



## Service Project Application

Please read the “**Vineyard Service Project Guidelines**” before filling out this form. This application is for financial assistance and prayer support from the Vineyard where the applicant and others are providing the labor for the project and the applicant requests assistance in funding for material costs related to the project. Please submit a letter of reference from a IVC staff or leader with this application. Please submit forms at least 1 month before funds are needed. Forms can be handed in to any church staff member or e-mailed to [missions@indyvineyard.com](mailto:missions@indyvineyard.com) and will be evaluated by the Missions/Outreach Elder Team in a timely basis.

Application date: \_\_\_\_\_ Dates of project: \_\_\_\_\_ to \_\_\_\_\_

Name of Project: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Ministry (if applicable) associated with the project: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

If approved, check should be made payable to: \_\_\_\_\_

Address: \_\_\_\_\_

Name of personal reference within IVC: \_\_\_\_\_

Total project cost: \$ \_\_\_\_\_ Requested amount from IVC (\$500 max): \$ \_\_\_\_\_

What is your connection with Indy Vineyard Church?

How have you been involved within the Indy Vineyard Church?

How can we pray for you and this project?

**Project Name:** \_\_\_\_\_

**Project Description:**

**Goals and objectives:**

**Steps and timetable for implementation:**

**Summary Budget:**

<b>Income</b> <i>(from yourself and other sources)</i>	<b>Amount</b>
<b>Total Income – Other sources</b>	

<b>Expenses</b>	<b>Payee</b>	<b>Amount</b>
<b>Total Expenses</b>		
<b>Less Income – Other sources</b>		
<b>Total Amount Requested</b>		

## Vineyard Service Project Guidelines

The Indy Vineyard Church would like to partner with regular attendees of the Vineyard whom have a desire to initiate projects that serve to proclaim the Gospel of Christ by word and action, to seek and serve Christ in loving our neighbors as ourselves, especially by serving and having mercy on those in need as Jesus proclaimed in Luke 3:25-37.

The Vineyard church would like to partner with you in executing your service project by praying for and financially assisting you in your project. The Vineyard leadership would like to understand your mission so that we can properly pray for you and your team and financially assist you in projects where you and your team provide the labor, but need assistance in paying for materials and/or other out-of-pocket expenses. Funding requests will be evaluated by the Missions/Outreach Elder team under the following conditions:

- Funding requests may be made at any time during the calendar year for support in that year. Ongoing projects wishing to receive funding in subsequent years must be applied for each year.
- Funding is made on a first come, first serve basis and is limited by the available church budget at the time of submission.
- Funding requests that are of the greatest interest to the Missions/Outreach Elder team will have some or all of the following characteristics:
  - Projects that meet the mission of the church to practically embody the mercy of God to those around us and show the love of Jesus in word and action.
  - Projects that approach the situation or problem being addressed in an innovative and practical manner
  - Projects that have specific measurable outcomes and a tangible ability to evaluate results and measure success
  - Projects that have identified potential for ongoing support beyond the life of the funding.
- Funding request expenses that do NOT qualify for financial assistance include:
  - travel and living expenses
  - rental or purchase of real estate
  - expenses related to ministry schools, conferences or seminars
  - other expenses that the Elder team in it's discretion determines not to qualify.

By submitting an application for a project that is approved, the applicant agrees to provide a “**Service Project Evaluation Report**” within 30 days of the conclusion of the project. IVC will fund the project by reimbursing the applicant for receipts as they are submitted; however, if this creates a cash flow hardship, IVC will work with applicant on a case by case basis to help alleviate any such cash flow issues.

## Service Project Evaluation Report

<b>Name of Project</b>	
<b>Amount of Reward</b>	
<b>What were the main goals of the project?</b>	
<b>What progress has been made in achieving these goals?</b>	
<b>Will you be able to continue with the work when the funding ends? If yes, how will the work be sustained?</b>	
<b>Please provide a brief summary of how the money has been spent.</b>	

**Name:** \_\_\_\_\_  
(Please print)

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