



INTRODUCTION & GUIDELINES

*Oregon Lodges may partner with the Grand Lodge of Oregon
to boost efforts on community-focused projects.*

Funding: Matching funds will be provided at 50 cents to the dollar, on a first come, first served basis each fiscal year (May 1 – April 30). Application approval is at the discretion of the Trustees. Funds are not guaranteed.

Geographic coverage: Matching fund recipients must be located in Oregon.

Utilization of matching funds:

1. Individuals in need

Lodges may identify an individual or family in need within the community (i.e. through schools or local organizations/families). Creating-A-Partnership can boost Lodge effort to provide clothing, basic school supplies, coats, shoes, hygiene items, dental work, eye glasses, etc. Lodge scholarships are also an eligible form of support.

2. Project-based

Lodges may identify projects within the community through charitable or other non-profit organizations, such as schools (i.e. backpack programs, reading program incentives, playground equipment, etc.). Recipients of project-based support must be a 501(c)(3) public charitable organization, as defined by the IRS, or public entities such as schools, firehouses or police departments. An IRS determination letter must be provided with your application, if applicable.

APPLICATION SUBMISSION

Send completed applications to:

The Grand Lodge of Oregon, Attn: Creating-A-Partnership, 2150 Masonic Way, Forest Grove, OR 97116.

When to file your request

Matching fund requests may be submitted year-round. However, keep in mind a completed application does not guarantee matching funds. Retroactive or last-minute requests run the risk of denial or postponed payment. Should the project require funding up front, an application without receipt is acceptable for review.

When you will receive confirmation

Requests will be reviewed within 10 business days of being received. A letter of determination noting approved matching funds will be mailed as soon as possible. If the request is time-sensitive, please note this with detail in the initial application.

Who will receive the grant funds?

Funds will be sent to the Lodge mailing address on file in the Grand View database, unless other arrangements have been made.

How may the grant funds be used?

Funds may either be used for an existing effort of support to increase the aid provided or go toward future Lodge community-based projects. Funds must be used for charity.

Proof of payment

Receipts must be included with the application to be considered. Also, copies of cancelled checks are an acceptable form of proof of payment. Should the project require funding up front, an application without receipt is acceptable for review.

COMPLETING THE APPLICATION**Section 1: Lodge Information**

The Lodge contact should be an officer of the Lodge and include a phone number or email address where the contact may be reached by the Grand Lodge. Two signatures are required, with one being either the Worshipful Master, Lodge Secretary or Treasurer.

Section 2 - A: Recipient Information

Name of school or community organization that is the beneficiary of the matching funds, mailing address and organization contact information.

OR

Section 2 - B: Project Information

Name of the specific project that is the beneficiary of the matching funds, mailing address, organization, contact information and beneficiary organization status (i.e. 501(c)(3)).

Grand Lodge matching funds are generally NOT available to:

- Pay for offerings of gift cards or other tenders where fund use cannot be verified
- Fundraisers operating through services like GoFundMe, as fund use cannot be verified
- Pay to host Lodge events, celebrations or fundraisers
- Affiliates and projects outside the State of Oregon
- Organizations NOT recognized as a 501(c)(3) public charity as defined under the Internal Revenue Code and applicable regulations
- Pay for or support debt
- Animal Welfare
- The Environment
- Medical Research
- Organizations with a political agenda or motivation
- Charities deemed to hold funds in excess of their needs
- Payment of general operating expenses

Section 3: Declaration

This is to be completed and signed by the organization officer submitting the application and by at least **one** other member holding office of Treasurer, Secretary or Worshipful Master.

If you have any additional questions or need assistance completing the application, contact the Grand Lodge of Oregon at 503-357-3158 or email: info@masonic-oregon.com.

We're here to help! When in doubt, provide as much information on the project/request as possible.