



Sussex Mark Benevolent Fund, CIO

Registered Charity No 1189680



Application for Matched Funding

Prior to completing this Application Form please review the accompanying Guidance Notes. Return the completed application form by email to: ProvGCharStwd@sussexmark.org.uk or by post to: **ProvGCharStwd, 78 Annandale Ave, Bognor Regis, West Sussex. PO21 2EX.**

We will endeavour to acknowledge receipt within ten working days of receipt of your application.

If this grant is approved we may wish to publicise the donation. Please indicate whether the charity would be prepared to publicise any payment made.

Lodge Details

Lodge Name:		Number:	
Contact Name:		Email:	
		Tel:	

Donation Details

Charity Name:	
Charity Registration Number:	
Donation Total:	£
Match Funding Requested:	£
Reason for Donation:	

Declaration

- ☐ The charity is prepared to participate in publicising the donation if the matched funding is approved.
- ☐ The funds have or will be raised for this specific purpose and not taken from Lodge Benevolent funds.
- ☐ The funds have not yet been donated to the Charity.

I confirm that the details above are correct to the best of my knowledge and belief.

Signed: _____

Date: _____

For Internal Use

Reference ID		Acknowledged Date:		Passed Due Diligence (Yes/No)	
Approved (Yes/No)		Paid Date:		Promotion Date:	

Sussex Mark Benevolent Fund, CIO

Registered Charity No 1189680

Matched Funding Guidance Notes

The Trustees of Sussex Mark Benevolent fund administer all applications for Matched Funding under the rules and regulations of the Charities Commission. The following points should be borne in mind and followed when making a formal application for Matched Funding:

1. The application should be agreed by the Lodge.
2. Applications with a minimum of £100 and a maximum matched funding award of £300, will be considered.
3. Matched Funding awards will be limited to an amount of £1,000 per Lodge, per annum, within the amounts given above.
4. It is a requirement that the recipients should have an appropriate connection with Sussex. National Charities will not normally be supported unless the recipient is clearly established to be a "local" branch, for example, "Alzheimer's Society, Worthing & District Branch".
5. Matched Funding for Hospices will only be considered in respect of specific projects or equipment.
6. Monies to be matched must not be taken from Lodge Benevolent funds but should come from specific fund-raising events for a predetermined charitable cause, item, or event. It will also be a requirement that proof of funding by the Lodge in question should be provided.
7. Only those projects that the Trustees, in their absolute discretion consider appropriate will be supported.
8. Once an application is made for Matched Funding and submitted to the Provincial Grand Charity Steward, no monies should be paid to the charitable cause until the award has been confirmed by the Provincial Grand Charity Steward in writing. Matched Funding will not be granted in respect of monies already paid out. It will also be a requirement that the Lodge in question ensures that the donation is properly executed for the purpose intended.
9. All applications should be submitted to Provincial Grand Charity Steward by the Lodge Charity Steward who will consult Trustees and inform the Lodge Charity Steward of the Trustees decision.