



CONNECTICUT STATE GRANGE

Capital Improvement Project Loan

POLICY

The Connecticut State Grange (CSG) may support any Connecticut Subordinate/Community Grange that needs financial assistance for a specific capital improvement project when CSG Capital Improvement Project Funds are available. The CSG Executive Committee has designated that funds received from the sale of real estate from closed Granges would be made available to active Connecticut Granges as a Capital Improvement Loan, and will be designated each year in the treasury as “Capital Improvement Project Loan Funds.”

The CSG Executive Committee will determine the funds available for Capital Improvement Project Loans to be awarded each year.

NOTE: When a Grange becomes inactive and the Grange Hall property is sold, the proceeds from the sale of that property are held in an interest bearing account by the CSG treasury and the funds are held in escrow for seven years per the Digest of Laws of the National Grange from the date of sale, allowing that Grange to return to active status and purchase or build a new Grange Hall using those specific funds. If after seven years the Grange has not become active, the funds become available to the CSG and can be added to the “Capital Improvement Project Loan Funds.”

A Grange requesting “Capital Improvement Project Loan” funds shall complete the Capital Improvement Project Loan Application. The loan request is to be submitted to the CSG Executive Committee through the CSG office for consideration and approval at any time during a year as needed. The Grange shall also provide a detailed “Scope of Work” summary for the capital improvement project which will include at a minimum:

- Specific, detailed plans
- Starting date
- Project location
- Project budget
- Grange Financial Status (All funds must be included - checking, savings, investments, along with their availability for the project)
- Required funding date
- Grange “Matching Funds” and Source
- Expected project completion date
- Partner organizations (specific to project)
- Project completion report

The CSG Executive Committee will be the review committee for each loan request, and shall have the final decision on all loan application awards and funding. Each Grange shall provide 1/3 of the project cost to receive up to 2/3 from the Connecticut State Grange with a maximum of \$10,000.00 during any two (2) year period from the original loan application date (as received at the CSG Central Office).

Each project awarded a loan shall require project completion within one year of receiving funds. Quarterly Project updates to the CSG Central Office are encouraged.

A Project Completion Report shall be submitted to the CSG Executive Committee within thirty (30) days of the date of project completion or within 30 days from one year of receiving funds.



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APPLICATION

Grange: _____

Address: _____

Master: _____ Telephone: _____

Email: _____

Secretary: _____ Telephone: _____

Email: _____

Project Title: _____

Project Dates: Start _____ Expected Completion _____

Physical Address & Legal Description:

Complete a “Scope of Work” narrative, and include attachments, for the following steps:

(The use of photographs, diagrams, maps, quotes, and video as support documentation is encouraged. The use of digital media for all information is encouraged - please coordinate with the State Grange Central Office.)

1. Project Title
2. Scope of Work Narrative (Describe what will be constructed. Include the purpose of the project, contractors, specific details within the project, and the expected benefits.)
3. Expected Start Date and Expected Completion Date
4. Primary Project Contact, Address, Phone, Email
5. Project Team Members
6. Project Budget
7. Current Grange Financial Status
8. Project Contractor Quotes (if applicable)
9. Additional concerns for the CSG Executive Committee to consider
10. How the Project enhances the ability to attract new membership
11. A brief history of the existing property

Contact the CSG Central Office for examples of other successful “Capital Improvement Project” Loan Applications.

CENTRAL OFFICE USE ONLY:

Application Received Date: _____

Application Approved / Declined Date: _____



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PROJECT COMPLETION REPORT

Grange: _____

Address: _____

Master: _____ Telephone: _____

Email: _____

Secretary: _____ Telephone: _____

Email: _____

Project Title: _____

Project Dates: Start _____ Expected Completion _____

Physical Address & Legal Description:

Complete a "Project Completion" narrative, and include attachments, for the following steps:

(Project photographs and copies of project receipts are **REQUIRED**. The use of digital media for all information is encouraged - please coordinate with the State Grange Central Office.)

1. Project Title
2. Project Completion Narrative (Describe what was constructed)
3. Actual Start Date and Actual Completion Date
4. Primary Project Contact, Address, Phone, Email
5. Project Team Members
6. Project Actual Budget - Over/Under - Provide Copies of ALL Project Receipts
7. Commentary on the specific project. (Include concerns, issues, things that went right, things that could have been done differently. Share learning experiences that could help other Granges on similar projects.)

CENTRAL OFFICE USE ONLY:

Report Received Date: _____