



# West Lancashire Freemasons' Charity

## Non-Masonic Application Guidelines

The West Lancashire Freemasons' Charity provides grants mainly to community schemes but will consider certain applications from individuals for educational or personal development purposes.

### 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 with 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. ('managed' is defined as having elected officers, minuted meetings and audited accounts)

Organisations that are deemed to hold funds in excess of their requirements

### TYPES GRANTS SUPPORTED

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

## **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 details of the unique features of the specific need for the grant. In addition, all applications must include a full copy of the charity's or managed voluntary group's latest Annual Report and Audited Accounts.

### **All applications must be received by 30th June each year.**

Those organisations awarded grants are required to provide a brief written report (300-500 words) 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.

The Non-Masonic Community Grant Application Form and guidance is available on the 'Support' page our website: <https://www.westlancsfreemasons.org.uk/philanthropy-giving-care/wlfc/support/> or by request at any time throughout the year from

**West Lancashire Freemasons' Charity,**

**Unit 2, Paramount Business Park,  
Wilson Road,  
Huyton,  
Liverpool  
L36 6AW**

**Tel: 0151482 4750**

**email: [enquiries@westlancscharity.org.uk](mailto:enquiries@westlancscharity.org.uk)**

**Completed application forms and supporting documents must be for a minimum of £25,000 and must be received in the Charity's office at the above address no later than 30th June in each year.**



# West Lancashire Freemasons' Charity

## Non-Masonic Application Form

It is very important that the Guidance notes downloaded with this form should be read before completion. This application 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 Applicant	
Name of contact person	
Job title of contact person	
Address for correspondence	
Telephone number	
Email address	
Reason for Application	
Registered charity number - if applicable	

2. Applicant	
<i>Please indicate the category of 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?	<b>YES/NO (delete as appropriate)</b> *if yes enclose copy with application
What was the start date of your organisation?	
What is the principal geographical area in which you organisation operates?	
Please give a brief description of the main aims and objectives of your organisation	

### 3. Amount of support requested

Size of grant requested. One year only. (minimum £25,000)

Main area into which the grant would fall. Select one and tick:

Community Projects [  ]

Self-Help Projects [  ]

Disability [  ]

Vulnerable People [  ]

Managed Voluntary Groups [  ]

Youth Opportunities [  ]

### 4. Nature of Application

What is the purpose of this grant application?

Is the 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 the 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.***

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 5 below MUST be completed even if audited accounts are in-**

<b>5. ACCOUNTS INFORMATION</b>	<b>From latest annual accounts</b>	<b>For previous year</b>
<b>INCOME</b>	<b>£</b>	<b>£</b>
Statutory Income		
Fundraising / Charitable Grants		
Fees or subscriptions		
Sales		
Other		
<b>Total Income</b>		
<b>EXPENDITURE</b>	<b>£</b>	<b>£</b>
Charitable purposes		
Fundraising / Publicity		
Management / Administration		
Surplus (Deficit)		
<b>Total Expenditure</b>		
<b>RESERVES</b>	<b>£</b>	<b>£</b>
Restricted Reserves		
Unrestricted reserves		
<b>Total Reserves</b>		

**DECLARATION**

I,..... am an authorised representative of  
.....

**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 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.

**For Information**

The Board of directors judges each application on its own merits and uses a variety of supplementary sources, including the Charity Commission to establish authenticity and propriety.

**All applications must be submitted by 30th June each year.**