

## ROBERT FUND – TERMS OF REFERENCE

<u>PURPOSE</u>	The Fund has been set up to assist “religious and charitable schemes within the Province of Québec”.
<u>PRIORITY</u>	It has been the practice to grant priority to work in the French language, and it is intended to continue to do so.
<u>GRANTS OR LOANS</u>	Funds may be made available either as grants or as loans. Loans will have an agreed plan of re-payment.
<u>TERM</u>	The term for grants will be one year. The term for loans will be negotiated at the time of granting the loan.
<u>MATCHING GRANT</u>	Special consideration will be given to grant applications for which the applicant has raised a matching amount of the project cost.
<u>WHO MAY APPLY</u>	Applications will be considered from individuals, congregations, committees, colleges and presbyteries with a project consistent with the PURPOSE above.
<u>PROCEDURE</u>	To apply for a grant or a loan, the following are required: <ol style="list-style-type: none"><li>1) A detailed statement of the purpose for which the funds are required, a project plan of operation and budget, and the names of the persons who will be administering the project.</li><li>2) A letter of approval by any authorized committee which will share project responsibility.</li><li>3) A letter of approval by the local Presbytery, if applicable.</li><li>4) A financial statement for the previous year, if it is an on-going project.</li></ol>
<u>APPLICATION DATE</u>	Application should be made to the Synod Convener of Missions no later than September 15 <sup>th</sup> in any year for approval for the following calendar year.
<u>RENEWAL</u>	It is to be noted that the approval of a grant in any year does not imply automatic renewal for subsequent years. Annual re-application in terms of the PROCEDURE outlined above is required.
<u>APPROVAL</u>	Requests will be presented to the annual meeting of Synod, for approval, on the recommendation of the Synod Missions committee. In urgent cases, the Committee may present requests for approval to the Synod Council.