

Erskine and American-Mountainside Trust Fund
Terms of Reference
May 2023

The Fund was created by the Amalgamation Motion adopted by Montreal Presbytery of 15 June 2004, concurring in the joint proposal made by Erskine and American United Church (Erskine) and its two successors Mountainside United Church and St. James United Church. A 40% share of the net assets of Erskine was vested in the Montreal Presbytery for the purposes of creating the Erskine and American Trust Fund (the Fund). This sum, when all was received in 2008, amounted to about \$2,100,000.00

In late 2007, a further \$207,000.00 of capital was contributed from the disbanding of St. Andrew's-Norwood United Church.

In November 2018 when Mountainside United Church sold its Church Building, Québec Presbytery concurred in its Plan of Distribution to contribute to the Fund a further capital sum of \$650,000.00 (about 17 % of the proceeds) with no change to the terms of the Fund except to include the name Mountainside to the name of the Trust "Erskine and American-Mountainside Trust Fund."

NOTE: As the Terms of Reference originate in the Amalgamation Motion of 2004, any amendment by Regional Council requires the prior consent of St. James United Church and Mountainside United Church, or their successor entities.

The present Terms of the Fund
are updated and restated as follows:

1. The funds were used to establish the Erskine and American-Mountainside Trust Fund, and the return on its investment shall continue the outreach ministry, missions and heritage of Erskine and American United Church and any new ventures and needs yet to be determined.

2. The income shall be devoted to a balance of:
 - a) the outreach ministry of the Erskine and American United Church tradition and to any new ventures and needs yet to be determined,and
 - b) transformational ministries identified by Regional Council.

It is recognized that these two categories may well overlap.

3. To aid in identifying the Erskine and American outreach ministry tradition, Erskine furnished a list of its pre-2004 ongoing endeavours. This list was for consideration/reference and evolves over time.*
4. The Regional Council identifies as transformational such matters as ministry in French, cluster-ministry, small group ministry, youth work, faith development and training initiatives, and this list evolves over time.
5. The Trust is held and managed by the Finance and Extension Board and the use of the return on investment is determined by the Regional Council on the recommendation of its Granting and Enabling Leadership Team (GELT). GELT, and any committee making such recommendations to GELT, shall include at least one representative each from Mountainside United Church and St. James United Church. The E & A-M Trustees specifically shall include one representative from each from St. James United Church and Mountainside United Church. The E & A-M Trust committee shall also include up to three other trustees proposed by the Trustees, and approved by Regional Council Executive. GELT shall recommend spending to the Regional Council at least once a year and more often when necessary, with Regional Council having the final authority in the matter of spending. The Fund normally entertains applications once per year, in the first quarter, with any subsequent request being reviewed on a special needs basis only (urgency, new situations, unforeseen emergencies).
6. The duty to recommend by GELT means that the Regional Council must either accept the recommendation or refer a particular decision on assistance (normally a single grant/assistance application) back to GELT for reconsideration.
7. The expression "return on investment" shall mean 5% of the capital base of the Fund as at the end of year preceding the Budget year. Capital base shall be the average closing Fund balance of the eight quarters ending December 31 of the year preceding the Budget year. The Trust may recommend to Regional Council a change in such disbursement policy every three years so that it continues to respect best foundation practice in Canada.

*Since that time the Griffith McConnell Residence discontinued operations (2010). From its net proceeds (and the related foundation) the Good Samaritan Fund (GSF) was established in 2012 within United Church of Canada Foundation. GSF disbursements are determined by the Regional Council and earmarked for ministry and outreach with seniors within the bounds of the Regional Council as recommended by GELT. Per the United Church of Canada Foundation: *"This Fund focuses on granting to programs that work with seniors at risk (with special attention paid to those within the former Montreal Presbytery's jurisdiction) which will both benefit most from these funds and remain consistent with the original intent of the mission of The United Church Montreal Homes for Elderly People Griffith-McConnell."* The E & A-M Fund will normally defer to GSF for grant applications concerning such projects.

8. Any sums not expended (or committed) by the Trust in any Budget year may, in the discretion of the Fund, be carried forward to the subsequent year.
9. Grants are only awarded for the year in which the application is received. However, the applicant may expend its received grant in the current year, or in the following year, up to 30 June (unless further extended by GELT), to conclude a project started in the year the grant is awarded.
10. The Trust has determined that grants should not be primarily property renewal (building) in nature. Grant applications are expected to be sponsored by communities of faith, including outreach ministries or leadership teams of the Regional Council.**
11. In all cases the grants must be within the bounds of the Nakonha:ka Regional Council or accessory to its activities, and must be made to registered Canadian charitable organizations or be directly supervised or subject to the oversight of United Church organizations or partners under Canadian charitable regulations. Grants to individuals are not permitted. The application must include the faith rationale underlying the proposed project.
12. Grants should not be to support an organization's staff salary costs, but it is recognized that many programs initially require some hands-on, non-managerial, staffing.
13. Grants under the category of "transformational" are in the nature of start-up initiatives and should not normally extend beyond three years, although it is recognized that sustainable outside financing may take longer for some programs. In the latter cases the applicant must ask for an exception to this rule and provide its reasoning and its plan for sustainable funding.
14. The format of grant applications and reporting on outcomes are established by GELT and an applicant cannot apply for future grants unless an outcomes report has been supplied to GELT for prior grants to that applicant.
15. In all cases grant applications state the theological rationale of the proposed use of funds, as the Trust is to be employed in furtherance of the life and ministry of the United Church of Canada.

**The capital project regarding Union United Church was an exception, unique to the situation at that time, for a specific time period only, and is now historical.