

Philadelphia Regional Fund for Sacred Places **Application for 2009**

The Philadelphia Regional Fund for Sacred Places provides capital grants for community-serving houses of worship in the Delaware Valley that have contributed to the historical, architectural, and cultural heritage of the region. These grants contribute to the sustainability of these institutions by investing in comprehensive restoration projects that ensure that the community programming of congregations continues and the sacred places remain viable neighborhood anchors.

Submission Process

Please be familiar with the Program Guidelines and Application Review Process prior to applying. All grant applications must be received by Partners for Sacred Places **no later than 5 pm on Friday, June 26th**. *Please send a total of eight (8) copies of the application and all attachments.* All questions must be answered within the space provided.

Including the following attachments with the application is strongly encouraged:

- Photographs of parts of the building where work is to be performed
- A copy of the building conditions survey and/or other architectural/engineering reports
- Proposal for work to be performed, include plans, specifications and schedule if referenced
- Fundraising case statement and other promotional literature
- A copy of the congregation's current and prior year annual budget and two years of audited financial statements
- Letters of support from members of the community, local organizations, etc.

1. GRANT REQUEST INFORMATION

Grant amount requested (between \$25,000 to \$65,000):

Total project cost for proposed phase of work:

Summary of Project Funded by Grant – Concisely summarize the project for which you are requesting funding. This will be an abstract used in the grant agreement and shared with media and the public.

I have read the **Program Guidelines** and have answered all of the questions on the subsequent pages to the best of my ability.

Signature:

Date:

Title:

Congregation:

2. APPLICANT INFORMATION

Name of congregation Office tel. number Fax

Street address City Zip

Mailing address (if different) City Zip

Name of clergy Telephone

Cell Phone Email address

Contact person (person responsible for application) Day phone (or) cell phone

Address Email address

Is the building listed on a historic register:

_____ National Historic Landmark

_____ City Register

_____ National Register for Historic Places

_____ Contributes to a National Register Historic District

Date(s) of construction of building:

Original architect or builder:

Year congregation organized:

Average worship attendance:

Present active membership:

Active membership three years ago:

Federal Congressional District No.

State Legislative District No.

City Council District No.

Applicant's Mission Statement (less than 100 words)

3. PROPERTY INFORMATION

Who is the owner of the building(s) as recorded on the property deed?

Do you have a recent conditions assessment, repair, or master plan for the building(s)? [Enclose a copy of the report(s), if available]

Report Author(s) and Date(s) Completed:

Do you have property insurance? With whom? For what amount?

4. PROJECT DESCRIPTION

A. Heritage and Significance. Using your case statement developed during New Dollars/New Partners training, please describe the history and significance of your building and the congregation.

B. Preservation Project Description. Describe the work to be performed that will be covered under the grant award. Specify how this addresses work specified in the conditions assessment(s) and what phase it is of a larger restoration plan. Also, describe the work plan or timetable of the project, and qualifications of key personnel and consultants. When answering this question consider that the Philadelphia Regional Fund Grant Review Committee will evaluate if the project description adequately addresses the following:

- Repairs for critical building elements (structural components, roofs, walls, elements of the building envelope); site work that stabilizes the building or provides permanent remediation of drainage; interior repairs to save mosaics, murals or other artwork and stained glass windows; and repairs to mechanical systems (e.g., electrical) or to ensure life-safety and remediate fire hazards.
- A project plan that matches with the congregation's fundraising goals and the two-year grant period.
- An ambitious yet appropriate restoration project that realistically balances the congregation's fundraising ability with priority repairs.

