



## Funding Guidelines for LDI Missional Experiments

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1. All teams or individual missionaries who are registered with the LDI Missional Experiments project (2014-5) are eligible for up to \$5,000 total seed money to assist with funding their experiments.
2. Each experiment is subject to review and approval by the ECCT Leadership Team.
3. Experiments must be in keeping with the mission of the Church as outlined in the Baptismal Covenant and the Five Marks of Mission. Experiments must be consonant with the theological and ecclesiological views of ECCT.
4. Practices of the teams and or individual missionaries must be in compliance with Safe Church standards and adhere to other diocesan policies and guidelines (ie: policies on alcohol, gambling, etc.)
5. Funds will be provided to parishes when there is an LDI Missional Experiments Team involved, as reimbursement for monies expended. ECCT will not pay individual contractors or vendors directly. For those registered with the LDI Missional Experiments group as an individual missionary, money will be paid as reimbursement for funds expended and documented by the individual.
6. All monies will be distributed as reimbursements and only with appropriate receipts and documentation.
7. Receipts for reimbursement can be issued to Jody Rodiger, Program Administrative Assistant, at [jrodiger@ctepiscopal.net](mailto:jrodiger@ctepiscopal.net). Receipts can be scanned. Receipts will be processed monthly, due on the first of month and reimbursements will be disbursed by the 15th of the month.
8. A "Request for Reimbursement" (see addendum) must be completed for each reimbursement event.



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9. The cap for each team or individual missionary is \$5,000 for the program year 2014-5. Any monies expended beyond \$5,000 is at the cost of the parish and/or individual.
10. All requests for funds must be completed by July 1, 2015.
11. At the end of the program year and project, any non-consumable items purchased for the LDI Missional Experiments project that will not be used in the future for missional purposes, may be collected by ECCT and retained as the property of ECCT.
12. Up to 20% of the \$5,000 (\$1,000) may be used as honoraria for LDI ECCT missionaries and are subject to tax codes as applicable. A letter signed by the team attesting to this desired use of the money is to be submitted in order for payment to be made.



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### Request for Reimbursement of LDI Missional Experiment Funds

1. Name of Team
2. Name of Project
3. Name of Team Leader and email
4. Phone number of Team Leader
5. Name and email of person filling out application (if not the team leader)
6. Today's Date
7. Please list item(s) and amount(s) to be reimbursed. Please include receipts for each item. No reimbursement will be approved without an attached receipt. If this form is submitted electronically, the receipts may be scanned. (If the reimbursement is for honoraria, up to \$1,000, a letter written and signed by team members is required. See Guideline #12)

#### For Office Use Only:

Date received \_\_\_\_\_

Request for Reimbursement Approval \_\_\_\_\_ (LDI Leadership Team initials)

Amount of this Request \_\_\_\_\_

Amount Disbursed to date \_\_\_\_\_

Amount left to disburse \_\_\_\_\_