

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.

Applications . . .

- May be submitted for self-contained projects or extensions to existing projects,
- May be received from any unit or organization within the McGill community,
- Will be examined by the Director of Planned Gifts of the Graduates Society of McGill University to confirm their conformity with the wishes of the benefactors
- Will be adjudicated by the Dean and Associate Dean of Students, who will forward their recommendations on all proposals to the Provost for review and confirmation
- Must be a new initiative, or requesting funding renewal for the first time only

The Provost’s confirmation will be communicated to the Dean of Students. The Dean will then notify recipients and the Director of Planned Giving will issue the disbursement.

Recipients of funding must send the Dean of Students a brief report on the use of the funds and main outcomes of the project by **Spring/Summer 2021 TBD (Due to COVID-19 restrictions, deadline will be determined by a later date)**. This report will be shared with the Provost and the Director of Planned Gifts, and must accompany any request for renewal.

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October 16th: Applications Close

End of October: Applicants are informed of decision

Subject to the availability of funds, applications received in the winter that involve time-sensitive or fleeting opportunities, which could not have been reasonably anticipated in time for the regular June deadline, may also be considered. The Dean of Students may also invite applications for targeted projects. The same review process will apply to all proposals.

Application Details

There is no application form. We ask that all applicants write a letter (maximum 5 double-spaced pages) that includes the following:

- Title
- 100 Word Summary
- Principle Contact Person Information
- Organizers Names, McGill Emails and ID numbers
- Outline of activities to be undertaken
- Anticipated outcomes or benefits from funding
- A detailed budget of anticipated costs

Please submit applications by emailing a PDF copy of application to
deanofstudents@mcgill.ca

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Conditions pertaining to receipt of funding:

- An Annual Report is required from recipients of all approved projects and is to be submitted to the Office of the Dean of Students by a TBD date;
- Any advertising of projects or events should mention that Mary H Brown funding made it possible in whole or in part;
- If, due to unforeseen circumstances, projects do not go forward for any reason, please inform the Office of the Dean of Students in a timely manner;
- **And it is the responsibility of the principal contact person to ensure that all original copies of any and all relevant invoices, bills or receipts are kept on file, should funded projects be audited at any time.**

Funding Options

Please note that McGill University cannot distribute Mary H Brown funds directly to anyone's personal bank account. There are several options for dispersal of funds to projects, outlined below:

- Another McGill Unit or Department will sponsor your group or project, and we will send the funding amount to them. You will then coordinate with them to receive the funding (most likely, you will be required to keep all original receipts, and you will then submit an expense reimbursement).
- Create a bank account under the name of the group or the project. We will then provide you with a cheque made out to that bank account, which you will deposit.
- Register as a student club, and ask SSMU/PGSS/MCSS to house the funds for your group or project. You will then coordinate with them to receive the funding (most likely, you will be required to keep all original receipts, and you will then submit an expense reimbursement).
- If you have attempted the above options and were unsuccessful, the Office of the Dean of Students will work with you to find a solution, usually in the form of direct expense reimbursements through our office – however, this is a last resort, and we will ask to see evidence that you attempted the above options.

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Suggestions for Preparing a Successful Application

Successful projects in the past have included most or all of the following elements:

- Create links with other McGill departments, organizations or student groups
- Have an impact on students, including those beyond the project applicants
- Involve students in sensitization or educational events
- Engage groups of students with local communities
- Request a modest as opposed to a large budget (large budget = more than \$3000) (Our office may also choose to distribute a funding amount lower than the requested amount – i.e. if your initiative requests \$3000 in funding, we may make the decision to only allocate \$1500 in funding).
- Explains the potential for the project to be ongoing and receive alternate sources of funding in the future

Projects less likely to receive support through this fund include:

- Projects under the jurisdiction of, and already funded by a student association (co-sponsorships are eligible)
- Include research or academic issues that should be funded at the departmental or Faculty level
- That benefit only individual students (example: funding for taking a course, or funding for travel)
- That request upgrading or improvements to equipment, furnishings or physical space (interior or exterior)
- That cover costs pertaining to an hourly wage, salary or honoraria

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Examples of Previously Funded Proposals

The **McGill Death Café** is a program that seeks to “increase awareness of death with a view to help people make the most of their (finite) lives”, and consists of group directed discussion of death with no agenda, objectives or themes. While not a grief support or counselling session, Death Cafés provide a space where the often scary and taboo- yet universally relevant- theme of death can be discussed in a respectful and confidential manner without fear of judgment, a spiritual or philosophical agenda. This project received \$500 to be used towards promotion, materials and food.

The **McGill Walking Birds** initiative is aimed at encouraging physical activity and healthy lifestyle choices at McGill University by promoting the use of stairs instead of elevators, with strategic placement of evidence-based signs and educational pamphlets. These educational pamphlets will include information about McGill’s health and Mental Health services, as well as healthy lifestyle tips to help foster positive mental hygiene. In such a way, the Walking Birds initiative echoes the spirit of McGill’s mythical Martlet birds: always in flight, sociable, healthy, and filled with promise for a better future - the only difference is that these birds prefer to take the stairs. This project received \$1080 for materials

Art/iculation is a bilingual student-run digital and print magazine that aims to challenge mainstream notions of 'culture,' by spotlighting un(der)represented topics of cultural significance. Each issue brims with artful, critical content around a timely theme selected by the editorial team. In response to the tragic spate of celebrity suicides in Spring 2018 and ensuing media storm that revealed the pervasive stigma surrounding mental health, the magazine proposes a special issue focused on “The Art of Healing”. The issue would feature written and artistic content on mental, emotional, and physical wellness. Print copies of the issue would be distributed on-campus during back-to-school, with all content fully accessible online. This project received \$1500 for supplies.

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End-Of-Year Report Guidelines

All funding recipients are required to submit an Annual Report to the Office of the Dean of Students by TBD in the year following the approval of funds. There is no minimum or maximum number of pages required. The Annual Report should include the following:

➤ **Overview of Project**

- What the project is, goals of the project, over-all vision of project – similar to the 100-word summary submitted with the initial funding proposal

➤ **2020-2021 Activities**

- Explain what activities the project undertook as part of the project's mandate
- How were these activities relevant to your project's mandate?
- Did you find these activities successful? Why or why not?
- We encourage including photos of the activities (if possible)

➤ **Use of Funds**

- Explain (approximately) how much money was spent for each above activity. Outline any challenges or surprises you faced financially. Explain any unexpected costs.
- If possible, please include screenshots of any relevant banking information
- If possible, please provide copies of receipts used to pay for activities
- Please be as detailed as possible.

➤ **Lessons Learned**

- What worked? What didn't? What would you do differently?

➤ **Funding Request for 2021-2022 (Optional)**

- If you would like to request a renewal of funding for 2021-2022, please indicate so here.
- Explain what you would like the funding to be used for, and why you think the funding should be renewed.

➤ **Conclusion**

If you have any questions on what should be included in the proposal, or would like an example of a previous Annual Report from an MHB Fund Recipient project, please email deanofstudents@mcgill.ca .