Trustees of the Episcopal Diocese of Michigan

Tretheway-Downs Grant Application

Congregation/Agency

Deanery

Mailing Address

Telephone # Fax (if available) Email address

Person completing this application Phone # Email address

This request is for:

- ☐ Capital Maintenance or Renovation
- ☐ New Building Program

Total Project Cost $ _____

Grant Amount Requested $ _____

Rector, Vicar or Warden's Signature Date

Treasurer of the Congregation/Agency Date

Local Dean Date

Diocesan Administrator Date

Director of Finance Date

Please send your completed application to the Diocese of Michigan, c/o Tony Perez, 4800 Woodward Ave. Detroit, MI 48201. You may scan and email your application to: tperez@edomi.org. Questions regarding this form or the application process may be directed to the Diocese Property Manager, Tony Perez at 313.833.4406. Due date is always in the middle of the second month of each quarter: (February 15th, May 15th, August 15th and November 15th)

TRETHEWAY DOWNS GENERAL FUND
GRANT REQUEST

Date:_____

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1. Description: NO GRANT WILL IS CONSIDERED WITHOUT THIS PARAGRAPH. On this page, in approximately 100 words, describe briefly the project and the specific way in which grant monies would be used.

2. Development/loan funds: Describe your plan for investment and/or management of the requested funds. (attach additional material if necessary)

3. If Project is for a New Building: Do you hold the title to the land on which you plan to build?_____
If not, what are your plans?

4. For All Building Projects - New/Additions/Renovations
   a) Please attach 3 bids from licensed, bonded contractors
   b) Will some of the labor/materials be donated locally?

   c) How soon do you plan to begin construction?_____
   d) Estimated date for completion of work?_____
   e) What provisions are being made for continuing maintenance and use after project is completed?

5. Financing (applicable to all requests)

a) Will this grant complete the project?_____If not, what help is needed and how do you plan to get it?

b) Are you making this request elsewhere? i.e., other Diocesan Resources, other community denominations? If so, any indication of response?

_____

c) Has this project received a Tretheway Downs Grant recently? _____
If yes, when?_____How much?_____

6. What degree of ecumenical and/or secular participation will there be in this project?

7. <u>Accountability Information</u>

One copy only of the following must be attached to the original request. Please check below the items enclosed

A) Local managed program:

_____1) Full budget of the project
_____2) A most current audited report of the sponsoring unit
_____3) Year to date financial report
_____4) Name, address and phone number of the officer responsible for the accounting

Statement from Our Diocesan Canons Regarding Construction, Alteration and Improvement of Congregational Facilities

3.4.3 Construction, Alteration and Improvement of Congregational Facilities. A congregation shall not begin construction of any new facility or permanent improvements to, or alteration (not including normal maintenance, remodeling and redecorating) or enlargement of any existing facility belonging to the congregation without the prior approval of the Bishop and the Standing Committee. Prior to seeking approval, the Governing Body of shall obtain the approval of the congregation. Plans for construction or alteration shall be submitted to the Standing Committee or a committee designated by it for review and approval. The term "facility" includes churches, parish or other meeting halls, rectories and housing, schools, and buildings used by the congregation.

Tretheway-Down's Application Checklist
Episcopal Diocese of Michigan

If your approved Diocesan Tithe and Offering Commitment is current, please proceed with this application

- Complete required pages of the application form
- Please provide current month's balance sheet and year to date income statement
- Please provide a detailed project budget
- Please provide copies of <u>all</u> (minimum of 3 required) bids received, indicating which was chosen
- Please provide the chosen sub-contractors commitment to provide an insurance certificate; also indicate if they are bonded
- Please provide the name, title and phone number of the contact person on the application page
- Make sure all of the following signatures are on the cover page when the package is submitted:
    - Rector, Vicar, or Warden
    - Treasurer (Congregation or Agency)
    - Area Dean
    - Director of Finance (Diocesan Office)
    - Diocesan Administrator (Diocesan Office)
    - Is your parochial report turned in? Is your audit report turned in?
- Prior to submitting application, provide a copy of the package to the Dean for your area [Date mailed or delivered_____]
- Retain a copy of the completed package for your files

NO APPLICATION WILL BE CONSIDERED WITHOUT ALL OF THE ABOVE

If you would like a review of your application *before* the Grants committee meeting, please call the staff liaison at (313) 833-4427 and schedule an appointment as soon as you have your materials in order.

Name of person completing the checklist:_____
Date Checklist Complete:_____