



# The Provincial Grand Lodge of Nottinghamshire

Traditional Values for the Modern Man

## Grant Application Form

(please complete **IN CAPITALS** using black ink - as we may need to photocopy this document)



1 - Contact Details	
Title of Main Contact ( <i>Mr, Mrs, Miss, Ms, Dr, etc.</i> ):	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
First Name(s) of Main Contact:	
Surname of Main Contact:	
Organisation / Group Name ( <i>if any</i> ) as detailed in your constitution:	
Main Contact's role within the Organisation / Group:	
Correspondence Address:	Organisation / Group Address: <i>(if different from Correspondence Address)</i>
Postcode:	Postcode:
Tele ( <i>home</i> ):	Tele ( <i>work</i> ):
Tele ( <i>mobile</i> ):	email:

2 - About Your Organisation / Group	
When was your Organisation / Group set up? ( <i>month &amp; year</i> )	
How many people are involved with your Organisation / Group in the following roles? ( <i>please specify numbers</i> )	
Management Committee <input type="text"/>	Members ( <i>if applicable</i> ) <input type="text"/>
Users of your Group <input type="text"/>	Volunteers <input type="text"/>
Paid Staff ( <i>full time</i> ) <input type="text"/>	Paid Staff ( <i>part time</i> ) <input type="text"/>
Other <input type="text"/>	
If Other please specify:	
What type of Organisation / Group are you? ( <i>please tick ALL that apply</i> )	
<input type="checkbox"/> Registered Charity	If ticked, please specify Charity Number <input type="text"/>
<input type="checkbox"/> Company Limited by Guarantee	If ticked, please specify Company Number <input type="text"/>
<input type="checkbox"/> Industrial Provident Society	
<input type="checkbox"/> Parish, Town or Community	
<input type="checkbox"/> Unregistered Group with Formal Rules	
<input type="checkbox"/> Other ( <i>please specify</i> ) .....	
In which geographical area(s) of Nottinghamshire does your Organisation / Group work? ( <i>e.g. Mansfield, Bulwell, Worksop, etc.</i> )	

## 2 - About Your Organisation / Group (cont.)

Tell us what your Organisation / Group does (*maximum 100 words*):

## 3 - About Your Project / Activity

Briefly describe the Project / Activity for which you require funding:

(*use key words such as: who; what; why; when and where to tell us about your project / activity - maximum 200 words*)

How many people will directly benefit from your Project / Activity?

Who will benefit from your Organisation's / Group's Project / Activity? (*please tick ALL that apply*)

- |                          |                           |                          |                   |                          |                                 |
|--------------------------|---------------------------|--------------------------|-------------------|--------------------------|---------------------------------|
| <input type="checkbox"/> | Pre-School                | <input type="checkbox"/> | Children          | <input type="checkbox"/> | Young People                    |
| <input type="checkbox"/> | Adults                    | <input type="checkbox"/> | Older People      | <input type="checkbox"/> | People living with disabilities |
| <input type="checkbox"/> | Refugees / Asylum Seekers | <input type="checkbox"/> | Unemployed People | <input type="checkbox"/> | Other                           |

## 4 - Theme

How do you feel your Project / Activity meets the criteria of this fund?

## 5 - Project / Activity Finances

Please give a detailed breakdown of the cost of your Project / Activity:

Item	Amount (£)
<b>Total Cost of Project / Activity</b>	£

**Total Amount Requested** *(from this source of funding)* £

**If the total cost of your Project / Activity is more than the amount you have requested (from this funding source) please use the table below to identify the source of the remaining funding.**

Funding Source	Amount (£)	Successful (✓)	Unsuccessful (✓)	Pending (✓)
	£			
	£			
	£			
	£			
	£			

What date will the Project / Activity start?	
What date will the Project / Activity finish?	

## 6 - Financial Information

Does your Organisation / Group produce a formal set of annual account? (please tick):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>(If YES, please enclose a copy of your latest accounts)</i>		
Does your Organisation / Group have its own Bank / Building Society Account (please tick):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If YES, how many signatures do you need to authorise a cheque on the Account (please state N°):		

Bank / Building Society Name:	
Bank / Building Society Address:	
Postcode:	
Sort Code:	Account N°:
Bank / Building Roll N° (if applicable):	
Account Name to which payment should be made:	

If your Organisation / Group does not have its own Bank Account / Building Society Account, please give details of an Organisation / Group that would be prepared to receive a grant on your behalf.

