \_\_\_\_\_

Pledges to be collected through (date): \_\_\_\_\_, \_\_\_\_\_

Funds to be collected from other sources: Estimated \$ \_\_\_\_\_ or Pledged \$ \_\_\_\_\_

Names of other sources: \_\_\_\_\_

Requested amortization period of loan: \_\_\_\_\_ years or \_\_\_\_\_ months

### **III. Financial Information**

#### Operating Budget & Finances

	Two Years Prior 20____	One Year Prior 20____	Present Year _____, 20____
Income Budgeted	\$ _____	\$ _____	\$ _____
Income Received	\$ _____	\$ _____	\$ _____
Expenses Budgeted	\$ _____	\$ _____	\$ _____
Actual Expenses	\$ _____	\$ _____	\$ _____
Actual Profit / (Loss)	\$ _____	\$ _____	\$ _____
Apportionments Asked	\$ _____	\$ _____	\$ _____
Apportionments Paid	\$ _____	\$ _____	\$ _____

“Income” above should not include rental income, special offerings, non-local church receipts (such as grants) or special capital campaign/fundraising/debt repayment income.

**IV. Collateral for Loan**

If real estate is to be pledged, please complete the following, including the fair market value (FMV) of land and buildings. Please state if basis of valuation is purchase cost, appraisal by licensed appraiser, insurance value, county appraiser's value, or other. Also provide detail of current debt against the property if applicable. Attach additional page if needed.

1) Property Address: \_\_\_\_\_

Valuation: FMV \$ \_\_\_\_\_ Date of Valuation \_\_\_\_\_, \_\_\_\_\_

Basis of Valuation \_\_\_\_\_

Current Debt: Balance \$ \_\_\_\_\_ Mortgagor \_\_\_\_\_

Monthly payment \$ \_\_\_\_\_ Maturity Date \_\_\_\_\_, \_\_\_\_\_

2) Property Address: \_\_\_\_\_

Valuation: FMV \$ \_\_\_\_\_ Date of Valuation \_\_\_\_\_, \_\_\_\_\_

Basis of Valuation \_\_\_\_\_

Current Debt: Balance \$ \_\_\_\_\_ Mortgagor \_\_\_\_\_

Monthly payment \$ \_\_\_\_\_ Maturity Date \_\_\_\_\_, \_\_\_\_\_

If collateral other than or in addition to real estate is proposed, please provide detailed description, including information on valuation and current indebtedness.

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**V. Capital Stewardship Campaigns**

Income received from special fundraising campaigns for this or other projects:

2007: \$ \_\_\_\_\_ 2008: \$ \_\_\_\_\_ YTD 2009: \$ \_\_\_\_\_

Current Campaign for this Project:

Date begun: \_\_\_\_\_, \_\_\_\_\_ Goal: \$ \_\_\_\_\_ Received: \$ \_\_\_\_\_

Pledged for: Remainder 2009: \$ \_\_\_\_\_ 2010: \$ \_\_\_\_\_ 2011: \$ \_\_\_\_\_

Number of donors / commitments: \_\_\_\_\_ End date: \_\_\_\_\_, \_\_\_\_\_

Campaign conducted by (i.e. Staff, Conference Foundation, other Professional):

\_\_\_\_\_  
\_\_\_\_\_

Proposed Campaign for this Project:

Proposed start date: \_\_\_\_\_, \_\_\_\_\_ Estimated Goal: \$ \_\_\_\_\_

To be conducted by: \_\_\_\_\_

Projected pledges: FY2009: \$ \_\_\_\_\_ 2010: \$ \_\_\_\_\_ 2011: \$ \_\_\_\_\_

**VI. Banking Relationship**

Depository relationship with: \_\_\_\_\_

Investment relationship with: \_\_\_\_\_

Credit cards or existing loans (Other than those listed in IV. above):

1. Name of Creditor: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

Original Amount: \$ \_\_\_\_\_ Balance: \$ \_\_\_\_\_

Repayment required (Frequency and amount): \_\_\_\_\_

2. Name of Creditor: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

Original Amount: \$\_\_\_\_\_ Balance: \$\_\_\_\_\_

Repayment Required (Frequency and amount): \_\_\_\_\_

*(Attach additional page if needed.)*

Has this request been submitted to any lender other than the New Mexico Conference Methodist  
Foundation? Yes \_\_\_\_ No \_\_\_\_

If yes, Lender: \_\_\_\_\_ Response: \_\_\_\_\_

Reasons given: \_\_\_\_\_

\_\_\_\_\_

**VII. Attachments required to be submitted with this loan application (check if attached):**

\_\_\_\_\_ Copies of financial statements, including both balance sheet and income and  
expense statement, for the church or agency for the current year (year-to-date and  
dated within the past 60 days) and two prior fiscal years.

\_\_\_\_\_ Copies of the budget for the current fiscal year and any subsequent years if  
Board-approved. Please detail projected income sources and expenses if these  
include items other than from normal operations.

\_\_\_\_\_ Copies of annual audit reports for two prior calendar / fiscal years.

\_\_\_\_\_ For churches, copies of the Annual Conference Statistical Report for the two  
prior calendar / fiscal years.

\_\_\_\_\_ For churches, copies of the December 31 Shared Ministry statements for the two  
prior calendar/fiscal years.

\_\_\_\_\_ For churches, if in either of the two prior years its shared ministries were not paid in full, a written plan from the congregation outlining steps to be taken to reach full payment of its shared ministries in an interval not to exceed five years from the year of loan application.

\_\_\_\_\_ For churches proposing to offer real estate as collateral, the signed consent of the District Superintendent and the signed report of the District Board of Church Location and Building, which consents to such project and financing, and the consent of other annual conference agencies as appropriate, and such other requirements as set out in the current *Book of Discipline of The United Methodist Church*.

**This Loan Application form and all applicable supporting materials from the above list shall be completed and submitted to the Foundation office prior to formal consideration of a loan request. The application in hard copy may be sent by postal mail to the attention of Molly Emkes, New Mexico Conference Methodist Foundation, 11816 Lomas Blvd., NE, Albuquerque, NM 87112 or by e-mail to [molly@nmcffi.org](mailto:molly@nmcffi.org). Please verify receipt in three to five days.**