



Matched Funding Grants Applicants Guidance

Aims of the match funding scheme

The Cornwallis East Kent Freemasons' Charity is committed to working with lodges and chapters, both individually and in groups, to invest in a brighter future for the disadvantaged in our communities.

The Charity wishes to ensure that it makes grants to good causes that have the wholehearted support of the brethren of the Province. As a result, the Cornwallis East Kent Freemasons' Charity Matched Funding Scheme has been introduced.

The Scheme provides for the Trustees of the Cornwallis East Kent Freemasons' Charity to agree up to £20,000 per annum to be disbursed by grants to a maximum of £250 for each application or Lodge/Chapter participating. (**Example:** A group of four lodges and chapters from a Masonic Centre wish to support repairs to a scout hut estimated at £2,000. The group donates £1,000 and the Cornwallis East Kent Freemasons' Charity provide matched funding of £1,000.)

How match funding works

- To match money raised by Lodges and Chapters for local non-Masonic charities, voluntary organisations, individuals, or community initiatives in East Kent. A local charity is one whose work is carried out and whose beneficiaries are located in the Province.
- To match money raised by Lodges and Chapters for national non-Masonic charities with a branch and specific beneficiaries in the Province.
- When considering matched funding the Trustees have asked that particular attention should be given to the financial resources available and financial viability of the potential recipient.
- The focus of the charity, organisation or community initiative must fall within the current guidelines for grants made by The Cornwallis East Kent Freemasons' Charity.

Who might qualify for a grant?

Grants can be made to support initiatives and projects that will make a positive difference to people's lives. This includes national charities which must be registered with the Charity Commission to qualify.

Grants may be awarded to: -

Vulnerable People – improving the lives of the vulnerable and disadvantaged in our communities including those:

Living with a disability.

Caring for the seriously ill and elderly.

Who are carers.

Living in poverty or distress.

Youth Opportunities – charities helping children and young adults under 25 reach their full potential by:

Participating in organised activities, initiatives and challenges aimed at good citizenship, and improving physiological and physical development.

Developing life and work-related skills.

Focusing on the needs of disadvantaged and or disabled young people.

Are there any rules on how the grant may be used?

Yes, the grants we award are for one off initiatives or projects. Our grants cannot be considered as source of income to support the annual budget of a charity or organisation. Grants are only awarded for what is normally defined as capital funding initiatives.

These include:

- A time limited staff led initiative such as buying in specialist training to enable others to benefit from the skills acquired.
- Building improvements of a modest nature.
- As a contribution to the purchase or modification of a vehicle.
- Specialist equipment such as play apparatus and like equipment.
- Computers and software.
- One off initiatives to improve the well-being or development of young people.
- Mobility aids, and specialist equipment for persons with special needs.
- Furniture and soft furnishing.
- Books and consumable stationary essential to specific new initiatives.
- A one-off grant to an otherwise reliable charity facing unforeseeable existential circumstances.

We are unable to support:

- Salaries, employee wages, and their expenses
- Allowances, subsistence, and expenses of volunteers.
- Any overhead expenses relating to sales, routine ongoing administration costs and expenses.
- Overseas travel
- Research and development costs.
- Mortgages, rents, or the servicing of loan repayments.
- Utility costs, including heating, electricity, oil or vehicle fuel.
- Insurance, licensing, council tax, or other forms of taxation.
- Routine maintenance costs.
- Consumables such as books, stationary and other office equipment.
- Sponsored walks or similar fundraising initiatives.
- Statutory Charities and organisations (e.g., schools), where the funding should normally be provided by central or local government or other statutory body.
- Match funding against contributions made by individuals.

Can we support a second application from the same charity or organisation?

No, unless in very exceptional circumstances. The Trustees will make only one grant to each applicant; subsequent applications in support of a previous beneficiary will only be considered in exceptional circumstances and only after at least 2 years have elapsed since the last grant was issued. A third award will only be considered after a full 4 years has elapsed after the second.

How we process applications.

Applications received will be subject to due diligence checks undertaken by staff at the Cornwallis Office and, if approved, will be passed to the Trustees for their consideration.

Contributions should **NOT** be sent to the Cornwallis Office until the application has been approved by the Trustees and the supporting lodge or chapter has been notified as such.

When approved, the Office will request a cheque or Relief Chest contribution from the applicant Lodge/Chapter be made payable to the Cornwallis East Kent Freemasons' Charity. The Office will then issue a cheque covering, in full, the Lodge/Chapter and Cornwallis contributions which will be sent to the sponsoring Lodge/Chapter for presentation to the recipient.

It is expected that any publicity such as images or information derived when handing over cheques will be copied to the CEKFC office for their information and for use on their

website. It is therefore important that lodges or chapters ensure that all parties have given their consent for images or their personal information to be used for this purpose.

In the event of multiple Lodge/Chapter involvement a lead Lodge/Chapter should be nominated who will take responsibility to:

- i) keep a record of the contributing Lodges/Chapters,
- ii) request and hold any cheques (which should be made payable to the Cornwallis East Kent Freemasons' Charity).
- iii) should any Lodge/Chapter wish to make their contribution from their Relief Chest this should **NOT** be done until the application has been approved and a copy of the Relief Chest request has been provided to the CEKFC office to aid tracking.
- iv) when satisfied that all contributions have been received, the lead lodge or chapter should pass the list and cheques to the CEKFC for preparation of a final cheque as above.