**7 - Recipient Organisation / Group** *(only complete if your Organisation / Group DOES NOT have a Bank / Building Society Account)*

Recipient Organisation / Group's Name as detailed in their constitution:

Recipient Organisation / Group's Address:

Postcode:

Recipient Organisation / Group's Bank / Building Society Name:

Recipient Organisation / Group's Bank / Building Society Address:

Postcode:

Sort Code:

Account N°:

Bank / Building Roll N° *(if applicable)*:

Account Name to which payment should be made:

**8 - Independent Referee**

Title: *(Mr, Mrs, Miss, Ms, Dr, etc.)*:

Gender: Male  Female

First Name(s):

Surname:

Address:

Postcode:

Tele *(home)*:

Tele *(work)*:

Tele *(mobile)*:

email:

**Note: By providing us with accurate information you are enabling us to improve the support we can give to voluntary groups across the county.**

### Declaration

"We are authorised to submit this application on behalf of the Organisation / Group and certify that the information enclosed is correct. By signing this 'Grant Application Form', we agree to abide by the terms and conditions included in the grant guidelines and any additional special conditions detailed on any 'offer of a grant' letter sent by the Provincial Grand Lodge of Nottinghamshire.

We understand that we will be expected to monitor expenditure and provide The Provincial Grand Lodge of Nottinghamshire with receipts together with a report on the progress of the Project / Activity.

**We also give permission for the Provincial Grand Lodge of Nottinghamshire to record the information contained in this form electronically, and understand that:** personal information will be treated confidentially; all information will be held in-line with the Data Protection Act 1998 and other relevant legislation; the only purposes the information will be used for is deciding whether or not the grant can be awarded to our Organisation / Group, for custom care and for publicity and monitoring; the information will be used anonymously for monitoring purposes and will not affect the outcome of our application."

First Signature: .....  
(Person submitting the form)

Date: .....

Second Signature: .....  
(Chair or Senior Representative of the Management Committee - this **MUST BE** different to the person above)

Date: .....

#### Checklist - please send the following documents with your application:

- Governing document containing a dissolution clause (*this **MUST BE** signed and dated*)
- Equal Opportunities Statement / Policy
- Child Protection and/or Vulnerable Adults Policy (*if applicable*)
- Latest 'Annual Accounts' or Anticipated Budget Proposals for New Organisation / Group
- Latest **original** Bank Statement (*this will be returned*) or photocopy of Building Society Passbook
- Agreement between your Organisation / Group and the Organisation / Group receiving the grant on your behalf (*if applicable*)
- Quotes for Items and Services you are buying

Please return this Grant Application Form to:

The Chairman, Case & Finance Committee  
The Provincial Grand Lodge of Nottinghamshire  
Masonic Hall  
25 Goldsmith Street  
Nottingham  
NG1 5LB

Tele: 0115 840 4464  
Fax: 0115 840 4461  
web: [www.nottinghamshiremasons.co.uk](http://www.nottinghamshiremasons.co.uk)

## 9 - Terms, Conditions and Reporting Requirements

Organisation / Group Name (*if any*) as detailed in your constitution:

Named Contact:

Amount Granted: £

Purpose of Grant:

### We understand and agree that:

1. The grant will be used only for the exact purpose specified in the approved application as summarised above, and no other purpose. The offer letter, which confirms the award, will also explain if the Provincial Grand Lodge of Nottinghamshire (hereinafter termed 'PGL') wants us to alter any part of this application.
2. No major change can be made to the project without the express written approval of PGL.
3. We will not sell or otherwise dispose of any equipment or other assets purchased with the grant without the express written approval of PGL. If we sell any equipment or assets we may have to repay a part of any money so received. The amount which we repay will be in direct proportion to the share of the project costs which came from PGL. The decision taken by PGL on the amount to be repaid will be final; except in the case of a clear error.
4. No purchase or order of any goods or services specified by this approved application will be made before we receive the offer letter confirming the grant.
5. If a pilot project is funded by this grant we understand that PGL will not automatically fund any later project.
6. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distribution of assets, or admitting members without first receiving the express written permission of PGL.
7. We will inform PGL of any changes to our bank or building society accounts.
8. We will comply with any relevant legislation affecting the operations of the project.
9. We will acknowledge PGL in our Annual Report. Our Chair or Secretary's report at the AGM, the accounts covering the grant period, and in any publicity material we produce about the project. We will supply copies of all these documents if requested.
10. We agree that PGL can use our name and the name of our project in its own publicity materials, and we will inform them of any situation where confidentiality is a particular issue.
11. We will spend the grant within one year of the date of the offer letter.
12. If we do not spend the entire grant, we will promptly return any unspent balance to PGL.
13. We will monitor the project, and complete and return all required Monitoring Reports to the schedules provided.
14. We understand that PGL will not increase the amount of the grant if we overspend.
15. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receipt of the grant. Receipts for items of expenditure over £200 should be retained and copies submitted with monitoring forms. These records will be made available to PGL on request. We understand that this does not release us from our legal responsibility to keep records for a longer period.
16. PGL may withhold the grant, or ask us to repay the grant, in whole or part, in the following circumstances:
  - 16.1 If we fail to keep this contract in any way
  - 16.2 If the application form was completed dishonestly or the supporting documentation gave false or misleading information
  - 16.3 If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services
  - 16.4 If we do not implement and follow our Child Protection Policy/Vulnerable Adult Policy (if appropriate) in all aspects of our activities
  - 16.5 If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work on behalf of the group at any time during the project
  - 16.6 If we fail to complete the project within one year
  - 16.7 If we close down, become insolvent, go into administration, receivership or liquidation (sequestration), or make arrangement with our creditors.
17. If our group closes down we will not sell or otherwise dispose of any equipment and assets without first receiving the specific written agreement of PGL.  
(*cont. on page 7*)

