

**THE MIDDENDORF REVOLVING FUND OF THE DIOCESE OF MARYLAND**  
**Diocesan Center**  
*4 East University Parkway*  
*Baltimore, MD 21218*

**QUESTIONNAIRE TO APPLICANTS FOR LOANS**

(Please use separate sheet wherever space limitations on the questionnaire prohibit complete answers.)

**1. Name and address of the Organization:**

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**2. Are you a parish or a separate congregation in union with the Diocese of Maryland?**

**π Yes      π No**

**3. If the answer to Question 2 is "NO" is the applicant a Diocesan Mission?**

**π Yes      π No**

**4. Name, address, and telephone number of applicant's rector or vicar:**

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**Telephone:** \_\_\_\_\_

**5. Name, address and telephone number of the Senior Warden and two members of the Vestry/Advisory Board closely involved in this project:**

**Senior Warden:** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

1) \_\_\_\_\_ **Phone Number** \_\_\_\_\_

\_\_\_\_\_

2) \_\_\_\_\_ **Phone Number** \_\_\_\_\_

\_\_\_\_\_

**6. Is the applicant incorporated?**

**π Yes π No**

**If so, give full corporate name and date of incorporation:**

**Corporate Name** \_\_\_\_\_

**Date of Incorporation** \_\_\_\_\_

**7. What entity is the legal owner of the applicant's existing property?**

\_\_\_\_\_

**8. Describe all of the applicant's existing facilities (*i.e.*, church, parish house, rectory, etc.) stating age, type of construction, size, capacity, etc. of each building:**

**9. Describe demographically the makeup of the community served by this parish/mission. Is it close in or extended over a large geographic area? New or established? Are there any large employers? How can the profile of the community be expected to change over the next ten years?**

**10. Are any of the properties encumbered by mortgage or other lien?**

**π Yes π No**

**If so, give details as to principal amount of loan, term, interest rate, repayment schedule, etc.**

**11. What is the Applicant's total annual operating budget and source of funds for the current year?**

**Latest Annual Budget:**      \$ \_\_\_\_\_

**Sources of Funds:**

**Pledges**                              \$ \_\_\_\_\_

**Endowment**                              \_\_\_\_\_

**Cash in Plate**                              \_\_\_\_\_

**Special Gifts**                              \_\_\_\_\_

**Other**    \_\_\_\_\_

**Total Funds**                              \_\_\_\_\_

**12. State the projected total cost of the project to which this application relates and list the various sources from which you expect to derive the necessary funds:**

**Total Estimated Cost**                              \$ \_\_\_\_\_                              **100%**

**Cash on hand**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Pledges in hand**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Capital funds drive**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Total to be raised internally**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Loans from other sources:**  
 \_\_\_\_\_    \$ \_\_\_\_\_                              \_\_\_\_\_%

\_\_\_\_\_    \$ \_\_\_\_\_                              \_\_\_\_\_%

\_\_\_\_\_    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Middendorf Revolving Fund**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**Total**    \$ \_\_\_\_\_                              \_\_\_\_\_%

**13. Describe the method and organization used in the congregation to raise funds for this project:**

**14. State the details of the loans listed in Item 13 (other than the one to which the application relates) as to principal amount, term, interest rate and repayment schedule:**

**15. Assuming an annual interest rate of 4% on the loan from The Middendorf Revolving Fund to be repaid in even monthly installments, state the optimum term of years for the loan you are seeking and reasons why you believe you will be able to meet that repayment schedule.**

**16. According your Parochial Reports, please provide the following statistics for the last five years:**

	<b>Latest Year</b>	<b>-1</b>	<b>-2</b>	<b>-3</b>	<b>-4</b>
<b>Communicants in Good Standing</b>	_____	_____	_____	_____	_____
<b>Baptized persons</b>	_____	_____	_____	_____	_____
<b>Operating Budget</b>	_____	_____	_____	_____	_____
<b>Current Pledges</b>	_____	_____	_____	_____	_____
<b>Number of Pledging Units</b>	_____	_____	_____	_____	_____

**17. Describe in detail the project to which this application relates, including:**

- a. The contractual relations with any architect, engineer, contractor or other consultant engaged to work on this project.**
- b. For renovations, a complete description and construction cost of the work involved.**

**c. For new construction, including additions to existing work:**

- (1) A site plan indicating location of the project, any existing work and the new construction foot print.**
- (2) Floor plans, principal building elevations of existing work and any new construction.**
- (3) Construction cost estimate of the work involved.**

**d. Where new property is being purchased without new construction, a site plan should be submitted, indicating boundary lines, obstructions and any existing structures**

**e. Specify the manner in which the applicant believes the project will serve its mission/ministry to advance the Kingdom of God.**

**18. Remembering that the Middendorf Revolving Fund is, as its name implies, a fund intended to be used, repaid and recirculated within a reasonably short period of time, state the reasons why you believe a loan to your parish/mission would conform to these objectives and ideals.**

**Submitted on behalf of the above-named applicant:**

**Name** \_\_\_\_\_

**Capacity** \_\_\_\_\_

**Date** \_\_\_\_\_

**N.B. Please furnish as an exhibit to this application form a copy of applicant's annual income statement for the last three fiscal years.**