



Lodge Fundraising Assistance

Freemasons on the Central Coast (FotCC) is a public company governed by the Australian Securities and Investment Commission (ASIC) and Australian Charities and Not-for-profit Commission (AcNc) and its Constitution. Its aim is to promote Freemasonry on the Central Coast through its charitable acts. It aids, on application, various organisations to purchase equipment. Very rarely does it directly provide money.

The membership of FotCC comprises brethren from within District 21, who represent their individual Lodge. It is the responsibility of the Lodge/District to engage prospective masons.

Aim of this Proposal:

To assist the Lodges/District in allaying costs incurred in raising funds for charitable works (thereby maximising the financial benefit available to recipient organisations).

Rules:

Following the receipt of an application to hold a fundraising event, and its approval, FotCC will assist, providing the following requirements are met:

1. The organisation/s for which funds are being raised must be within the Central Coast Local Government Area (LGA).
2. Each event requires a completed Application Form and will be considered individually.
3. Each event must be approved in open Lodge/District meeting, recorded in the minutes and signed by the Worshipful Master/DGIW and advertised within the District and, where possible, the community.
4. An Application Form for Lodge Fundraising Assistance must be lodged with the FotCC for approval to meet the incurred material costs by any individual Lodge or masonic entity within the District. The application can be for up to a **maximum of one thousand dollars (\$1,000)** including GST for each Lodge Fundraising Assistance Event during the financial year (1 July – 30 June).
5. Reimbursement for approved material costs incurred will be made following conclusion of the event, submission of a completed Reimbursement Form in line with the approved Application to FotCC and upon the production of ABN/tax receipt/s. All Reimbursement Forms must be submitted to the FotCC prior to the end of the financial year (30 June) for payment. If the event is cancelled for whatsoever reason, there will be no reimbursement of expenses.
6. A report, including photographs, of the event is to be received by FotCC within one week – suitable for inclusion on the FotCC website, the Freemason magazine and in community media. This is to aid the promotion of Freemasonry and our charitable works within the community. If no suitable report is received, the opportunity to receive future funding may be jeopardised.

Yours Fraternally

Leigh Pollard

Vice President & Chairman of Charity Committee
Freemasons on the Central Coast





Lodge Fundraising Assistance

Application Information

Please read carefully as this is information that will assist you in your application.

1. Please complete the Lodge Fundraising Assistance Application Form attached and, along with any supporting documentation, return to:
The Secretary, Karagi Court Ltd
PO Box 6232, WEST GOSFORD NSW 2250
or, if you have completed our electronic form and can provide all supporting documentation, via email, please send your application to application@FreemasonsCC.org
2. Karagi Court Limited, trading as **Freemasons on the Central Coast**, is a not-for-profit company based on the Central Coast whose long-term purpose is to assist charitable and not for profit organisations within the Central Coast Council LGA. The company very rarely donates money, but rather assists those organisations by purchasing equipment for use in their activities or for use by individuals, who are assisted by those organisations.
3. The Charity Committee will **NOT** consider your application where a donation is for any direct Lodge related expenses, such as: Lodge administration costs (e.g. rent, postage, telephone, electricity, insurance); Lodge capital works; renovations; building maintenance or Lodge equipment.
4. **Application Form for Lodge Fundraising Assistance.** We require that you:
 - a. complete all sections in Application Form;
 - b. provide a name for the Lodge Fundraising Event to enable easy identification in communications and the proposed date(s) of the Event(s);
 - c. provide a brief on the aims and objectives of the Lodge Fundraising Event, how much it is anticipated will be raised, what the proceeds will be used for, and the proposed recipient name and address;
 - d. provide a fair estimate of the cost of goods and/or services required for the Event including GST;
 - e. provide the expected supplier(s) name and their goods and/or services connected with the fundraising event costs. Being a community-based organisation, FotCC's preference is always to support local suppliers where possible.
5. The submission of an Application for Lodge Fundraising Assistance is not a guarantee that the application will be successful, and we reserve the right to reject an application, without supplying any reason or explanation.
6. If the Application for Lodge Fundraising Assistance is accepted in principle, it will be signed by the Chairman of the Charity Committee or a nominated Board Director and returned to the applicants' Lodge Secretary. On completion of the fundraising event(s) a Lodge Fundraising Assistance Reimbursement Claim Form must be completed. This form should be submitted with the original or legible copy receipts for the goods and/or services agreed in principle on the original signed Application Form and should align with items 4d and 4e above with a brief explanation of any differences.
7. A report, including photographs, of the Fundraising Event is to be received by FotCC within one week – suitable for inclusion on the FotCC website and in community media. This is to aid the promotion of Freemasonry and our charitable works within the community. If no suitable report is received, the opportunity to receive future funding may be jeopardised.





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Application Form

Section A: Event Details

Lodge/Organisation: _____

Event Name: _____

Event Date: _____ Location: _____

Aims/Objectives: _____

Section B: Estimated Fundraising Event Costs and Returns

Estimated Supplier Costs

Supplier	Description	Cost
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

All prices should include GST

Total Cost \$ _____

Total Cost: \$ _____

Est. Return: \$ _____

Est. Profit: \$ _____

Approved by

Name: _____

Position: _____

Approved in Open Lodge/at Meeting on

Date: _____

Signature: _____

Approved in Principle

Director: _____

Signature: _____

Application Reference: _____

Date: _____

