

The Mary H. Brown Endowment Fund

Guidelines for the Submission of an Application

This fund, approximately \$20,000 per year in total, supports initiatives consistent with her gift: “to teach positive mental hygiene, we have to emphasize the principles of healthy living, with a foundation of rules of health to have a sound physical health, and then all the psychological ones for developing an outgoing personality to get along in society.” Mary Brown’s bequest to McGill primarily supported the creation of facilities for the Health and Mental Health Services in the William and Mary Brown Student Services Building, and the balance of the fund was set aside to provide ongoing special project support. The Office of the Dean of Students will inform the campus of the availability of this fund.

Applications . . .

- must be for new initiatives, and may be considered for at most one renewal,
- may be submitted for self-contained projects or extensions to existing projects,
- may be received from any unit or organization within the McGill community,
- should be addressed to the Dean of Students*,
- will be examined by the Director of Bequests and Planned Gifts, Development, Alumni and University Relations to confirm their conformity with the wishes of the benefactors, and
- will be adjudicated by the Dean and Associate Dean of Students, who will inform the Provost of their decisions.

The Dean will then notify recipients and, with the approval of the Director of Planned Giving, will issue the disbursement.

Applications should be received by June 15th for the following fiscal year. Subject to the availability of funds, summer and early autumn applications involving clearly time-sensitive or fleeting opportunities that could not have been anticipated in time for the regular deadline, might also be considered. The Dean of Students may also invite applications for targeted projects. The same review process will apply to all proposals.

There is no application form. Please apply in a letter (maximum 5 double-spaced pages) that includes a title, a 100-word summary, goals, participants, contact information, activities to be undertaken, anticipated outcomes or benefits, and a detailed budget. Please submit your application in .pdf format to deanofstudents@mcgill.ca

Recipients must send the Dean of Students a brief report on the use of the funds and main outcomes of the project by June 15th of the year following receipt of the funding. This report will be shared with the Provost and the Director of Bequests and Planned Gifts, and must accompany any request for renewal.

* Brown Student Services Building, Room 4100, 3600 McTavish. Telephone 398-4990.