



## What is Gloucestershire Community Foundation?

Gloucestershire Community Foundation manages funding on behalf of individuals, companies, charitable trusts, and statutory agencies. The Freemasons Grants Programme is one of the programmes that we manage. This enables us to make grants to charitable groups in the County of Gloucestershire. This programme is available to charitable organisations in South Gloucestershire.

## Who can apply?

Freemasons Grants are 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. Most successful applicants have an annual income of less than £350,000.

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 a child or vulnerable persons safeguarding 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

## Recently awarded projects include:

- Specialised summer playscheme for children and young people with disabilities
- Creation of an inclusive and accessible woodland site for conservation and wellbeing activities for people with mental health difficulties
- Peer mentor programme for disadvantaged young people supporting their engagement in youth projects
- Equipment for older men with disabilities to undertake woodwork activities

## 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.

## Low priorities for this fund

Given the high level of demand on the fund, the Panel usually gives low priority to core running costs of an organisation that are not related to a specific project (e.g. staff, premises, insurance, staff training). Vehicles, conferences and exhibitions are also usually given low priority. The Freemasons Programme does not usually fund CICs. However, the organisation's particular circumstances will be taken into consideration when assessing the priority of an application and the Grants Panel has discretion to make exceptions to these priorities.

## How to apply

We have a two-stage application process which aims to reduce the number of unsuccessful applications.

### Stage one: Expression of Interest

Please complete an online Expression of Interest form on our website <https://gloucestershirecf.org.uk/grant/high-sheriff-of-gloucestershire-grants-programme>. This is a short form which allows you to outline your organisation and project.

You can return to your online expression of interest form as many times as is needed and save it as you go along. The online form link can also be shared with if more than one person needs to contribute to the form.

Once you have submitted your expression of interest, our grants team will review your initial application. They will then contact you to either invite you to complete a full application form (this should be submitted within two weeks of the deadline for expressions of interest) or advise you of the reasons why your proposed funding request is unlikely to be eligible.

Each expression of interest will be reviewed against all of our open grants programmes so that we can advise you of any relevant funding available for your proposed project. There is no need to duplicate expression of interest forms across our different grant programmes.

### Stage two: Full application

Please carefully read the grant criteria and ensure that you fully describe how your project meets the grant priorities and criteria.

As well as the completed application form you will also need to provide the following:

1. A copy of your organisation's governing document/constitution/set of rules that set out the purpose of your organisation and how it is managed.
2. A copy of your organisation's most recent accounts or financial information that show your organisation's balance of funds, income and expenditure. If you do not have financial records that cover a full year, then you will need to provide the records you currently have. If these are publicly available, either at the Charity Commission or at Companies House, you do not need to provide these documents.
3. A copy of your organisation's safeguarding policy if you work directly with children or vulnerable adults.
4. The contact details of a referee. The referee should know the work of the applicant organisation in a professional capacity but not be directly involved in their work.
5. Evidence of a bank account in the name of the organisation will be required if your application is successful. The bank account must have at least two signatories. Alternatively, if you belong to a small organisation that does not have a bank account, another charitable organisation can look after the funds for you. You must provide written authorisation from the organisation that will do this.

Applications may be submitted at any time before the published deadlines. Please see

<https://gloucestershirecf.org.uk/grant/freemasons-grant/> for deadlines for this grants programme.

## What will happen next?

Each application will be fully assessed by the Community Foundation against the Programme priorities. They may contact you for further information.

The applications are considered by a Grants Panel, made up of a GCF Trustee and leading Freemasons with expertise in working with voluntary groups. The Panel makes decisions on each application.

You will be advised of the outcome of your application within a week of the panel meeting. If successful, a Conditions of Grant Offer letter and acceptance form will be forwarded for you to sign and return. This will explain both general and any project-specific conditions that are being applied. Sometimes a final decision may be subject to a member of the grants panel visiting you to discuss your application. On receipt of the acceptance form, the funds will be released.

## Reapplying?

The Freemasons usually ask groups to wait for 24 months since their previous award before reapplying, although discretion is applied based on the situation of the applicant. 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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