



West Lancashire Freemasons' Charity

APPLICATIONS FOR "TOP UP" GRANTS TO SUPPORT FUND-RAISING BY GROUPS AND LODGES FOR NON-MASONIC PROJECTS

GUIDELINES

In some instances the charity is prepared to provide "top up" grants to add to funds raised by Masonic Groups, Lodges and Royal Arch Chapters, either working independently or together, for approved non-Masonic projects. Grants are available for charitable purposes to help community schemes within the Province and to improve the quality of life or development of children experiencing hardship in the family.

In order to qualify for a "top up" grant the following conditions must be met:

- The purpose of the fund-raising must be for a project meeting the charity's usual requirements for a grant.
- The minimum amounts detailed below must have been raised before the charity will pay the support grant.

The charity will grant up to £2,000 towards a project once one, or more than one, lodge/chapter has raised £2,000 and will grant up to £5,000 once a Masonic Group or Groups has raised £5,000. For example if a project's cost is £3,700 and a Lodge has raised £2,000 the charity will provide a grant of £1,700 and if, say, a Masonic Group has raised £7,500 towards a project costing £12,500 the charity will provide a grant of £5,000.

The charity will consider supporting fundraising initiatives which are already underway but in all cases applications should be made as soon as possible, even before fundraising has started.

THOSE WHO ARE ELIGIBLE FOR A GRANT

- Local charities and managed voluntary groups residing within the Masonic Province of West Lancashire and bordering areas
- 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

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

PROJECTS ELIGIBLE FOR A GRANT

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

GRANT APPLICATION PROCEDURE

The charity or managed voluntary group to whom the grant is to be made together with the Masonic Group or Lodge/Chapter must complete a Non-Masonic Support Grant Application Form (NM2) and it must be accompanied by a full copy of the charity's or managed voluntary group's latest Annual Report and Audited Accounts. Provided that the application meets the charity's conditions and funds are available for that class of project within the financial year in which the grant would be payable, the authorised amount will be ring-fenced to ensure payment when required.

Once the fundraising has ceased the Masonic Group or Lodge/Chapter should send the monies raised to the West Lancashire Freemasons' Charity which will then provide payment by cheque or BACS for the total amount.

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 Masonic Group or Lodge/Chapter and West Lancashire Freemasons' Charity the opportunity for its support to be recognised and acknowledged publically.

The Non-Masonic Support Grant Application Form (NM2) is available on the website at <http://www.westlancscharity.org.uk> from the support page or by request at any time throughout the year from:

**West Lancashire Freemasons' Charity,
22 Hope Street,
LIVERPOOL L1 9BY,
Tel: 0151 709 4141
email: enquiries@westlancscharity.org.uk**

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



West Lancashire Freemasons' Charity

Non-Masonic Top-Up Grant Application Form

(For use when a Masonic Group or Lodge/Chapter is raising funds for a non- Masonic project and a supporting grant will be requested from the charity)

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 <http://www.westlancscharity.org.uk> 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.

Group/Lodge/Chapter

Parts 1,2 and 3 and declaration to be completed by the charity or managed voluntary group seeking assistance

1. CONTACT DETAILS OF CHARITY OR MANAGED VOLUNTARY GROUP

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? £

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

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

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Position in Organisation..... Date

TO BE COMPLETED BY GROUP/LODGE/CHAPTER			
Total sum to be raised	Amount to be raised by Group/ Lodge/Chapter	Support Grant requested	Expected date grant needed
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	
Group/Lodge/Chapter contact	Name		
	Address		
	Telephone	Email	

The completed application form together with supporting documents should be sent to West Lancashire Freemasons' Charity, 22 Hope Street, Liverpool L1 9BY