

# Guidelines: Gloucestershire Freemasons Grant Programme



## What is Gloucestershire Community Foundation?

Gloucestershire Community Foundation manages funding on behalf of individuals, companies, charitable trusts and statutory agencies. This enables us to make grants to charitable groups in the County of Gloucestershire. This programme is available to charitable organisations in South Gloucestershire. We have a number of grant programmes to which groups can apply, of which the Freemasons Programme is one.

## Who can apply?

There are no limits to the size of organisation which may apply to Freemasons Grants Programme. However, Freemasons Grants are normally targeted at small, local, voluntary and community organisations where a small amount of money can make a significant difference. Applicants must be based and working in Gloucestershire. To apply to the Freemasons Programme you do not have to be a registered charity, as long as the work you do has charitable aims and you have a constitution (set of rules), a management committee, use of a group bank account with at least two signatories, and if applicable a child or vulnerable persons protection policy.

## What can you apply for?

The Freemasons Fund is for support for older people, those with disabilities and younger people who face disadvantage.

## How much do we award?

Awards are available of up to £2,000

## Examples of grants include

- Activities and outings for isolated older people
- Basic support costs for voluntary led groups
- Equipment to support the running of the organisation or to take part in activities
- Training

## What we don't fund

- Individuals.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups promoting religious beliefs.
- Arts projects with no community or charitable element.
- Sports projects with no community or charitable element.
- Medical research, equipment or treatment.
- Animal welfare.
- Projects that take place before an application can be processed.
- Activities that are intended to raise funds for other organisations.

Please note that vehicles, conferences and exhibitions are usually given low priority. General requests for contributions towards the core running costs of an organisation that are not related to a specific project, e.g. staff, premises, core services, are also usually given a low priority. However, the organisation's particular circumstances will be taken into consideration when assessing the priority of an application.

## How to apply

You will need to complete an application form. You can apply online on the Community Foundation's website. Alternatively, you can download a printable application form from our website, or request one to be sent by post by contacting your local office. When the form is completed send it by email or post and include the following documents.

- A signed copy of your organisation's constitution or set of rules
- A copy of your organisation's most recent accounts or financial information
- A list of the names and addresses of your group's management committee (this should be three unrelated people and not living at the same address)
- A copy of your child or vulnerable persons protection policy where appropriate

Please see our website for a list of the application submission deadlines: [www.gloucestershirecf.org.uk](http://www.gloucestershirecf.org.uk)

## What will happen next?

Once we have received your application it will be assessed by a member of staff. They may contact you for further information or to arrange to meet to discuss the application in more detail. Applications are considered by a Grants Panel comprising Trustees of, and Advisors to, the Gloucestershire Community Foundation.

## Reapplying?

Groups can reapply for funds from the Freemasons Programme 12 months after their last award. Please note that if a group has received 3 consecutive Freemasons Grants, then we expect that group to try and seek funding elsewhere for at least one full calendar year before re-applying.

## Monitoring and evaluation

At an appropriate time, usually six months, after the grant has been paid, we will send you a grant monitoring report form. This form asks for details of how the grant was spent and what was achieved. In addition, a member of staff or trustee may contact you to arrange a visit to find out more.

## How we collect and hold your data

The personal information collected via the application form is collected to solicit and process applications for grants from Gloucestershire Community Foundation. All information is collected in accordance with the Data Protection Act 1998 (DPA), and the General Data Protection Regulations 2018 (GDPR). By completing an application form, you are giving consent for the information to be collected and for the Community Foundation to communicate with you/your organisation. We hold all personal information on our secure Customer Relationship Management database; grant related information is disclosed to grant panel members and to donors. We publish lists of grants awarded, and we use data in our publicity, but we anonymise details of any individual grantees. If you feel that any other information about your application or project should not be made publicly available, please contact us to discuss this.

Please refer to our Privacy Policy at <https://www.gloucestershirecf.org.uk/privacy-policy>

## Need more information?

If you need more information about the Freemasons Programme please contact:

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