

## Special Projects Program

### Background Information for Applicants

*“We must reallocate the resources of the Archdiocese in creative ways to fund and support this expansion of facilities in our high growth areas. To accomplish this, our Archdiocese will need to provide both financial resources and support teams.”*

Archdiocesan Pastoral Plan, April 2015

*“As St. Paul established in 1 Corinthians 16:1-3 by asking that local Church to assist the poor in Jerusalem, it is my intention to bundle the proceeds of the sale of the residence with funds from other sources to help build capacity in parishes who lack the ability to do so readily on their own.”*

What I Have Seen and Heard, Georgia Bulletin, March 8, 2015

## Overview

The Special Projects Program was established to allow our parishes and missions to request funds to expand parish facilities to relieve significant overcrowding. This program is a direct outcome of the 2015 Archdiocesan Pastoral Plan. Without adequate space, the Archdiocese of Atlanta risks losing souls who feel there is no room for them in the Catholic Church. These funds will allow entities with significant overcrowding and minimal financial resources to serve more of the People of God much sooner.

The awarding of funds will be overseen by the Special Projects Oversight Committee (SPOC) which is representative of the overall Archdiocese. While every single request has merit, the pool of funds available for these requests is limited; therefore, this Application process allows the Archdiocese to review and prioritize these requests in an open and fair manner.

This initiative will be funded from the Mission fund, Margaret Mitchell inheritance, sale of the house on Habersham, and liquidation of other assets as needed. The Archdiocesan Finance Council will recommend a funding level for SPOC projects to the Archbishop on an annual basis. SPOC will be solely responsible for recommendations to the Archbishop for funding to parishes and missions for their projects. SPOC awards will ultimately be paid back into the SPOC fund through applicant rental payments that begin once construction is completed.

## Program Process

### Eligibility Requirements:

- Parish or mission must be able to demonstrate significant overcrowding at Masses, PSR, etc. for a period of at least 12 months.
- Parish or mission financial resources to add capacity are minimal. Factors restricting funding capacity could include:
  - Low or no D&L Savings
  - Net operating income at breakeven or less
  - Size of outstanding loans relative to parish income
  - Status of payments due to the Archdiocese
- Parish or mission has not participated in the Special Projects Program within the past 3 years

### Expectations of Special Projects Program Recipients

- Parish or mission will engage CCSI to guide them through master planning their facility needs.
- Parish or mission will use one of the standard building options provided by CCSI for the new facility.
- Parish or mission will use contractors recommended by CCSI
- Parish or mission will participate in the fund raising improvement process as directed by the Archdiocese.
- Parish or mission will raise at least 10% of the cost of the project before the Archdiocese provides the remainder of the funding for the project.
- Parish or mission will achieve breakeven financial operations within 2 years of beginning the program.
- Parish or mission will pay monthly rent for the new facility and will have an option to purchase the facility from the Archdiocese. The annual rent will be equal to the total financial contribution of the Archdiocese times an interest rate that is set 1% below the standard loan interest rate.
- Parish or mission will fund all improvements to the standard building option provided by the Archdiocese including liturgical furnishings and fixtures.
- Parish or mission will be responsible for all maintenance and facilities upkeep for the building once completed.

### Application Process

Funds will be awarded two times per year. Applications deadlines will be **January 15** and **July 15** annually. Once the application is submitted, the Parish or Mission should actively cooperate with CCSI and the Finance Office to complete due diligence by the following month.

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.

*Special Projects Program*

**Application Form**

**GENERAL INFORMATION**

**Parish or Mission Information**

Name: \_\_\_\_\_ City: \_\_\_\_\_

**Pastor/Administrator Contact Information**

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

**Project Leader Contact Information (if other than Pastor/Administrator)**

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening phone: \_\_\_\_\_

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

**Previous Awards:**

Has your parish or mission ever received a Special Projects award before?

(Please circle one) Yes / No

If yes, when? \_\_\_\_\_

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.