C. Project Budget.

Please indicate projected costs:

a.	Building Condition Surveys	\$
b.	Architectural/Professional Fees	\$
c.	Construction	\$
d.	Sitework	\$
e.	Foundation	\$
f.	Masonry/Exterior Walls	\$
g.	Roof	\$
h.	Structural Supports	\$
i.	Thermal and Moisture Protection	\$
j.	Doors and Windows	\$
k.	Finishes	\$
l.	Handicap Access	\$
m.	Mechanical Systems	\$
n.	Electrical Systems	\$
o.	Fire/Life Safety Systems	\$
p.	Other	\$
	Total of all costs:	\$

Have you selected a general contractor, and if so, whom? Please also describe how you selected your contractor(s) and if they are prepared to pay “prevailing wage”. Please also specify any architects and engineers you plan on utilizing for your project and how you selected them:

5. COMMUNITY PROGRAMMING AND PARTNERSHIPS

A. Community Programming. Please indicate the “Public Value” in dollars of your programs, based on your calculation using Partners’ Tool Kit resource:

B. Community Outreach and Partnerships. Please provide a summary below of how your community programming has developed and the other non-profit, denominational or community partners that you use for providing the outreach. Describe the overall goals of outreach and programming that the congregation provides to the general public. Also, please describe the public or community services as well as arts and cultural events that will be enhanced when the building rehabilitation work is complete. When thinking about this question, consider that *Partners’ national research shows that the over 91% of congregations with historic buildings house programs that serve the wider public.* A Fund applicant should offer its building space and/or staff/volunteer resources to social services, arts and other programming that serve people in the wider community. These services should not be primarily religious in nature.

C. Public Value and Community Programming Matrix - Please list the programs offered by the congregation or are located on the property [use additional paper if necessary and attach Public Value calculations if helpful]

<i>Name of Program</i>	<i>Description</i>	<i>Year Begun</i>	<i>Who is Served</i>	<i>Location</i>	<i>Partner Organizations That Provide Volunteers or Coordinate Activities</i>	<i>Number of Users (% Members vs. Non)</i>	<i>Total "Public Value" of Programming from Tool Kit Calculations</i>

5. Financial Information

What is the yearly operating budget for your congregation?

Do you have an endowment?

If so, what is the amount?

What percentage of the annual budget is covered by endowments?

Denominational subsidies?

If you have an endowment, what portion is restricted?

What portion devoted to building care?

How much is budgeted for annual building maintenance, such as salary for custodian and basic supplies (excluding utility costs)?

6. Capital Project Fundraising Information

To meet a gap in funding, the final grant review process will take into account several measures of funding capacity:

- Funds generated by a standard 3-year “every member” pledged capital campaign.
- Funds available from endowment income (not principal) and other special gifts or bequests that might be available.
- Funds raised from outside sources such as local or state government, foundations, and community organizations.
- Financial information about the congregation, such as budget, recent capital campaigns, endowments, and assistance from denominational body.
- Documentation of pledged matches or other information that gives the reviewer confidence in the congregation’s ability to match the grant amount.

A. Overview of Current Secured Funding:

In-hand: Describe Sources

Pledged: Describe Sources

Soliciting: Describe Sources

B. Capital Campaign and Funding From Congregation Members

1. Do you plan to conduct a capital campaign with your membership?

1a. What is the timeline for campaign:

1b. Do you plan to use a fundraising consultant; if so, whom?

C. Capital Campaign and Funding from Outside Sources

2. Do you plan to conduct a capital campaign outside of your membership?

2a. Do you have a “Friends” group or separate non-profit used for fundraising?

2b. If yes, please indicate when it was formed, purpose, and members of the organization:

Name and Affiliation of Friends Group Members:

Individuals Outside of the Congregation

What amount do you expect to raise from individuals outside of the congregation within the next two years?

Do you have an idea of who you will solicit and why they will be likely to give?

Foundations

What amount do you expect to raise from foundation or philanthropic sources within the next two years?

Do you have an idea of who you will solicit and why they will be likely to give?

Government Grant Sources

What amount do you expect to raise from government grant sources within the next two years?

Do you have an idea of who you will solicit and why they will be likely to give?

Special Events

Amount expected?

Amount currently raised?

What events do you plan to host? History of success with this or other events?

Other [please specify sources, amount and strategy]