



***The Freemasons Charity Yorkshire
North and East Ridings CIO***
Reg. Charity No. 1170209

Non Masonic Grants Application Form and Guidance Notes

Freemasons Charity Yorkshire North and East Ridings CIO (FCYNER) will 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. Applications are categorised as follows:

Category A – Local Charity registered with the Charity Commission

1. Must be a local charity with a current Registered Charity number.
2. Must operate locally and be entirely based within the area of this Province
3. Must not be a national charity or local branch of a national charity.
4. Audited financial statements, preferably for the last three years are required.
5. Grants are usually given for the provision of appropriate equipment and not for operating or running costs or expenses. Application must include a priced “wish list” of required equipment.

Category B – Local Charity or Good Cause NOT registered with Charity Commission

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.
3. Must not be a national charity or local branch of a national charity.
4. The Lodge/Chapter must ensure that the charity or good cause, although not a Registered Charity, is local and has aims and objectives that would define it as a charity.
5. Audited financial statements, preferably for the last three years are required.
6. Grants are usually given for the provision of appropriate equipment and not for operating or running costs or expenses. Application must include a priced “wish list” of required equipment.

Category C – Students & Young People and Church Buildings

There are special provisions for grants to be awarded to Students & Young People going on ‘one off’ educational or developmental initiatives.

Support is also available, in certain circumstances, for the restoration and/or repair of the fabric of church buildings.

For All Categories: All applications for assistance must be sponsored and supported by a Lodge or Chapter. Prior to the submission of an Application Form, FCYNER will expect the Lodge or Chapter to have made its own contribution to the charity or cause.

Level of Support

Category A – the maximum grant is normally limited to **£2,000**.

Category B and C – the maximum grant is **£500**

FCYNER currently has a limit for non-masonic grants of **£20,000 per calendar year**. When this limit is reached, further applications will not normally be considered in that year.

FCYNER will not normally consider an Application **within 2 years** of a previous grant being made.

The FCYNER Standing Committee has absolute discretion to vary these conditions.

Guidance Notes for completing the Application Form

Objectives of the Charity or Organisation

Before submitting an Application, research your chosen charity. This should help you to describe in simple terms the ***Objectives of the Charity or Organisation***. You may also wish to:

- check out the website of the charity or organisation
- look on the Charity Commission’s website if the charity is Registered (you will need the name of the charity or its registration number)
- contact the Chair of Trustees or fundraising or general manager of the charity

Is the Charity a branch of a larger organisation?

It is essential to find out if the charity is (a) independent (b) registered and (c) operates only within the boundary of this Province. If it is a national charity or a local office of a national charity, the FCYNER will not consider the Application. **FCYNER only provides grants to local charities/causes.**

The following notes may help with this question:

- Local independent charities with their own Charity Registration Number, which are not part of a larger organisation would be eligible for a grant. Insert 'NO' on the form.
- Local charities that are independent but **not registered** and do not form part of a larger organisation would be eligible for a grant provided they are bona fide and have charitable aims and objectives. Insert 'NO' on the form.
- Some local groups of national organisations, e.g. scouts, do register with the Charity Commission and have their own Registration Number. Such groups would therefore be eligible for a grant to purchase locally needed items. Insert 'YES' on the Form.
- Locally operated charities that are part of a **national charity** and do not have their own Charity Registration Number **would not be eligible** for a grant.

Purpose of Application

The purpose of the grant is usually to purchase specific item(s) of equipment or contribute to a local cause or individual. The following information is required to support the application:

- A 'priced and prioritised wish list' of the item(s) that the charity wishes to purchase must be provided. The approved FCYNER grant may only fund part of the requested equipment - hence the need to prioritise the items.
- Brief details/description of the equipment to be provided are needed, e.g. photo or website details, to assist the Grants Sub-Committee in its deliberations.
- A note of where the equipment will be used and by whom.
- Any other information that will help the Grants Sub-Committee determine the application

Assistance already given by any Masonic Organisation

Before submitting an application, try to establish whether the charity has received a grant from FCYNER or any other Masonic organisation in the recent past. This is important as FCYNER will not normally provide a grant within 2 years of a previous grant. Check this with the charity as another lodge may have succeeded in obtaining a grant about which you may be unaware. Your local Area Representative or the Provincial Grand Charity Steward will upon request help on this point.

The donation made by your Lodge or Chapter in connection with the Application can be included here or in the 'Report by Lodge Representative'.

Report by Lodge or Chapter Representative

A few items to consider:

- A visit to the charity's premises should assist you to complete the Application Form
- The more relevant information that you provide will make it easier for the Grants Sub-Committee to process the application
- Keep the report **brief and to the point.**

Charity Accounts/Financial Statements

Before the Application is submitted to the Grants Sub-Committee, the charity's accounts are examined. Where the charity is Registered, their accounts, if available, are checked on the Charity Commission's website. For any charity that does not have online accounts (either on the Charity Commission or its own website) paper copies will be required. Normally three years' accounts are required although FCYNER is flexible for relatively new charities. **Accounts must be submitted with all Applications** or confirmation given that they are available online.

This is not required for applications made on behalf of 'Students & Young People' – Category C.

Submission of Application

An Application must be completed and **approved in open Lodge or Chapter before** submission to FCYNER, via the Provincial Grand Charity Steward, whose details as shown below. Area Representatives will be pleased to assist with the preparation of Applications if required.

Completed Applications are firstly considered at the next available meeting of the Grants Sub-Committee. The recommendation of the Sub-Committee is then submitted to the Standing Committee for ratification, deferment or rejection. Both meetings take place quarterly about 2 weeks apart - in March, June, September and December. Applications must be received at least 3 weeks prior to the Grants Sub-Committee to allow time for the Application to be processed. The Provincial Grand Charity Steward will, on request, advise on the dates of these meetings.