



The East Lancashire Masonic Charity

Guidance for District Charity Stewards applying on behalf of charities/organisations

Committee meeting dates are shown on the following link:

<https://www.elmc.co.uk/charity-stewards-calendar/>

Can the Charity/organisation fulfil the criteria which we specify?

Is this a new project, is it sustainable, can it achieve its objectives if a grant is approved?

Does the charity/organisation own (if not who does) or rent premises for their activities?

If the grant is to purchase equipment have adequate quotes/costings been supplied?

Is there any Masonic involvement i.e. volunteers who assist with the charity/organisation?
Please ensure good detail is provided.

What publicity commitments has the charity/organisation made? E.g. press coverage, invitation to speak at project launch, logo on sponsored publications or items, inclusion in list of donors etc?

The Province will expect, on behalf of the ELMC, the District (potentially the District Charity Steward and District Communications Officer +/- the original applicants), to visit the organisation concerned to make the initial donation and then, with appropriate projects, arrange at least one follow up visit to report on the impact we have made to that organisation and those that it serves. This is important not only from a publicity point of view but also for audit purposes. This will augment the East Lancashire Masonic Charity's own reporting processes. Are you happy to perform or orchestrate this activity?

Do the District Chairman and District Charity Steward support the application (not notionally, but after diligent investigation and consideration for the current and future relationship with the applicant/organisation/charity) and is the application appropriately signed?

YES / NO

Please be mindful that the application must be submitted within the time frame required by the Grant Making Committee, i.e. closing deadline two weeks prior to the scheduled meeting dates.