



## MATCHING FUNDS GRANTS POLICY & PROCEDURE

Minnesota Masonic Charities (MMC) is the principal charitable organization of the Grand Lodge of Minnesota and Minnesota Masonry. Charitable Matching Grants are given in the name of Masonry, but not to the exclusive benefit of Fraternal members. The mission of MMC is to enhance the ability of the Fraternity to deliver services and support to its members, their families and the general public.

The Matching Grants Program is designed to encourage Lodge and Chapter activity within the communities of Minnesota and is not intended to be a substitute for the fundraising efforts, or to subsidize the fundraising efforts, of non-affiliated organizations.

Minnesota Masonic Charities may provide Matching Grants for:

- **The support of charitable initiatives** proposed through Masonic Lodges and Order of the Eastern Star Chapters within Minnesota.
- Projects consistent with the **mission of Minnesota Masonic Charities** and Masonry in general.
- Organizations that address **issues of interest** to the Masonic Fraternity.
- General public welfare in the broadest sense, especially in the areas of **education, social services, healthcare and Veterans organizations**.

### POLICY SPECIFICS:

- (1) Grant applications must be submitted to Minnesota Masonic Charities through a Masonic Lodge or Order of the Eastern Star Chapter (not Appendant or Concordant Bodies) within the state of Minnesota.
- (2) A Minnesota Masonic Lodge or O.E.S. Chapter may apply for Matching Grants from Minnesota Masonic Charities with funds raised by the applicant Fraternal organization or existing funds of the applicant Fraternal organization. Donations made directly to a recipient organization shall not be considered as funds raised by the Fraternal organization and cannot be included in the amount requested to be matched by MMC. Nor shall pass-through contributions be eligible for matching funds where the entity making the contribution has no defined connection to the Masonic organization and, but for the matching funds opportunity, would not make the contribution to the Masonic organization. Pledged funding or deferred payment funding shall not be included in total amount of funds raised.
- (3) Neither Fraternal organizations intending to apply for matching funds, nor the possible recipient organization, shall advertise or post, in any format, that Minnesota Masonic Charities will be providing matching funds. Similarly, the MMC logo may not be used for any publicity purposes without the express prior written consent of Minnesota Masonic Charities.
- (4) To be considered for approval for a Matching Grant, funds must be raised by the requesting Lodge or Chapter and a current application submitted within the same calendar year. Written verification that the Fraternal organization voted to approve a contribution and request matching funds from MMC for a given recipient organization must be included with the application. Written verification format may be a copy of meeting minutes or a letter signed by the current head or designee of the Lodge or Chapter requesting matching funding.
- (5) MMC may provide matching funds up to a maximum total of \$25,000 per Lodge or Chapter in any one calendar year. **Requests for matching funds grants for less than \$100 will not be matched. Maximum matching funds granted to an individual organization shall be limited to one Matching Grant per Masonic organization per calendar year.**

- (6) Grant applications for an amount greater than \$10,000 shall be reviewed by the MMC Board of Directors and must be submitted a minimum of 20 days prior to the next regularly scheduled meeting of the MMC Board of Directors for consideration. Scheduled meetings are in January, April, July, and October.
- (7) Grant requests of \$5,000 or more must include a detailed financial statement that includes the purpose of the fundraiser, number of attendees, cost per person, total of cash contributions and donations, total of other Masonic contributions, total of expenses incurred and resulting net amount of funds raised. Requests for matching funds cannot include donations made directly to the recipient organization or to a bank account that is not solely controlled by the requesting Fraternal organization.
- (8) Applications for matching funds may be submitted by fax or email to the MMC Grants Coordinator with notification.
- (9) Matching Grants shall be made exclusively for programs and services purposes to organizations within the State of Minnesota recognized as 501(c)(3) charitable organizations as defined under the Internal Revenue Code of the United States, as amended, and applicable regulations.
- (10) Matching Grants shall not be made for:**
- organizations receiving funding from MMC; i.e. Minnesota Masonic Home, Masonic Cancer Center, Masonic Children's Hospital, Job's Daughters Foundation, Minnesota DeMolay, Minnesota Masonic Children's Clinic for Communication Disorders (formerly Scottish Rite Foundation of Duluth), RiteCare of Minneapolis & St. Paul, and The Valley of Rochester Scottish Rite Foundation.
  - the relief or benefit of an individual;
  - capital purchases or building projects;
  - organizations not recognized as a 501(c)(3) charitable organization as defined under the Internal Revenue Code of the United States, as amended, and applicable regulations;
  - activities that are primarily the responsibility of Federal, State or local government, or other governmental agencies;
  - Foundations (including Fraternal Foundations) or Endowments or national organizations with an endowment or foundation; National organizations having locations in Minnesota will not be approved for matching funds; examples include, but are not limited to, the American Heart Association, the American Cancer Society, United Way, The Smile Network, Special Olympics and Feed My Starving Children;
  - to pay for or support debt;
  - animal welfare;
  - the Arts;
  - the environment;
  - organizations with a political agenda or motivation;
  - for operating support of non-charitable organizations;
  - the transfer of funds from one Masonic organization to another;
  - the reimbursement of a Fraternal organization's General Fund;
  - funds disbursed in conjunction with the closing of a Lodge or Chapter.
- (11) Grant recipients must be located in Minnesota and any funds granted must be spent in Minnesota, unless otherwise approved by the MMC Board of Directors.
- (12) Requests for matching funds may be submitted for consideration at any time within the given calendar year. Incomplete applications will be returned. If approved for funding, checks shall be distributed as soon as possible in accordance with MMC accounting procedures. **Requests for matching funds to be distributed in the month of December must be submitted no later than November 25th. End of year requests for matching funds must be postmarked no later than January 15 of the following calendar year to be considered.**
- (13) If matching funds are approved, the check will be sent to the requesting Fraternal organization for presentation to the recipient organization.

