



West Lancashire Freemasons' Charity

APPLICATION FOR NON-MASONIC COMMUNITY GRANTS

GUIDELINES

The West Lancashire Freemasons' Charity provides grants not only to community schemes but also to individuals, particularly children, who are experiencing hardship in their family within the Province of West Lancashire.

THOSE WHO ARE ELIGIBLE FOR A GRANT

- Local charities
- Managed voluntary groups, (defined as one having elected officers, minuted meetings and audited accounts) residing within the geographical region of Lancashire, Merseyside and bordering areas of Cumbria and Cheshire
- Branches of national charities operating within the West Lancashire region
- Individuals who need assistance for education or personal development

THOSE WHO ARE NOT ELIGIBLE FOR A GRANT

- Organisations or projects outside the West Lancashire region
- Organisations not registered with the Charity Commission, other than managed voluntary groups.
- Organisations that are deemed to hold funds in excess of their requirements

EXAMPLES OF CATEGORIES OF GRANTS AWARDED

- Community Projects
- Disability
- Managed Voluntary Groups
- Self-help Projects
- Vulnerable People
- Youth Opportunities

GRANTS ARE NOT NORMALLY GIVEN FOR

- Funding of salaries
- Funding of day-to-day administration costs including equipment
- Funding repairs or general maintenance of buildings including churches
- Expenditure that is regarded as primarily the responsibility of Central or Local Government such as the NHS or School equipment
- Animal Welfare
- Politically motivated objectives
- Medical research
- Funding of projects which may be considered to have little lasting value which do not make a difference to the project/individual
- Sponsorship either directly or indirectly to a third party

CATEGORIES OF GRANT

Two categories of Grant are available:

- **Minor Grants**
 - Grants of up to £1,000 are given normally to smaller charities and managed voluntary groups whose annual income does not exceed £5,000 and are normally made only for a specific project.
 - Individuals may qualify for a grant for personal development or education, dependent on their personal circumstances,

- **Major Grants**

Normally grants of £1,000 to £5,000 are made only for a specific project. Funding may be granted for up to a four year period in certain circumstances where there is evidence of an on-going need for charitable grant funding. Very occasionally, major grants in excess of £5,000 may be approved.

GRANT APPLICATION PROCEDURE

To apply to the West Lancashire Freemasons' Charity for a non-Masonic grant, a Non-Masonic Community Grant Application Form must be completed. This must be accompanied by a covering letter giving detail of the unique features of the specific need for the grant. In addition, all applications for major grants must include a full copy of the charity's or managed voluntary group's latest Annual Report and Audited Accounts. In the case of an individual application then personal family and financial circumstances must be given.

Individuals and organisations awarded grants are required to provide a brief written report (300-500 words preferably with photographs) at the conclusion of the project and to allow the West Lancashire Freemasons' Charity the opportunity for its support to be recognised and acknowledged publically through its publicity officers and hence local and/or national press, social media and websites. Please note that the applicant is responsible for seeking permission for submitting photographs of individuals, especially children, from the individual, their parents or guardians. In addition, any grant may be conditional upon The West Lancashire Freemasons' Charity logo being displayed prominently on any supplied equipment/facilities provided. In certain cases, a WLFC End of Funding report will need to be completed for submission to the WLFC Trustees.

The Non-Masonic Community Grant Application Form and guidance is available from www.westlancscharity.org.uk by choosing Apply from the menu at the top of the page and then clicking on

[Apply for Community Assistance](#)

Alternatively, hard copy documentation can be requested from

**West Lancashire Freemasons' Charity,
Unit 2, Paramount Business Park,
Wilson Road,
Huyton,
Liverpool
L36 6AW**

**Tel: 0151482 4750
enquiries@westlancscharity.org.uk**

... .. to where completed application forms and supporting documents should also be sent.



West Lancashire Freemasons' Charity

Non-Masonic Community Grant Application Form

It is very important that the Guidance notes downloaded with this form should be read before completion. This application form must be supported by a letter and any other information deemed appropriate by the applicant, together with those items marked with an asterisk *

Also included should be a copy of the latest annual report and audited accounts where applicable *

1. CONTACT DETAILS	
Name of charity, managed voluntary group or individual.	
Name of contact person	
Job title of contact person	
Address for correspondence	
Telephone number	
Email address	
Website address	
Registered charity number - if applicable	

2. APPLICANT - CHARITY, MANAGED VOLUNTARY GROUP OR INDIVIDUAL?	
<i>Please indicate the category of your organisation :</i>	<input type="checkbox"/> Charitable Incorporated Organisation (CIO) <input type="checkbox"/> Charitable Company (limited by guarantee) <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Trust <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Individual or on behalf of an individual
Do you have a formal constitution?	YES/NO (delete as appropriate) <i>* If yes enclose a copy with the application</i>
What is the start-up date of your organisation?	
What is the principal geographical area in which your organisation operates?	
Please give a brief description of the main aims and objectives of your organisation.	

3. AMOUNT OF SUPPORT REQUESTED	
Please enter the amount of grant requested (One year only)	£ _____ * provide estimates where applicable
Main areas into which the grant would fall. Tick which apply.	<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

4. NATURE OF THIS GRANT APPLICATION	
What is the purpose of this Grant Application?	
Is this grant application made for funding towards the cost of a specific project?	
What is the cost of the whole project?	
How much has been raised so far?	
WLFC does not support core costs. Is this grant application made for funding towards long term costs or revenue work?	
Who will benefit and what will be achieved by a successful application?	* Enclose a summary of the expected results of the project, including the eventual beneficiaries.

5. APPLICATIONS MADE ELSEWHERE	
What other applications for funding have been made, to whom and what is the current status of the applications?	
Has an application been made to any other Masonic Group? If so how much and when?	

Section 6 below MUST be completed even if audited accounts are included

6. 3 YEARS' ACCOUNTS	Current	Current -1	Current -2
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.

I confirm I have read and understood the guidance notes and understand that the decision of the WLFC is final and that the charity cannot enter into any discussions regarding failed applications. I also understand that 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

Position in Organisation

Date/...../.....

The completed application form together with all supporting documents should be sent to:
West Lancashire Freemasons' Charity, Unit 2, Paramount Business Park, Wilson Road, Huyton,
Liverpool L36 6AW

FOR INFORMATION

- The Community Grant Executive judges each application on its own merits and uses a variety of supplementary sources, including the Charity Commission to establish authenticity and propriety.
- The Community Grant Executive meets monthly to consider that month's applications. However, in cases of urgency the executive can respond more quickly.
- The funding available to the committee is restricted as described in the guidelines above, but it must be understood that budgets allocated to individual categories may become exhausted in any one financial year. Consequently, whilst it may well contribute funds to a particular application, it doesn't necessarily follow that support will be offered to a similar one later in the year.

CHECKLIST

Please tick those which apply

- | | |
|--|--|
| <input type="checkbox"/> Guidance read and applied | <input type="checkbox"/> Summary of expected results included (Section 4) |
| <input type="checkbox"/> Application completed | <input type="checkbox"/> Copy of annual report and audited accounts (Major Grants Application Form header) |
| <input type="checkbox"/> Covering letter included | |
| <input type="checkbox"/> Constitution included (Section 2) | |
| <input type="checkbox"/> Estimates included (Section 3) | |