Ref No.

**THE HAMPSHIRE AND ISLE OF WIGHT MASONIC GRAND CHARITY**

(Tom LANGTON FUND)

Application in aid of ..………………………………………………………………………………….

Registered Charity No ……………………………………………………………………………………

Sponsoring Lodge ………………………………………….. Lodge No. ………………….

W.M.’s approval ………………………………………….. Date ………………………

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Details of Charity or Organisation:

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Reason for Application? What will the donation be used for? Please be specific:

Amount requested: £

Wherever possible, grants are made by bank transfer. Please give Charity account name, sort code and account number:

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Financial Details of Charity or Organisation:- (Copy of the last audited accounts should be attached - electronic if possible)

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Has any assistance been given by Lodge? Yes/No (If Yes, please give details)

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Please send the form and supporting information to the Provincial Group Charity Representative (Name and address in ‘A’ Section of the current Provincial Year Book) **NOT TO THE PROVINCIAL OFFICE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Completion by the Area Tom Langton Fund Representative.**

Having discussed the above application with the Lodge Representatives and investigated the Charity/Organisation, I am satisfied that it genuinely requires assistance. Comments and Recommendation:-

Signed ……………………………… Provincial Group Charity Representative Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Charity No. 291263

**THE HAMPSHIRE AND ISLE OF WIGHT MASONIC GRAND CHARITY**

(The Tom Langton Fund)

**HOW TO APPLY FOR A GRANT**

1. The Committee will consider applications for a grant on behalf of any worthy, charitable cause of a non-Masonic nature whose main area of benefit is within the Province of Hampshire and Isle of Wight and to which existing Grand or Provincial Charities are not applicable.

2. Applications must be submitted through and with the support of a Lodge in the Province and signed by the W.M. and the Secretary/Almoner or Charity Steward of the Lodge. ·

3. Applications must be submitted on the appropriate form which is obtainable from the Lodge Secretary, the Group Charity Representative or the Provincial Office.

4. As much information as possible should be given about the organisation. Financial

details are particularly important.

5. Applications will not, under any circumstances, be considered from or on behalf of individuals no matter how deserving. In very exceptional circumstances an application may be considered on behalf of a recognised charity acting for the individual.

6. Applications will not be considered from or on behalf of:-

• National charities which receive assistance from the Grand Charity

• Individuals or organisations collecting on behalf of another charity.

 • National Charities, unless for a local branch whose main area of operation is within the Province.

7. Repeat applications will not usually be considered within 3 years of a grant being made although any new application will be considered on its merits.

8. Applications must be forwarded through the Group Charity Representative and not directly to the Secretary or the Provincial Offices.

9. The committee will tend to give preference to the smaller charitable organisations and registered charities which Lodge members may have personal interests. The organisation or charity need not be a registered charity but the Committee will need to be satisfied that the grant monies are used for charitable purposes. The charity will be asked to sign a receipt confirming this.

10.When a grant is made the cheque will be forwarded through the Group Charity Representative to the Lodge Secretary for presentation by the W.M. or other senior officer of the Lodge to a responsible representative of the Organisation concerned. It is not necessary for the Lodge to make a separate grant to the organisation although this is encouraged.

11. Where possible discreet publicity for the grant is welcomed.

The name and address of each Group Charity Representative is given in the current copy of the Provincial Year Book of which every Lodge Secretary has a copy.