

Grant guidelines for St. Andrew's - Trois Rivieres Ministry Fund

Applications for funding of various ministry projects from the CONFERENCE portion of the St. Andrew's – Trois Rivieres Ministry Fund shall include:

1.) a detailed description of the proposed project, including a time frame, created in consultation with the M&O French Ministry Task Group.

- a. The grants from the ***Conference Portion*** are to be given in compliance with the "Mandate of the M&O Conference French Ministry Working Committee" [Mandate of June 8, 2007], drawing upon up to \$25,000 of capital.
- b. Applications are to be made through the French Ministry Working Committee. Deadline for applications is January 15th, April 15th and October 15th, each year, so the applications may be considered by them and be sent on with their recommendation to the St. Andrew's-Trois Rivieres Ministry Fund for its November and May meetings. The committee may choose to add additional deadlines as the need arises.
- c. The purpose of the grants is to offer training, resources, and support for French or bilingual (E/F) ministry special projects or events. It is not intended for the purpose of supporting staff salary or the work of an already ongoing ministry. It is not intended for French language training (accessible from the Continuing Education – French language training fund).
- d. The application will come through a recognized Montreal and Ottawa Conference UC Congregation, Outreach ministry, Community ministry, Youth or Special ministry, Educational ministry, Presbytery/Consistoire or Conference committee.
- e. The project or event must not be already receiving funding from Mission Support or another UCC fund, to assure that the same project is not benefiting from two different funds.

2.) A budget for the project detailing anticipated revenues and expenses.

- a. The maximum amount to be granted is \$5,000. A complete budget showing all revenues & expenses must accompany the request. The requested amount can include amounts for honorariums and mileage at the Conference rate. A copy of the responsible ministry's most recent annual report, including the annual financial statement, and all reserve funds must be included. A letter of support from the Official Board or equivalent ministry to whom the project is accountable must accompany the application.
- b. Each project is limited to one grant per year, but the project can be renewed in a second year if it is proved that such will be beneficial to the outcome.
- c. Preference will be given to projects which show congregational, community or special ministry involvement in terms of time and or money.

3.) A description of anticipated outcomes and benefits, and an indication of how the financial support helped will be acknowledged publicly.

4.) A follow-up report/evaluation is expected indicating the actual outcome.

- 5.** Applications for the **Quebec Sherbrooke portion** of the fund shall be received through the Quebec Sherbrooke presbytery, according to its guidelines, before being considered by the St. Andrew's Trois Rivières Ministry Fund Committee.

- 6.** The Executive of the Montreal & Ottawa Conference will grant final approval to the recommendations of the St. Andrew's-Trois Rivières Ministry Fund.

APPLICATION:

Name:

Address:

Phone:

Email:

Place of Ministry:

A detailed description of the proposed project, including a time frame.

A budget for the project detailing anticipated revenues and expenses.

A description of anticipated outcomes and benefits, and an indication of how the financial support helped will be acknowledged publicly.