



## **Non Masonic Grants Guidance Notes & Application Form**

Provincial Grand Charity may consider applications from Lodges or Chapters for grant support on behalf of local Charities which are being sponsored and supported by the Lodge or Chapter as part of their charitable activity. Three categories of application can be considered which must meet the appropriate criteria as detailed below:

### **Category A – Registered Local Charities**

1. Must be a registered local Charity with a current Registered Charity Number.
2. Must operate locally and be entirely based within the area of this Province (ie North and East Yorkshire) and not be a branch of a National Charity.  
*Provincial Grand Charity cannot consider applications to support National Charities.*
3. Audited financial statements, preferably for the last three years should be attached.
4. Grants are usually given for the provision of appropriate equipment and not for operating or running costs or expenses – a priced “wish list” of equipment is required with the application.
5. All applications for assistance must be sponsored and supported by a Lodge or Chapter and it is expected that the Lodge or Chapter has also made its own contribution to the charity.

### **Category B – Non Registered Local Charities or Good Causes**

1. Must be a local Charity or good cause which has been established for charitable purposes.
2. Must operate locally and be entirely based within the area of this Province (ie North and East Yorkshire) and not be a branch of a National Charity.  
*Provincial Grand Charity cannot consider applications to support National Charities.*
3. The Lodge or Chapter is responsible for making suitable enquiries to determine that the charity or good cause is bona fide and must obtain copies of accounts or other evidence that adequate financial controls are in place.  
*(In the same way as currently required for applications on behalf of registered charities).*
4. Grants can only be awarded for the provision of appropriate items of equipment and not for operating or running costs or expenses – a priced “wish list” of equipment is required with the application.
5. All applications for assistance must be sponsored and supported by a Lodge or Chapter and it is expected that the Lodge or Chapter has also made its own contribution to the charity.

### **Category C – Students and Young People and for Church Buildings**

Special Provisions currently exist for Students & Young People on one off educational or developmental initiatives and for churches, for the restoration or repair of the fabric of their buildings.

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For Categories B and C there are also limitations on the grants that Provincial Grand Charity can award as follows:

- Grants for Categories B and C may be up to but not exceeding £500.
- The total available annual allocation by Provincial Grand Charity for all such grants in Categories B and C is £10,000. When this limit has been reached, no further applications can be considered in that year.

Discretion remains with the Provincial Grand Charity Standing Committee to vary these Guidelines in exceptional circumstances.

**A simple application form – attached - must be completed and approved in open Lodge or Chapter before submission to Provincial Grand Charity – via the Provincial Grand Charity Steward - contact details can be found in the Provincial Year Book – (PGC Area Representatives will be pleased to assist with the preparation of applications if required).**

**Fully completed applications received in due time will be considered at the next available meeting of the Standing Committee which meets in March, June, September and December of each year, (subject to the note below).**

*Please note: to ensure that applications are included, they must be received by the Provincial Grand Charity Steward at least three weeks prior to the Standing Committee meeting to allow time for the application to be processed.*

*Provincial Grand Charity Steward*

Completed applications should be sent to the Provincial Grand Charity Steward (contact details in Provincial Year Book or from PGC Area Rep).

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**The Provincial Grand Charity**  
*Provincial Grand Lodge of Yorkshire - North and East Ridings*

**Non Masonic Grant Application**

**Sponsoring Lodge / Chapter**

Name and Number \_\_\_\_\_ Charity Steward \_\_\_\_\_

Charity Steward's Address \_\_\_\_\_

Telephone number and Email address \_\_\_\_\_

**Name & Address of Charity:** Category of application (A, B or C) \_\_\_\_\_ (see Guidance Notes)

***If Registered, please state Registered Charity No.*** \_\_\_\_\_

Telephone No. \_\_\_\_\_ Website and/or email addresses: \_\_\_\_\_

Contact Name and address: \_\_\_\_\_

***Objectives of the Charity***

***Is the Charity a branch of a larger organisation*** YES/NO?

***If YES please supply details including details of the financial relationship.***

***Purpose of Application***

*Assistance already given by any Masonic Organisation*

*Report by Lodge Representative*

*For Registered Charities please include financial statements and accounts.  
For non-registered charities please provide accounts or other documentary evidence of financial control.*

*This application was approved at a meeting of the \_\_\_\_\_ Lodge No. \_\_\_\_\_  
Held on \_\_\_\_\_*

**Signed**

*WM \_\_\_\_\_ Sec \_\_\_\_\_*

*Charity Steward \_\_\_\_\_ Date \_\_\_\_\_*

**Please send completed application to the Provincial Grand Charity Steward (see guidance notes above)**

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**For completion on behalf of Provincial Grand Charity Standing Committee**

Considered by the Standing Committee on \_\_\_\_\_

Grant of £\_\_\_\_\_ for the following purpose was recommended:

Any Other Comments:

Signed:

Date: