



# The Cornwallis East Kent Freemasons' Charity (CEKFC)

## Guidance notes for Grant Applicants (Individuals)

These notes are meant for general guidance only to inform individuals before making an application.

The Trustees retain the right to make an award based on their interpretation of our constitution.

Applicants are asked to consider this is a small charity with limited resources available, consequently the Trustees must target their funds very carefully.

The charity is aimed at supporting people living in East Kent, so applications will only be considered from or on behalf of those who have lived in the County for a reasonable period. Where the application is on behalf of a child, the residential qualification may be related to the parent or guardian. Residence in East Kent solely by stay in an institution, school, residential home, hospital, prison or similar premises, or for military posting does not qualify applicants for the purposes of the charity.

For the purposes of applications, East Kent includes those towns/areas covered by the Lodges and Chapters which meet under the auspices of the Masonic Province of East Kent. The geographic footprint includes the Borough of Gravesham and areas east of a line from Gravesham, Malling, Paddock Wood (not including Tunbridge Wells) to the Kent/Sussex border. In cases of doubt contact the CEKFC at [info@cornwallisekfc.org.uk](mailto:info@cornwallisekfc.org.uk).

The primary focus of our giving will be to support social welfare and similar needs, including the prevention or relief of poverty, and MUST be intended for charitable purposes.

The Trustees apply rules or criteria to establish what types of applications fall within the charities constitution. The bullet point list below provides examples of causes that fall outside of our rules, and will NOT generally be supported:

- Salaries, employee wages, and their expenses
- Allowances, subsistence, and expenses applicable to voluntary staff.
- 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, vehicle excise duty or other forms of taxation.
- Routine forceable maintenance costs.
- Consumables such as books, stationery 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.

- Animal charities.
- Limited companies.

Generally speaking, 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 issued. A third award will only be considered after a full 4 years has elapsed after the second.

Applications received will be subject to the normal due diligence checks undertaken by staff in the Cornwallis Office and, if approved, will be referred to the Trustees for their consideration. If an award is made with conditions, such as it being conditional on the balance of funds being raised over a specific period, then the Cornwallis Office will hold the funds available for a period of six months, after which the applicant may need to re-apply.