# MATCHING FUNDS GRANT REQUEST APPLICATION



## SECTION 1

### MASONIC ORGANIZATION INFORMATION

Name and number of the organization: \_\_\_\_\_

Application contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address (where grant check should be sent): \_\_\_\_\_

\_\_\_\_\_

## SECTION 2

### PROJECT RECIPIENT/PROGRAM INFORMATION

Project/Program title: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Organization contact name (\*required): \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

The recipient organization is (check one):

- A 501 (c)(3) charitable organization (must attach copy of 501(c)(3) IRS determination letter; letter provides certification)
- A public agency or unit of government (e.g. school districts, volunteer fire departments, etc.)
- Other (please explain) \_\_\_\_\_

## SECTION 3

### GOALS AND OBJECTIVES

Identify the goals and objectives of the project or program and how the funds will be used.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Identify the geographic area served and the estimated number of people who will benefit from the project or program being funded.

\_\_\_\_\_

\_\_\_\_\_

FOR OFFICE  
USE ONLY

Date Received: \_\_\_\_\_ Approved: Y N Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Date Funds Sent: \_\_\_\_\_

SECTION 4

**SUMMARY OF FUNDS RAISED AND MATCHING FUNDS REQUEST**

Provide details of funding that has been received for this specific program or project by your organization, including volunteer hours.

- 1. Estimated Fraternal volunteer hours invested in project or recipient organization: # \_\_\_\_\_
- 2. Total contribution from your Lodge/Chapter.\* \$ \_\_\_\_\_
- 3. Matching funds requested from MMC: \$ \_\_\_\_\_
- 4. If request for matching funds is for \$5,000 or more, please provide the recipient organization's Federal Identification Number: \_\_\_\_\_

**\*IF A FUNDRAISER WAS HELD, COMPLETE STEPS 5-6 (ATTACH SHEETS AS NEEDED).**

- 5. Fundraising proceeds (if a fundraiser was held): \$ \_\_\_\_\_
- 5a. Other contributions to fundraiser with description: \$ \_\_\_\_\_  
(donor match, local business, etc.) \$ \_\_\_\_\_
- Note: In-kind contributions such as donated advertising, food, etc., pledges or deferred payments cannot be included.*
- 5b. Minus expenses for the Event (e.g. cost of food, publicity, etc.): \$ \_\_\_\_\_
- 5c. Total net funds raised (5 + 5a - 5b = 5c): \$ \_\_\_\_\_
- 6. Matching funds requested from MMC (equal to or less than net funds): \$ \_\_\_\_\_

SECTION 5

**AUTHORIZATION DECLARATION**

I, \_\_\_\_\_, am the authorized representative of the Fraternal organization requesting the Matching Grant, and certify the request was approved by our governing body as verified by the attached documentation. To the best of my knowledge, the information I have provided in this application is correct. The funds contributed by my organization have been raised as indicated. If Minnesota Masonic Charities approves this Matching Grant, the funds will be used exclusively for the purposes described.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

**▶ SUBMIT APPLICATIONS TO:**

Minnesota Masonic Charities  
Grants Program  
11501 Masonic Home Drive  
Bloomington, MN 55437-3699

**QUESTIONS?**

Contact Jennifer Harrison, Matching Grants Coordinator at **952.948.6206** or **jennifer.harrison@mnmasonic.org**