

York Rite Development Fund

Grand Council of Royal & Select Master of Texas

PO Box 296

Waco, TX 76703

GRANT PROCEDURES

Purpose: The purpose of the grant procedures is to provide instructions and expectations of receiving funding from the York Rite Development Fund:

- Master list of grants is compiled for record keeping and reporting purposes
- Master files are kept and are complete for future audits
- Grant proceeds, both awarded and applied for, are known and accounted for when analyzing cash flow requirements

Applying for Grants

1. A Chapter, Council, or Commandery will complete the application.
2. Explain in detail what the funding will be used for and why it is being requested.
3. Identify if any matching funds will be also applied or if the funding received will cover all expenses.
4. Once approved by the Directors, the money will be sent to the applying organization along with a signed copy of the application.

Administering Grant Awards

1. Upon Approval of Application and receiving of funds, the local body shall begin working on the project as soon as possible.
2. All receipts, invoices, and proof of payment shall be kept by the local body, and copies shall be forwarded to the York Rite Development Board within 30 days of the money being spent.
3. If expenditures are less than funding received, the excess funding shall be returned to York Rite Development Fund. If expenses meet or exceed funding, no funds would need to be returned.
4. Funding shall only be spent on the projects identified in the initial application. If variance arises, the local body shall inform the Board directors immediately. A majority of the Board members can vote to allow the changes if they deem it appropriate.
5. If receipts, invoices, and proof of payment are not received by the Board, the local body will not be eligible for future funding.

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APPLICATION FOR FUNDS

Applicant: _____
Chapter, Council, Commandery _____ Number _____

Mailing Address: _____

City: _____ ZIP: _____

Contact 1: _____ Phone: (____) - _____

E-Mail: _____

Contact 2: _____ Phone: (____) - _____

E-Mail: _____

Amount Requested: \$ _____ Date Required: _____

Purpose of Funds: _____ Function Dates: _____

Detailed Uses of Funds:

Use back side of sheet if additional space is needed—Please add any event flyers or photos that assist in making final decision.

Reviewed by Board Members

President

Vice President

Treasurer

Secretary

Member

Application Approved: _____

Application Denied: _____

Check # _____