

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

Grant request guidelines for various projects arising out of French ministries being addressed to the Montreal & Ottawa Conference via the *French Ministries Working Committee (CTMF)*.

- 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 Rivières 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.
- f. 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
- g. Preference will be given to projects which show congregational, community or special ministry involvement in terms of time and or money.

Grant request guidelines for various projects arising out of French ministries being addressed to the Montreal & Ottawa Conference will include:

- a. **A detailed description of the proposed project, including its duration (normally one year).**
- b. **A description of the anticipated outcomes and benefits provided.**
- c. **A budget for the project.**

The budget shall include:

1. All income and expenditures (the requested amount can include amounts for honorariums and mileage at the Conference rate).
2. A copy of the most recent annual report from the accountable ministry, including the annual financial statement and all the reserve funds.

NB: The maximum amount to be granted is \$5,000

- d. **A letter of support from the Official Board or equivalent ministry to whom the project is accountable must accompany the application.**
- e. **An indication of how the financial aid received will be publicly recognized.**
- f. **A report/follow-up evaluation must be sent without fault following the end date of the project indicating the actual outcome.**

Quebec-Sherbrooke Presbytery Portion of the St. Andrew's-Trois Rivières Ministry Fund

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