



## Cornwallis East Kent Freemasons Charity



Message to Charity Stewards & Area Charity Coordinators

### **Match Funding Application to the Cornwallis East Kent Freemasons Charity (CEKFC).**

Additional Guidance.

Dear Brethren, there appears to be some misunderstanding over what qualifies for our match funding scheme, also the sequence of events to be followed when making an application. This additional guidance should help.

Match Funding Principles.

We will match fund, subject to affordability at the time, any application meeting the rules of our constitution. These are available in full on our website. We will consider requests for match funding up to the sum of £250 per Lodge or Chapter. In practice if a Lodge or Chapter pledge £150, we will match that sum with a grant of £150 meaning the good cause you are supporting receives £300 in total. If a Lodge or Chapter pledges a sum of more than £250, for example £500 the maximum match funding we can provide is £250. In this example the good cause you are supporting would receive £750.

How to apply.

Step 1.

Once your Lodge or Chapter has formally approved providing financial relief to a chosen cause, check the online guidance published on our website to establish if it is suitable for a match funding application.

Step 2.

If your pledge satisfies our published guidance, please complete and submit the digital application form found on our website <https://cornwallisekfc.org.uk>. If you are co-ordinating a joint application on behalf of several Lodges or Chapters, please make sure they have understood our guidance too. Also please ensure they are familiar with our Match Funding Principles before agreeing to participate in a multi-Lodge or Chapter application. Please do **NOT** make online bank transfers to the CEKFC nor send cheques to us at this stage.

### Step 3.

Volunteers in the Cornwallis office will review your application; they may need to contact you to clarify points of detail or omissions in your submission. We refer every match funding application to the board of Trustees for their consideration, unless you request for it to be withdrawn. You will be updated with their final decision.

### Step 4.

Once you have received confirmation either by email or by letter informing your application has been approved, please send us your payment. Cheques are preferable, but if you pay using online banking, please contact our office to acquire our bank details. When making an online payment enter the words Match Funding and your Lodge or Chapter number in the online transaction reference field.

### Step 5.

Our Treasurer will issue a cheque or arrange online payment for the total sum agreed which will be confirmed in a letter or e-mail to you

### Step 6.

If you intend to present a cheque at either a Lodge or Chapter meeting or at the recipients' venue of choice, please consider any potential publicity opportunities. Please email [sec@cornwallisekfc.org.uk](mailto:sec@cornwallisekfc.org.uk) with any useful follow up information, including copies of any photographs taken during the presentation. Please remember to obtain consent from those mentioned or featured in the photographs as they may be used by us as promotional material at some time in the future.

Yours S and F

WBro Peter West

Secretary CEKFC