



WEST KENT EMERGENCY FUND
COMMUNITY GRANT APPLICATION FORM

APPLICANT DETAILS:	Forename: Surname: Date of birth: Telephone: Address: Lodge/Chapter name: No.
DETAILS OF GRANT REQUESTED:	Amount: £..... Recipient:
PURPOSE:	Please describe the project and how the monies will be used:
RECIPIENT BANK DETAILS:	Account name: Account no: Sort Code:
LODGE CHARITY STEWARD:	Please confirm if you have approached your Lodge Charity Steward in connection with this request. <input type="checkbox"/> Yes If Yes, amount of contribution: £..... <input type="checkbox"/> No If No, please state why:
DECLARATION:	I confirm that to the best of my knowledge, the details provided are correct. I consent to this application being discussed with my Charity Steward. I understand that the information provided in this application, and any supporting documents, will be treated in accordance with current data protection regulations.
SIGNATURE:	Signed: Date:
PLEASE RETURN THIS FORM TO:	By email: ProvGReg@westkentmasons.org.uk By post: Binoy Karia, Uplands House, Kemnal Road, Chislehurst, Kent BR7 6LT

FOR INTERNAL USE ONLY: PGR BOARD A/D



WEST KENT EMERGENCY FUND
COMMUNITY APPLICATION FORM GUIDANCE NOTES

Please ensure you read these Guidance Notes before completing the Grant Application Form.

1. The Fund has been established for the support to members of the Province of West Kent, who are experiencing extreme financial difficulties due to the impact of Covid-19 and to provide support for worthwhile projects in the community in response to Covid-19.
2. Grants may be requested for registered charities, good causes or community projects to assist in the response to Covid-19.
3. Grants may be requested up to a maximum of £400. In exceptional circumstances, applications may be considered for higher amounts.
4. Please set out details of the project and what the monies will be used for.
5. Please confirm if this request has been discussed with your Lodge Charity Steward, or let us know why not.
6. We may ask for more information to ensure your application is processed correctly, including further details relating to the proposed recipient or project.
7. Your application is strictly private and confidential and will be treated in accordance with current data protection regulations.
8. Please return your completed form, by email or by post, to:

Email: ProvGReg@westkentmasons.org.uk

Address: Binoy Karia, Uplands House, Kemnal Road, Chislehurst, Kent BR7 6LT

You are advised to submit your application by email to ensure that it is processed without delay.