**PROJECT INFORMATION FORM**

**COMPLETE AND SEND THE FOLLOWING FORM BY EMAIL TO**

[**START@BRIDGESUS.ORG**](mailto:START@BRIDGESUS.ORG)

**Your Name: \_\_\_**

**Email: \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone Number: \_\_\_**

**PROJECT DESCRIPTION**

Name of Project:

The Project serves (name the people).

These people can be described as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These people are (describe their problems).

This project seeks to provide Bridging Services.

This project also seeks to provide (describe the services provided to address the problems).

The goal of this project is to help people (describe the outcome or impact of the services).

The progress of this project can be measured by (describe how you plan to measure the progress of your project).

**MAXIMUM PROJECT BUDGET FOR CALENDAR YEAR**

The maximum budget expenditure requested for this project is the amount of $xx,xxx for this calendar year.

**MAXIMUM SALARY FOR CALENDAR YEAR**

The maximum amount to be spent on salary from the Project Budget is the amount of $\_xx,xxx\_\_ for this calendar year.

**MINISTERIAL HOUSING ALLOWANCE REQUEST**

If you are ordained and would like to request approval of a housing allowance for the remaining portion of 2021, please send the below message to **HousingAllowance@Bridgesus.org** with the *blanks* filled in:

The Board meets in mid -December and housing allowance requests must be received by Dec 10 to be considered at the December meeting of the Board.

For explanations and information about housing allowances, please consult your tax professional and official IRS information sources.

Date: *Month, day, year*

To:  Board of Directors of Bridges

From: *(your legal name as appears on your IRS tax form)*

I am writing to request that The Bridges Board of Directors approve a ministerial housing allowance for the calendar year 2021 for *(Insert Your Full Legal Name)* in the amount of *$xx,xxx*.  I am currently ordained and in good standing in the *(name of ordaining body)*  as a *(name of your ordained role*).  I do not have any pending ecclesiastical judicial judgments involving myself nor any prior ecclesiastical convictions. (If you do, please explain). I affirm that my requested amount is not anticipated to exceed my expected income and is a reasonable estimate of my potential housing expenses during the calendar year of 2021.

Sincerely,

*Your Full Legal Name*