GLOUCESTERSHIRE MASONIC CHARITY ACTION

Main Grants Programme Guidelines & Application Form

These guidelines for our main grants programme describe our current grant making policy and how to apply to us. If you need clarification on whether your project fits within our policy, you may wish to discuss it before sending in your application.

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These main grants programme guidelines should be treated as a whole and only distributed in full form. You can obtain additional copies by sending a stamped addresses envelope to our office address marked for the attention of the GMCA Secretary or by downloading them from www.glosmasons.org.uk

HISTORY OF THE CHARITY
The Gloucestershire Masonic Charity Action was established in 2014 to provide emergency financial support to Freemasons, their families and to provide wider support particularly in the local community.

The GMCA brings together the work of two Provincial Charities, which had been operating separately for many years and dates its origins back to Newnham on Severn in 1856.

These two charities were The Provincial Grand Charity of Gloucestershire and the Gloucestershire Masonic Charity Association.

During their time of operation The Provincial Grand Charity of Gloucestershire owned and operated a total of fifteen later living one-bedroom apartments. Nine in Gloucester and six in South Gloucestershire. While the Gloucestershire Masonic Charity Association provided grants to Freemasons, their families and the wider community.

The GMCA is funded by the generosity of Gloucestershire Freemasons and their families.

Our current board of trustees seek to continue to support the values and the core charitable activities established by our predecessor charities.

MISSION

- The Charity seeks to be an independent and effective grant maker
- The Charity seeks to be clear and transparent in its activities
- The Charity sees the value in supporting activities which have been demonstrated to work and can be replicated, but is also open to creative approaches
- The Charity seeks to improve lives by enabling opportunity, promoting independence for Freemasons, their families and those living in the wider local community

GRANT MAKING POLICY – General Guidelines
Whilst our constitution and governing documents enable us to make grants to any charitable activity, the trustee’s current policy is to support a number of core charitable activities recommended by our donors.

What we support:

- Older and vulnerable people
- Children and young people
- Financial hardship for those in poverty or unemployment
- Health and disability for people experiencing chronic or life-limiting conditions and disabilities
- Social exclusion and disadvantage for those facing barriers to participating in society

We do not normally fund:

- Individuals (exceptional circumstances considered)
- Overseas charities
- Non-registered charities (unless a clear charitable benefit meeting our grant making policy can be demonstrated)
- Running costs
- General appeals

Who should apply?

Due to the modest size and scope of our grants programme we give priority to charities with an annual income not exceeding £200,000.

- Only applications from UK registered charities and local community groups with a written constitution, a bank account with at least two signatories and a safeguarding policy that complies with the local authority procedures and operating within the Masonic Province of Gloucestershire are normally considered
- Applications will be sympathetically considered from adjoining counties where it can be demonstrated that services/support are being delivered that are directly benefiting Gloucestershire residents

How much can I apply for?

We give around £30,000 a year to local charity organisations. £1,000 is the average grant size. Rarely do we give grants that exceed £2,000.
Our standard terms and conditions:

- A GMCA application form and all supporting documents required must be provided before an application will be considered.

- Grants from the Charity are restricted. They may only be used towards the project and costs outlined in the application submitted to the Charity, or as subsequently agreed in writing.

- A charity will acknowledge in writing using its headed paper receipt of the grant and confirm that the grant will only be spent for the approved purpose.

- Any surplus funds not required for the approved purpose are to be refunded to the charity unless otherwise agreed with our Trustees.

- In accepting a grant from the Charity, a charity agrees to the GMCA using the name of the charity and the project on our website, social media and other materials setting out the activities of the GMCA.

HOW TO APPLY

If you think that you are eligible to apply then please complete the main grants application form and send it with the required supporting documentation electronically to the GMCA Secretary at:

gmcasec@glosmasons.org.uk

or by post to:

GMCA, Grant Applications, Masonic Hall, Venns Acre, Wotton-under-Edge, Gloucestershire GL12 7BE

Generally our trustees meet in March, June and November to consider applications.

If you are successful you should hear from us within two weeks of the meeting.

Whilst every application is carefully considered, for administrative reasons we are not always able to reply to unsuccessful submissions.

Unsuccessful applicants that meet our grants criteria can apply again next year.

Please ensure that your complete application reaches us in good time for consideration.

Successful applicants are requested not to re-apply in the following twenty-four months.
APPLICATION FORM FOR GMCA MAIN GRANTS PROGRAMME

Please read our grant making policy general guidelines before completing this application form. Please ensure that you do not appear on the list of "What we do not normally fund". If you are in any doubt please contact the GMCA Secretary by email before submitting an application.

Applications should be submitted in full. Once complete please ensure that you keep a copy for your own records and send your completed form along with a copy of your most recent accounts (full or management accounts) a list of your trustees, and your safeguarding policy by email or post.

1. Organisation name: 
   Address: 
   Contact name: 
   Telephone number: 
   Email address: (please ensure where possible that this is not a generic email address i.e. info@ enquiries@) 
   Charity registration number: 

2. Please tell us about your charity and its work? Ensure that your answer includes: 
   • Examples of your range of work 
   • The number of beneficiaries and who they are 
   • Where you deliver these services
3. i) Project Title:

ii) Which category best fits your project: (Please tick one)

1. Older and vulnerable people 
2. Children and young people facing disadvantage 
3. Financial hardship for those in poverty or unemployment 
4. Health and disability for people experiencing chronic or life-limiting conditions and disabilities 
5. Social exclusion and disadvantage for those facing barriers to participating in society 

iii) Please provide us with a description of the project you are requesting funding for, and ensure that your answer includes the following:

- What need your work is addressing and how you know that there is a need for this work 
- Details on the project delivery (including any partnership work) 
- Beneficiary numbers for this project 
- What you hope to achieve and your plans for monitoring and evaluating the project
4. Project Costs

What is the full cost of the project?

What amount are you requesting from the Gloucestershire Masonic Charity Action (GMCA)?

If you are not applying to the GMCA for the full project costs, how much of the balance have you raised as of the date of this application?

If you are not applying to the GMCA for full project costs, please list the other sources of funding you have already secured and those you have applied for and are awaiting a decision:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount applied for</th>
<th>Date decision due</th>
<th>Outcome – have you received a decision, if so, how much were you awarded?</th>
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5. Please provide a detailed and accurate full project budget below:

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<th>Budget Headings</th>
<th>Amount (£)</th>
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6. Project Timetable

Start date:

End date:
DECLARATION

To the best of my knowledge all the information I have provided in this application form is correct. The Gloucestershire Masonic Charity Action may request further information, including additional financial records, and/or ask to arrange a visit to your project.

Information on this form may also be shared with other funders in order to confirm details of previous and current applications and/or grant awards.

In signing this declaration you confirm that your charity’s Managing Director/CEO (or equivalent), along with your board of trustees, are aware of this application being made. You are also agreeing to contact the Gloucestershire Masonic Charity Action should there be any major changes to your project.

Signature: ___________________________ Date: ______________________
Print Name: ___________________________ Job Title: ______________

Please return this form to:
Gloucestershire Masonic Charity Action, Masonic Hall, Venns Acre, Wotton-under-Edge, Gloucestershire GL12 7BE along with a set of your most recent full or management accounts, list of trustees and your safeguarding policy.

Full electronic applications may be sent to gmcasec@glosmasons.co.uk

Remember to take a copy of your application before sending it to us

APPLICATION PROCESS – WHAT HAPPENS NOW?

All applications received by the Charity will be processed and considered at the next trustee meeting. We aim to make a decision on your application in March, June or November.