

## THE ST. ANDREW'S SOCIETY OF MONTREAL

### APPLICATION GUIDELINES

The St. Andrew's Society of Montreal was organized in 1835 and supports the Scottish presence in Montreal as well as Quebec and Canada. Its principal purpose is to assist persons of Scottish birth or descent who are in need, to grant educational aid to qualified students of Scottish ancestry by means of bursaries and scholarships and to provide a limited number of grants to cultural and community organizations that promote Scottish culture and carry out related activities. These grants generally focus on greater Montreal and exceptionally are made in support of projects of provincial or national interest and reach.

Referring to the form and questions on page 2, interested **applicants** should provide the following information: name of applicant; contact details; a brief description of the applicant's membership and constituency; a brief history of the applicant (including, but not limited to, date the organization was created, its objectives and accomplishments); its charitable registration number and the make-up its board of directors.

The **description of the project** for which funds are being sought should include: the title of project; its start and end dates; what need(s) it will address; where the project will take place; who will benefit from it and an explanation of how the project will help further the purpose of the St. Andrew's Society of Montreal. A budget for the project should be included, indicating the amount being requested from the St. Andrew's Society as well as other sources and amounts of anticipated revenue.

Applications are enhanced by the inclusion of current financial statements, the most recent annual report and a copy of the applicant's letters patent. Letters of support may also be included. The Society does not generally support building construction or restoration, event or fundraising sponsorships.

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The deadline for grant applications is September 15<sup>TH</sup> and April 15<sup>TH</sup> each year. Applications should be forwarded to:

Executive Secretary  
St. Andrew's Society of Montreal  
1195B Sherbrooke Street West  
Montreal, QC, H3A 1H9

Applications are evaluated on their merits and ranked according to other applications received. There are constraints to the amount awarded in any given year and the success of an application will depend on which other applications are under consideration at the same time. Decisions on the distribution of grants are made by the Council of the St. Andrew's Society. Applicants are contacted once a decision has been reached.

Application to St. Andrew's Society of Montreal

<b>Name of Applicant:</b>
<b>Mailing address:</b>
<b>Contact person (if applicant is an organization):</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>E-mail address:</b>
<b>Web site:</b>
<b>Charitable registration number:</b>
<b>Project title:</b>
<b>Start and ending dates:</b>
<b>Location of project:</b>
<b>Amount requested from St. Andrew's Society of Montreal:</b>
<b>Short description of project (50 words):</b>

Please also provide the following information:

**About your organization:**

- ❖ a brief description of your organization's membership and constituency;
- ❖ a brief history of your organization (including, but not limited to, date the organization was created, its objectives, mandate and accomplishments);
- ❖ the make-up of your organization's board of directors.

**About the project for which funds are being solicited:**

- ❖ the need(s) the project will address, when and where it will take place, who will benefit from it;
- ❖ an explanation of how the project will help further the purpose of the St. Andrew's Society of Montreal;
- ❖ the project's budget - indicating the amount being requested from the St. Andrew's Society and other sources and amounts of anticipated revenue.