

## NOTES FOR GUIDANCE WHEN SUBMITTING AN APPLICATION TO THE PROVINCIAL GRAND MASTER'S FUND

### 1. Introduction

The Provincial Grand Master's Fund was established in 1987 to enable Craft Lodges and Royal Arch Chapters to nominate Non-Masonic Organisations or Charities in the Province to receive grants for the benefit of the wider community. The following notes are intended to give general advice on what is required when a Lodge or Royal Arch Chapter submits an application either for a major grant or a minor grant. Each individual application will be considered on its merit within the following guidelines.

### 2. Minor Grant

These grants can be applied for throughout the year and are considered by the PGM's Fund Committee at their meetings which are held quarterly. Minor grants are intended to be **relatively modest** in size and able to make a **significant difference** to the beneficiary. Minor grants may be awarded up to a maximum of £5000 in special circumstances with applications greater than £5000 being directed to the **Major Grants** scheme.

### 3. Major Grant

These grants are considered once a year with the closing date for applications being 28<sup>th</sup> February. The total annual amount available for distribution for major grants is £100000. All applications in excess of £5000 will be submitted as a major grant. These grants are intended to cover applications from particularly worthy causes who are in need of **substantial financial assistance**. The distribution of the £100000 may be made up of a number of smaller grants or one large grant depending on the number and quality of applications received.

### 4. Points to Note

#### 4.1 Application Form

Applications for a grant **MUST** be submitted on the official application form. They must contain sufficient information to enable the Fund's Committee to make a decision. All sections of the form must be completed and supplementary information may be appended to it. It is important that an application be submitted after adequate due diligence has been conducted by the proposing Lodge/Chapter thus ensuring that all information on the form is relevant, current and valid.

For Minor Grants a financial statement from the organisation is required.  
For Major Grants the last set of annual accounts is required.

#### 4.2 Lodge / Royal Arch Chapter Approval

Applications must have the prior approval of the Lodge / Royal Arch Chapter received from a resolution passed in open Lodge / Chapter and be recorded in the minutes.

#### 4.3 Who is Eligible for a Grant

Applications must be for an organisation or charity within the geographical boundaries of this Province and supported by a Lodge or Royal Arch Chapter local to it.

#### 4.4 Overseas Grants will NOT be made.

#### 4.5 Grants to Named Individuals

These will NOT be made no matter how deserving.

#### 4.6 **Revenue v Capital**

Grants will NOT be made for revenue or for the running costs of the organisation.

Grants will be for **capital projects** mainly concerned with buying equipment (kit or tangible asset).

#### 4.7 **Applications from Religious Organisations**

These will only be considered for community-based projects that benefit the wider community e.g. the conversion of a hall for community use such as elderly luncheon clubs, mother and toddler groups etc.

**The Fund will not assist in restoration projects involving the fabric of the building, windows, bells, organ and the purchase or repair of religious artefacts.**

#### 4.8 **Building Projects.**

Applications for major new construction projects either whole or a new extension will not be considered. However, the 'fitting out' projects or certain fixtures and fittings will be considered.

#### 4.9 **NHS, Local Government, Schools and Public Bodies.**

##### 4.9.1 **NHS**

Applications can be from specialised parts of a hospital, hospital charities or 'friends of .....'. In all cases if the capital item is to improve clinical effectiveness it will not be considered as it should be provided and funded internally. However, where the item is required to improve patient comfort then it will be considered.

##### 4.9.2 **Local Government, Schools and Public Bodies.**

Applications for capital items that would normally be provided by the organisation in delivering its normal business services and funded internally through budgetary control procedures will not be considered.

#### 4.10 **Timing of Applications for Minor Grants.**

Because of the nature of minor grants, applications should ideally be for either funding the whole project or to complete the funding of the project. Where the project has a long lead time in respect of attracting funds it would be better to submit an application at a time near to the end of the fund-raising.