**Pastoral Plan**

**Parishioner Demographics:**

**What is the generational make-up of your parishioners attending Mass?**

Years of Age	Estimated % or # of Mass Attendees
Less than 18	
18 – 30	
31 – 60	
Over 60	

**What is the ethnic/racial make-up of your parishioners attending Mass?**

Estimated % or # of Mass Attendees		Estimated % or # of Mass Attendees	
Non-Hispanic Asian		Hispanic or Latino	
Non-Hispanic Black		Other	
Non-Hispanic White		Multi-Racial	

**How often do you update your parishioner data in ParishSoft? (check one)**

Weekly	Monthly	Quarterly	Annually
--------	---------	-----------	----------

**When did you last update your parishioner data in ParishSoft?**

**What is the growth rate of your community for the past 12 months and for past 36 months? How do you measure this growth rate?**

	% Growth	Method of Measurement
12 Month Growth		
36 Month Growth		

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.



# Pastoral Plan

## Demonstrated Capacity Needs

### Current Facilities

<i>Building (include size and use)</i>	<i>Year Built or Renovated</i>

### Please tell us about your proposed project:

<i>What Building needs expansion?</i>	
<i>Will the project involve building a new facility or renovating an existing one?</i>	
<i>Why is the expansion needed?</i>	
<i>How long has overcrowding been an issue?</i>	
<i>What metrics are available that demonstrate significant overcrowding over the past year in the space you wish to expand?</i>	
<i>Does your property currently have physical room to grow? If not, what are your plans?</i>	

**Is there anything else you feel the Special Projects Oversight Committee needs to know to help them make their decision?** *(Complete on back of the page)*

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.

## **Demonstrated Financial Need**

### **Current Financial Picture:**

Amount in all Savings and Checking Accounts excluding Capital Reserve Account	
Average Monthly Offertory	
Average Monthly Operational Expenses	
Average Monthly Surplus/Deficit	
Current Loan Balance, if applicable	
Past due balance to the Archdiocese, if applicable	

**Have you tried to raise funds through a capital campaign at your location in the past? If yes, how successful was your campaign? If no, then explain why not.**

**Have you used other fund raising techniques to pay for needed capital improvements? If yes, then please describe them. If no, then explain why not.**

**How might your operational budget (utilities, maintenance, staff, etc.) be impacted by a potential expansion of your facilities?**

**Please explain how the parish or mission plans to repay any financial assistance received from the Archdiocese?**

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.



# Pastoral Plan

## Deanery Approval

The parish/mission reviewed this project with the deanery to make neighboring parishes and clergy aware of the need for this project.

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### **By signing below, you agree with the following expectations should you receive Special Projects Program funding:**

- Parish or mission will engage CCSI to guide them through master planning their facility needs.
- Parish or mission will use one of the standard building options provided by CCSI for the new facility.
- Parish or mission will participate in the fund raising improvement process as directed by the Archdiocese.
- Parish or mission will raise 10% of the cost of the project before the Archdiocese provides the remainder of the funding for the project.
- Parish or mission will achieve breakeven financial operations within 2 years of beginning the program.
- Parish or mission will pay monthly rent for the new facility and will have an option to purchase the facility from the Archdiocese. The annual rent will be equal to the cost of the project times the current loan rate minus 1%.
- Parish or mission will fund all improvements to the standard building option provided by the Archdiocese including liturgical furnishings and fixtures.
- Parish or mission will be responsible for all maintenance and facilities upkeep for the building once completed.

### **Furthermore, all statements contained within are true to the best of my knowledge.**

Pastor/Administrator

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

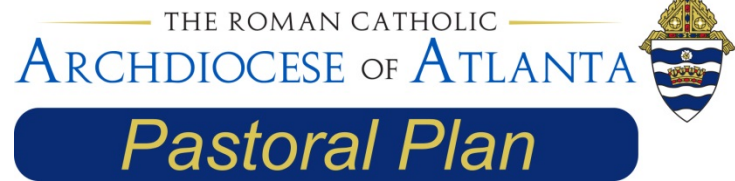
Chairperson – Finance Council

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson – Pastoral Council

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please contact **Jenny Miles** by email at [jmiles@archatl.com](mailto:jmiles@archatl.com) or by phone at 404-920-7852 with questions and to give an “early declaration” of your intent to deliver an application.



### **Submission**

- Applications will be accepted until January 15 or July 15.
- Submit this application electronically (via email) to Jenny Miles at [jmiles@archatl.com](mailto:jmiles@archatl.com)
- IF YOU DO NOT RECEIVE A CONFIRMATION from Jenny, contact her by email or by phone at 404-920-7852.

***IT IS YOUR RESPONSIBILITY TO BE SURE THE APPLICATION IS RECEIVED.***