

Gloucestershire Freemasons Grant Programme Guidelines



Who are 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 work in Gloucestershire (including South 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 or organisations with more than 12 months of reserves. 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

All applications must be made using our online portal, via our website

<https://gloucestershirecf.org.uk/grant/freemasons-grant/>

For more information including the deadlines for each programme round can be found on the website. Applications may be submitted at any time before the published deadlines.

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

In order to successfully submit your application, you must supply the following Supporting Documentation:

- **Safeguarding Policy:** Please ensure this is in date, reviewed annually and covers the appropriate safeguarding topics for your organisation.
- **Constitution:** If not already supplied to GCF or changed since a previous GCF application.
- **Management Committee details:** This should be completed in the contact details section.
- **Annual Accounts or Finance report:** If these are available on Charity Commission or Companies House you do not need to supply - please detail in your application where they can be found publicly.

If you are successful:

- You will be sent a Grant Acceptance letter that will need to be manually signed by two authorised, unrelated, signatories for your organisation.
- You will need to provide a current (3mth) copy Bank statement in the name of your organisation.
- If you have never applied to GCF, you will also need to provide a referee for the organisation before any award can be made.

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 and is usually held 6- 8 weeks after the full application deadline.

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 the Trustees are applying. 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

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 (DPA), and the General Data Protection Regulations (GDPR) 2018. 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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