



# West Lancashire Freemasons' Charity

## APPLICATIONS FOR COMMUNITY GRANTS

### **GUIDELINES FOR GRANT APPLICATIONS**

The West Lancashire Freemasons' Charity provides grants for charitable purposes to help community schemes within the Province and provision to improve the quality of life or development of children experiencing hardship in the family.

This document provides guidance on the application procedure.

#### **THOSE WHO ARE ELIGIBLE FOR A GRANT**

- Local charities and managed voluntary groups residing within the geographical region of Lancashire, Merseyside and bordering areas of Cumbria and Cheshire.
- Branches of national charities operating within the West Lancashire region.

#### **THOSE WHO ARE *NOT* ELIGIBLE FOR A GRANT**

- Individuals not supported by a registered charity \*
- Organisations or projects outside the West Lancashire region
- Organisations not registered with the Charity Commission other than managed voluntary groups. ('managed' is defined as having elected officers, minuted meetings and audited accounts)
- Organisations that are deemed to hold funds in excess of their requirements

### **GUIDELINES FOR GRANTS**

The West Lancashire Freemasons' Charity provides grants principally in the following areas:

- Community Projects
- Disability
- Managed Voluntary Groups
- Self-help Projects
- Vulnerable People
- Youth Opportunities

#### **GRANTS ARE NOT NORMALLY GIVEN FOR:**

- Funding day-to-day administration costs
- Activities that are primarily the responsibility of Central or Local Government
- Animal Welfare
- Political objectives
- Medical research

\* Although the West Lancashire Freemasons' Charity supports individuals the grants are made through other charities which administer them on our behalf.

## **CATEGORY OF GRANT**

Two categories of Grant are available

i) **Minor Grants**

Grants up to £1,000 are normally given to smaller charities and managed voluntary groups whose annual income does not exceed around £5,000 and are normally made only for a specific project.

ii) **Major Grants**

Normally grants of £1,001 to £5,000 are made only for a specific project.

Funding may be granted for up to a four year period in certain circumstances where there is evidence of an ongoing need for charitable grant funding. Occasionally, major grants in excess of £5,000 may be approved.

## **GRANT APPLICATION PROCEDURE**

To apply to the West Lancashire Freemasons' Charity for a community grant a charity must complete a Community Grant Application Form. In addition all applications for major grants must include a full copy of the charity's or managed voluntary group's latest Annual Report and Audited Accounts.

Those organisations awarded grants are required to provide a brief written report (300-500 words) at the conclusion of the project and to allow the West Lancashire Freemasons' Charity the opportunity for its support to be recognised and acknowledged publically.

**The Community Grant Application Form is available on the website at [www.westlancscharity.org.uk](http://www.westlancscharity.org.uk) or by request at any time throughout the year from**

**West Lancashire Freemasons' Charity,  
2 Paramount Business Park,  
Wilson Road,  
Huyton,  
Liverpool L36 6AW  
Tel: 0151 482 4750  
email: [enquiries@westlancscharity.org.uk](mailto:enquiries@westlancscharity.org.uk)**

Completed application forms and supporting documents should be sent to the above address.



# West Lancashire Freemasons' Charity

## Community Grant Application Form

Information requested in this application form is the minimum required for a grant to be considered.

Guidance notes can be downloaded from the charity's website and should be read before completing this form.

**Applicants should enclose additional information as necessary. Please send one copy of the application form and if a charity or managed voluntary group a copy of the latest annual report and audited accounts.**

Category of grant requested, please tick	MINOR ( )	MAJOR ( )
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1. CONTACT DETAILS	
Name of charity or managed voluntary group	
Name of contact person	
Job title of contact person	
Address for correspondence	
Telephone number	
Email address	
Website	
Registered charity number - if applicable	

2. APPLICANT CHARITY OR MANAGED VOLUNTARY GROUP
Describe the main purpose of the charity or managed voluntary group
What is the purpose of this Grant Application ?
What will be achieved by a successful application ?
Who will benefit ?
How much has already been raised for the project? £ .....

<b>3. GRANT</b>	
Size of grant requested. One year only.	
Main area into which the grant would fall. Select one and tick	
<input type="checkbox"/> Community Projects	<input type="checkbox"/> Self-Help Projects
<input type="checkbox"/> Disability	<input type="checkbox"/> Vulnerable People
<input type="checkbox"/> Managed Voluntary Groups	<input type="checkbox"/> Youth Opportunities

<b>4. ACCOUNTS INFORMATION</b>	<b>From latest annual accounts</b>	<b>For previous year</b>
<b>INCOME</b>	<b>£</b>	<b>£</b>
Statutory Income		
Fundraising / Charitable Grants		
Fees or subscriptions		
Sales		
Other		
<b>Total Income</b>		
<b>EXPENDITURE</b>		
	<b>£</b>	<b>£</b>
Charitable purposes		
Fundraising / Publicity		
Management / Administration		
Surplus (Deficit)		
<b>Total Expenditure</b>		
<b>RESERVES</b>		
	<b>£</b>	<b>£</b>
Restricted Reserves		
Unrestricted reserves		
<b>Total Reserves</b>		

**DECLARATION**

I, ..... am an authorised representative of  
 .....( name of organisation).

To the best of my knowledge the information I have provided on this application form is correct.  
 If the West Lancashire Freemasons' Charity agrees to make a grant the money will be used exclusively for the purposes described in this application form.

Signed  
 .....  
 Position in Organisation.....  
 Date .....

The completed application form together with supporting documents should be sent to  
 West Lancashire Freemasons' Charity, 2 Paramount Business Park, Wilson Road, Huyton, Liverpool L36 6AW