



West Riding Masonic Charities Limited

20 Castle Grove Drive, Leeds, LS6 4BR

Telephone:- 0113 278 2451

Registered Charity No. 212073 Registered Company No. 399211



The West Riding Masonic Community Fund

Application Form – West Riding Masonic Community Fund

Name, Number of Lodge or Chapter, and Area.	
Name and Address of Brother/Companion having knowledge of the application.	
Home telephone number.	
Mobile telephone number	
Email address.	
Date approved in open Lodge/Chapter and recorded in minutes OR name of WM / MEZ and date of approval. Name, tel. no. and email address of Lodge/Chapter Charity Steward	
Any previous grants that the Organisation or Charity has received from Freemasons 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.	

<p>Details of their work.</p>	
<p>Details of their application, what is the money to be used for?</p> <p>For example, a fully costed wish list.</p> <p>How many people are likely to benefit from the grant?</p>	
<p>How will the Organisation or Charity benefit from a grant?</p>	
<p>Has the Organisation or Charity been involved in fund-raising themselves? Please give details and amounts of monies raised.</p> <p>For Minor Grants attach a recent Bank Statement showing transactions, balance and account details.</p> <p>For Major Grants attach last full set of Annual Accounts.</p>	

Amount of the grant requested.	
Beneficiaries Bank details. It is vital that these entries are accurate and precise to facilitate electronic payment of grant.	Name of Bank: Name on Account: Bank Sort Code: Bank Account No. Beneficiaries address and post code:
Name of Bro./Comp having knowledge of the application. (separate scanned signature accepted)	Name Date
Name of WM/MEZ. (scanned signature accepted)	Name Date
This form together with any additional information to be returned to the Fund Administrator by email ONLY.	Email: communityfundadmin@wrprovince.com
For Office use only	Date received: Date acknowledged: Previous grants: Meeting date of PGM's Fund Committee: Meeting date of Board of WRMC Ltd Area Number: Grant Awarded: Date and Ref. no. of electronic transfer of money: Date of Letter to Lodge/Chapter: Date of Letter to Beneficiary:
Reason for Refusal of a Grant	

**NOTES FOR GUIDANCE WHEN SUBMITTING AN APPLICATION TO THE WEST RIDING MASONIC
COMMUNITY FUND**

- **Please read the notes for guidance carefully before completing the form**
- **Use MS WORD or similar word processing programme**
- **PDF format is acceptable but no scans or handwritten submissions on the form**
- **Bank details MUST be completely accurate and not for individuals but for the Charity**
- **Capital Project are the most likely to be successful**
- **Construction projects either whole or part will not be considered**

1. Introduction

The West Riding Masonic Community Fund enables 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 an application either for a major grant or a minor grant is submitted. 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 Fund Committee at their regular meetings. Minor grants are intended to be **relatively modest** in size and able to make a **significant difference** to the beneficiary. Grants will be awarded for either capital or revenue expenditure. Minor grants may be awarded up to a maximum of £5,000 in special circumstances with applications greater than £5,000 being directed to the **Major Grants** scheme.

3. Major Grant

These grants are considered twice a year with the closing date for applications being 28th February and 31st August. The amount available for the distribution of major grants is in excess of £100,000. All applications in excess of £5,000 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 money 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 in digital word processed format. They must contain sufficient information to enable the Fund's Committee to make a decision. All sections of the form must be completed to which supplementary information may be appended. 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 recent bank statement from the organisation is required.

For Major Grants the last set of annual accounts is required.

A copy of a recent monthly bank statement for the organisation is also required as part of the due diligence process. **It should clearly detail the name of the bank account, sort code and account number.** It is not necessary for the whole statement to be provided, just the front sheet and any information of a personal nature may be redacted.

4.2 Lodge / Royal Arch Chapter Approval

Applications should 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.

Whenever Lodges and Chapters are unable to meet to approve applications acknowledgement that the Worshipful Master/Most Excellent Zerubbabel has given approval will suffice. However, when normal meetings are resumed such approvals must be retrospectively approved in open Lodge / Chapter and minuted accordingly.

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

In the main grants will be for capital projects concerned with buying equipment (kit or tangible asset). However, applications for revenue running costs will be considered where the organisation's fund-raising has suffered greatly following the pandemic.

4.7 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.

4.8 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.

4.9 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 for the same organisation will not be considered until a minimum of 24 months has elapsed, however, earlier repeat applications may be considered under exceptional circumstances. 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 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 7 days of emailing the application the applicant should contact the Fund Administrator.

4.13 Successful Applications

The Fund Administrator will advise the successful applicants in writing and provide details about payment by electronic means to the beneficiary. Also provide a separate letter to the beneficiary advising the award and the conditions attached to it.

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: John S. Beaven email: communityfundadmin@wrprovince.com

Mobile: **07809024781**