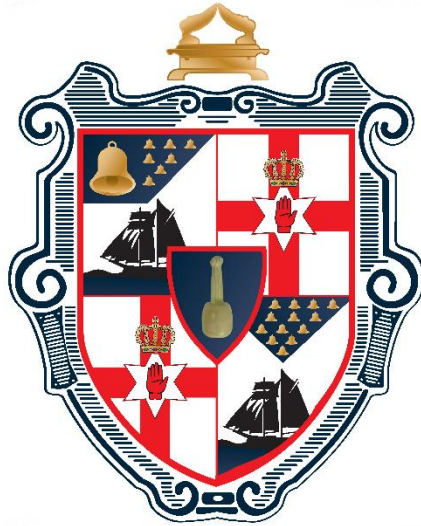


*Provincial Grand Lodge of
A.F.A.M. of Antrim*



Guidance on the
Provincial Grand Lodge of Antrim

Maintenance Grant Scheme

2021

Objective.

- To provide financial assistance to Masonic Hall Trustees, and Lodges within the Province of Antrim, to have their Masonic Halls maintained in a condition alluring and attractive to Masons and non-Masons alike.

Guidelines for Allocation of Funds

1. The fund will be managed by the PGLA Maintenance Grant Scheme Committee formed by the Provincial Grand Master herein, referred to as "the Committee".
2. All applications will be assessed by the committee, comprising of the Provincial Assistant Grand Master responsible for premises, Provincial Grand Treasurer, Provincial Grand Secretary, Provincial Grand Superintendent of Works and one other member (This person will be appointed by the Provincial Grand Master and should have practical building/contract experience.
3. The aim of the fund is to provide financial assistance to applicants for the painting and decorating of the exterior of hall/buildings to enhance their appearance. Consideration will also be given to other minor remedial work associated with the upkeep of the exterior of a building.
4. The maximum grant provided to applicants, will be £5,000.00 This can be provided in one application or in no more than two applications.
5. Applicants will be expected to match the requested amount, pound for pound and evidence of this should be presented

by way of an undertaking. This means that the Committee will consider a 50% grant to applicants.

6. Applicants must complete an application form, providing details of their proposed project.
7. Applicants will be required to provide the names of contractors or persons carrying out the proposed work.
8. When considering a grant application, where the applicant has indicated that the proposed work will be carried out in house, (i.e., by Lodge members, friends, or volunteers) the Committee will insist that adequate third-party insurance cover is in place for the duration of the project and evidence of this cover must be in writing to fulfil the necessary Health and Safety Issues of the project. All relative insurance details will be required to be in place prior to any work being commenced and produced to the Committee prior to the commencement of any work being started.
9. Applicants will be responsible for carrying out and documenting Risk Assessments prior to and during the project.
10. Site inspections are required with the applicants for every application. The PG Supt of Works will carry out site inspections, advise, report, and make recommendations on the feasibility of all applications together with regular site visits during all projects. The PG Supt of Works will not be responsible to sign off on any contract or the standard of workmanship. That will be the Applicant's responsibility.
11. Any contract concerning the proposed works is solely between the contractor and the applicant.

12. The Committee will require a copy of the third-party insurance cover held by contractors carrying out the proposed works but cannot be held responsible for the suitability of its terms and conditions. This responsibility will lie with the applicant.
13. The Committee will require a copy of the third-party insurance cover held by Hall applicants under the same conditions as stated in the previous paragraph.
14. The Committee will require a copy of the most recent Annual Accounts report relative to the Applicant along with the most recent copy of their bank statement.
15. Where a Hall has multiple occupancy only one application from Trustees will be considered.
16. The fund will not support financial assistance to maintain the interior or the artefacts within Masonic buildings.
17. Applicants whose halls are in a structurally unsound condition and require more substantial repairs or planning extensions to existing buildings, should consider applying to Grand Lodge for a grant/loan from the Fabric Fund.
18. Applications should be accompanied with a minimum of two written estimates on official headed paper itemising in detail the proposed work.
19. When the project is complete, official receipts for all expenses must be provided to the Committee.

20. If the final costs fall short of the original estimates at time of application, The Committee will demand a refund of the difference.
21. The fund will not be provided to support applications where planning permission is required.
22. Applicants seeking help and advice with applications can request guidance from PG Supt of Works.
23. When a maximum grant is awarded to an applicant in respect of a particular premises, no further applications can be submitted by them within a 10-year period.
24. The Committee will present details of each application to the PGM's Council, with their recommendations.
25. The PGM's Council will have the final decision on each application.
26. After approval, all works must be completed within a 6-month time scale from the approval date.
27. Any issues regarding the standard of the work carried out, is to be dealt with by the contractors and the applicant.
28. The Applicants shall indemnify the PGLA from and against any claims for damages to any property or person howsoever arising because of any negligence on behalf of a Contractor or their servants or agents or any Lodge members, friends, or volunteers.

Applications to the Fund must fully comply with all Provincial Grand Lodge Bye-laws.

It is the responsibility of Lodges or Local Management Committees to keep Masonic premises in a good state of repair.

Provincial Grand Lodge of Antrim



Maintenance Grant Scheme

Date Received:

Title of Project:									
Name of main contact:				Position/Title:					
<i>This must be someone from your organisation who can talk about your project and can be contacted during normal office hours.</i>									
Main contact address including postcode:									
					Postcode:				
<i>This should be the address where all correspondence will be sent.</i>									
Main contact Phone No.:				Email Address:					
Details of Lodges occupying the hall:									
Address of property including postcode:									
					Postcode:				
Summary of proposed works:									
Has the applicants made any other applications in relation to this project or previously applied for funding from this or another source.						Yes	No		
If yes, please provide details.									
When do you expect the works to happen?									
Proposed Start Date:		/		/	Proposed End Date:		/		/
Are these dates flexible?	Yes		No						

Estimated costs of works:	1.	£		2.	£	
How much do you need from the PGLA Maintenance Grant Scheme? <i>(The maximum grant provided is £5,000)</i>					£	
Names and addresses of contractor(s) or person(s) carrying out the work:	1.					
	2.					
Details of funding as agreed by applicants: <i>(Must identify where the applicants funding is coming from)</i>						
Bank's Name and address:				Account No. and Sort Code:		
<i>A copy of the most recent bank statement must be enclosed with this application.</i>						
<i>A copy of the most recent Annual Accounts must be enclosed with this application.</i>						
Main Contact Signature:				Date:		/
<i>The second signature should be the Chairman or Treasurer of the Trustees or Hall Management Committee.</i>						
Second Contact Signature:				Date:		/

For office use only:						
Date Application Acknowledged:		/		/		
Date of request for additional information:						
Date Additional information received:						
Date Report requested from to S.O.W.						
Date Report received from to S.O.W.						
Date of Committee meeting:						
Decision of Committee:						
Approved:	Yes		No		Grant Amount	£
Signature of PAGM.				Date:		/