#### 4.11 **Repeat Applications.**

If an application is successful, a further application from the same organisation will not be considered until a minimum of two years has elapsed. Enquiries should be made with the organisation if they have received a grant previously. Such a grant may have been proposed by another Lodge / Royal Arch Chapter.

#### 4.12 **Receipt of Applications**

Application Forms will be forwarded to the Fund Administrator by post and not by email. Receipt of applications will be acknowledged by the Fund Administrator together with notification when they will be considered by the Fund Committee and WRMC Ltd. Board. If an acknowledgement has not been received within 14 days of posting the application the applicant should contact the Fund Administrator.

#### 4.13 **Successful Applications**

The Fund Administrator will advise the successful applicants in writing and for minor grants enclose a cheque to be presented to the beneficiary together with a separate letter to the beneficiary advising the award and the conditions attached to it.

The award of major grants will be advised by the Fund Administrator with the presentation of cheques being dealt with by the Provincial Grand Secretary.

4.14 **Publicity**

Although it is not a condition of grants that publicity is obtained the Provincial Grand Master feels that publicity can only be of benefit to Freemasonry. Therefore, the successful applicant is requested to seek it direct or contact the respective Area Representative of the Provincial Communications Committee for assistance.

4.15 **Unsuccessful Applications**

Where the application was unsuccessful the applicant will be advised of the reason.

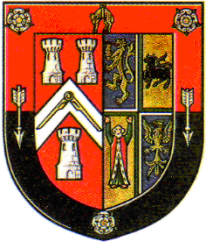
4.16 **Assistance.**

The Fund Administrator will be pleased to advise you on any aspect before you submit an application.

4.17 **Fund Administrator**

Ian Wright  
Tree Tops  
Manor Lane  
Adwick upon Dearne  
Mexborough  
S64 0NN

Tel. Mobile 07766 318070 Home 01709 587635  
Email: iw.mason@zen.co.uk



## *West Riding Masonic Charities Limited*

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*Registered Charity No. 212073*

*Registered Company No. 399211*

*Provincial Grand Master's Fund Freemasonry in the Community Initiative*

### *Application Form - Provincial Grand Master's Fund*

Name and Number of Lodge or Chapter.	
Name and Address of Brother/Companion having knowledge of the application.	
Home telephone number.	
Mobile telephone number	
Email address.	
Date application was approved in open Lodge/Chapter and recorded in minutes.	
Any previous grants that the Organisation or Charity has received from WRMCL with dates and amounts.	
Name of the Organisation or Charity together with address, telephone number, email address and name of contact.	
Organisation's Registered Charity Number if applicable.	

Details of their work.

Details of their application, what is the money to be used for?  
For example, a fully costed wish list.

How will the Organisation or Charity benefit from a grant?

Have the Organisation or Charity been involved in fund-raising themselves?  
Please give details and amounts of monies raised.

For Minor Grants attach a Financial Statement.

For Major Grants attach last set of Annual Accounts.

Amount of the grant requested.	
Correct name to appear on the cheque if the application is successful.	
Signature of Brother / Companion having knowledge of the application.	
Counter signature of Worshipful Master/MEZ.	
<b>This form together with any additional information to be returned to the Fund Administrator.</b>	I Wright Esq Tree Tops Manor Lane Adwick upon Dearne Mexborough S64 0NN Tel: 01709 587635 Mobile: 07766 318070 Email: iw.mason@zen.co.uk
<b>For Office use only</b>	<b>Date received:</b> <b>Date acknowledged:</b> <b>Previous grants:</b> <b>Meeting date of PGM's Fund Committee:</b> <b>Meeting date of Board of WRMC Ltd:</b> <b>Area Number:</b> <b>Grant Awarded:</b> <b>Cheque Number and date:</b> <b>Date of Letter to Lodge/Chapter:</b> <b>Date of Letter to Beneficiary:</b>
<b>Reason for Refusal of a Grant</b>	