

TERMS OF REFERENCE

Purpose of the Committee

To consider funding and supporting charities and other good causes that are proposed by individuals, Lodges, Chapters and Districts within the Province of East Lancashire, and to encourage the active involvement of brethren within the community. To also consider applications made by individuals or organisations from our local communities.

Appointment of Chairman

The President will nominate the Chairman who will be elected annually by voting members at the AGM. The elected Chairman would become a Director / Trustee and Board member of the East Lancashire Masonic Charity.

Committee Membership

Provincial Grand Master (President of ELMCJ), Deputy Provincial Grand Master (Vice President of ELMCJ), an Assistant Provincial Grand Master, Provincial Grand Almoner, Provincial Grand Charity Steward, ELMC Communications Officer, the Secretary of ELMC, other members as appointed by the Chairman and one other to act as Secretary.

Quorum

Four members of the Grant Making Committee.

Meetings

Meetings will be held at Hewlett Court. The day and time for meetings to be agreed by the committee annually, a minimum of four per year.

Delegated Powers

In special circumstances e.g. responses to urgent requests for support, the Provincial Grand Master, Chairman plus the Secretary of the ELMC are empowered to take appropriate decisions and actions, if any of the above are not available a Committee Member could act as substitute.

Accounts

A separate account will be held within the books of the ELMC, which will show clearly the income and expenditure of the Fund. Members will receive the annual accounts and report of the ELMC, which will include details of the activities of the Grants Fund.

UGLE Charities

Wherever relevant the Committee should involve the Masonic Charitable Foundation in our East Lancashire Community activity.

Communications

All key communications to external media and internal communications media must be approved by the Chairman or the ELMC Secretary.

Responsibilities of the Charity Steward and Almoner

The key responsibility of the Charity Steward is to generate funds, fund contributions for charities and other good causes and to generate involvement of brethren in Community Projects. The key responsibility of the Almoner is the care, and where required, the financing for the care of brethren / companions, and dependants.



Extracts from the address by the MW The Grand Master HRH The Duke of Kent, KG, at the Annual Craft Investiture

"Some of our more thoughtful members have commented recently that our charitable activities are in danger of becoming one dimensional, whereas real charity, as I have just defined it, is multi-faceted. Many of our brethren and their Lodges already give much of their time to practical charitable work, which is entirely laudable, and must continue, but as Masons we should all try to involve ourselves to a greater extent in activities which bring joy and happiness into the lives of disadvantaged people.

and not just assume that a cash donation discharges our obligations."

"Friendship is the cement which binds us together. Integrity is a characteristic which should be inherent in all Freemasons, but charity in all its aspects is the practical application of Freemasonry to the rest of the world. Through our charitable work and our openness about it, the world may know the happy and beneficial effects of Freemasonry."



EAST LANCASHIRE MASONIC CHARITY
we've here to care

THE ELMC GRANT APPLICATION FORM

WWW.ELMC.CO.UK

INTRODUCTION

ELMC Grants have been introduced as the central non-masonic grant making system for the Charity. The ELMC widely supports good causes, other charities and projects supporting those with need in our local communities. It also encourages the active participation of Freemasons where possible, thus giving time as well as financial support. Connecting with all facets of our community is important for us to discharge our responsibility of caring for those in need.

Information for Applicants

The ELMC Grant Making Committee will consider all non-Masonic applications for funding whether made from within the Province (from a 'subscribing' individual, 'member' Lodge / Chapter or District) or from outside the Province. In the latter case they will link the application with the closest District or the District where the community will be benefiting.

The Committee will continue to applaud and recognise cases where there is active and involvement and will seek promotion of contributions via media or with branding. The Committee will also arrange for audit of a significant number of approved grants each year. Completed application forms will be signed by the applicant, viewed by the APGM and signed by the District Chairman and District Charity Steward. Recipients need not be registered Charities. Where there are limited funds then the Committee will reserve the right to distribute funds fairly across the Province.

Causes that the Fund will support:

- The relief of poverty
- The provision of education
- The promotion of improving health or saving lives and / or community development
- The promotion or encouragement of citizenship and / or community development
- Organisations or events relating to acts of culture, heritage or science
- Amateur sport
- The advancement of human rights
- The protection or improvement of the environment
- The granting of relief by reason of age, youth, ill health, disability or financial hardship
- Animal welfare
- Religion
- The armed services, police and fire services
- Activities analogous to the above

Causes that the Fund won't support:

- Grants will not be made to National Charities except where supporting a specific local event or action or supporting an autonomous branch of a National Charity
- Grants to organisations supported by the Grand Charity unless there is a specific local need which will be administered locally
- Grants that do not benefit those living within the boundaries of the Province

GRANT APPLICATION FORM

1. Application from (Name): _____ Telephone No: _____
Address: _____ E-Mail Address: _____
(If you are a Mason: Lodge / Chapter: _____ Number: _____)
2. Application from District: _____
3. Name of Charity / Organisation: _____
4. Brief description of Charity / Organisation: _____
5. Is it a registered Charity? Yes No
If yes please give Registered Charity Number: _____
6. Please give a brief description of the benefits of the grant to the Charity / Organisation and to the community in general: _____
7. Details of any specific projects and/or timescales: _____
8. Will the initiative for which funds are being requested actively involve Lodge / Chapter / District brethren ? Yes No
If yes please identify what form of involvement: _____
9. Amount requested if known £: _____
10. Details of any additional funds to be or being contributed by the Lodges or District: _____
11. What publicity will be generated both in Masonic and Non Masonic news media: _____
12. Please give any other details that may assist your application: _____

Should you need more space for descriptions for any of the above please submit on a separate piece of paper and attach to this form.

District Charity Steward

District Chairman

All applications must be made in writing and submitted to the Secretary of the Grant Making Committee. Application forms for grants made by Lodges/Chapters must be completed by the Lodge/Chapter Charity Steward. These should then be sent to the District Charity Steward and District Chairman for review, prior to submission to the Grant Making Committee Secretary. Application forms for grants made by Districts should be completed by the District Charity Steward and District Chairman and submitted to the Grant Making Committee Secretary. All other applications should be sent direct to the Secretary of the Grant Making Committee at the ELMC Office.