## 9 - Terms, Conditions and Reporting Requirements (cont.)

18. These terms and conditions will apply until we have spent the entire grant and PGL has received and approved our Monitoring Report. If we bought any equipment or assets with the grant, these terms and conditions will apply until the end of the working life of the assets.
19. PGL reserves the right to impose further terms and conditions on the grant in the following circumstances:
  - 19.1 If we are in breach of the Grant Agreement
  - 19.2 If any part of the other sources of funding for the project referred to in our application to PGL is withdrawn
  - 19.3 If PGL becomes aware of any actions on the part of the members of the governing body, volunteers or staff of our organisation or any person or organisation substantially involved in the delivery of the Project which may have a detrimental effect on the Project
  - 19.4 If in the reasonable opinion of such conditions are necessary or desirable to ensure delivery of the Project in the manner anticipated in our grant application; or following an agreed change to the Project.
20. We may not assign, change, sub contract or novate this Grant Agreement or the Project without the prior written consent of PGL.
21. This Grant Agreement shall as regards this Project supersede all prior understandings between you and us and shall constitute the whole agreement between us and shall not be modified or varied without the prior written consent of PGL.
22. These conditions shall be governed by and construed in accordance with the law of England and the parties hereby choose and submit to the exclusive jurisdiction of the English courts.
23. No provision of this Grant Agreement is intended to or create any right or benefit enforceable against the parties to this Grant Agreement under the contracts (Rights of Third Parties Act 1999).

Signature: .....

Date: .....

Name: .....

*(Please Print)*

Position in Organisation: .....

*(Please Print)*

## 10 - Selection Criteria

The success (or otherwise) of an application is governed, in the first instance, by specific selection criteria that we apply; namely:

- The proposed Project/Activity must be within the Nottinghamshire boundary
- The Grant Application is made by an Organisation/Group AND NOT an individual
- The Grant is used for Capital Expenditure\* AND NOT Running Costs

Examples of Projects/Activities which have been supported in the past (this list is not exhaustive):

### **CHILDREN and YOUNG PEOPLE**

- Drug Abuse and Education
- Alcohol Abuse and Education
- Crime Reduction Support
- General Educational Support, e.g.:
  - Sports Activities
  - Summer Camps
  - Music: e.g. bands, orchestras, etc.
  - Theatre, Acting
  - Computing Skills

### **OLDER and VULNERABLE PEOPLE**

- Support for people who are alone
- Support for Carers
- Luncheon Clubs
- Equipment to develop skills
- Outings

### **HEALTHIER COMMUNITIES**

- Carers for Mentally Disabled individuals/groups
- Carers for Physically Disabled individuals/groups
- Support for Mentally Disabled individuals/groups &
- Support for Physically Disabled individuals/groups, e.g.:
  - Depression/Anxiety
  - Skills for a better life
  - Mobility equipment
  - Sports training

### **SUSTAINABLE COMMUNITIES**

- Community Gardens
- Green Spaces
- Memorials
- Heritage: Building & Land
- Community Volunteers

\*Capital Expenditure: an expenditure creating future benefits. A capital expenditure is incurred when an organisation/group spends money either to buy fixed assets (property, plant, and equipment) or to add to the value of an existing fixed asset.