



Diocese of
OWENSBORO

REQUEST FOR EXEMPTION FROM ASSESSMENT

POLICY FOR EXEMPTION OF MONIES USED TO BUILD OR RENOVATE

Please read this page before completing application below.

Special Fund Drive

- A. Routine maintenance projects (roofs, heating/air conditioning systems, parking lots, carpets) will not be considered for exemption unless they are part of a major renovation or addition, which would warrant a special campaign or fund drive (brochures, pledge cards, pledges periods, etc.).
- B. The exempted project must have specific beginning and ending dates for collection of the money, not to exceed five years.
- C. The exemption requested for the special fund drive must be stated in advance and cannot exceed the cost of the project.
- D. All exempted monies collected for the special drive must be used for the specified project. *If a parish chooses to use interest gained from an Exempted Project Fund for the "Fund", the said interest is not to be assessed. (3-22-2016)*
- E. The amount to be exempted will be the lesser of the amount actually collected within the funding period or the amount specified as the total fund drive, whichever occurs first.
- F. Exempted money must be *new revenue*, accounted for in the revenue of the Operating Fund #1. Money will be exempted only in the year it is collected. Money collected prior to beginning the project must be deposited with the Diocese until needed for the project expenditures.
- G. Exemption will NOT be considered once work has begun or is completed.
- H. See [Building Projects](#) for the construction approval process.

EXAMPLES OF REVENUES WHICH WOULD BE CONSIDERED FOR EXEMPTION FROM ASSESSMENT:

- Proceeds from a fund drive for an approved building or major renovation project
- In order for a project to have a campaign, the parish will have published brochures, letters, and have pledge cards for the project, and a pledge period of three to five years to cover the debt.

EXAMPLES OF REVENUES WHICH WOULD NOT BE CONSIDERED FOR EXEMPTION FROM ASSESSMENT:

- Revenues for maintenance activities, roof replacements, parking lot maintenance, etc., will not typically be considered for exemption.
- Revenues for projects which have not been approved in advance by the bishop will not typically be considered for exemption.
- Requests for exemptions filed "after the fact" for noncapital projects will not typically be considered for exemption.