



**KMF Charities**

Kansas Masonic Lodge Matching Funds Program

# APPLICATION

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## APPLICATION FOR MATCHING FUNDS

In order to qualify for Matching Funds, the **LODGE** must be actively engaged in raising money to be matched.

The Lodge then votes to contribute the funds from the Lodge charity account.

**THE PRESENTATION MUST NOT BE MADE UNTIL MATCHING FUNDS ARE RECEIVED**, at which time the total gift should be made in the name of the local Lodge only.

This is in order to receive maximum exposure for your Lodge.

Application Date: \_\_\_/\_\_\_/\_\_\_ Person Completing Application: \_\_\_\_\_

### LODGE INFORMATION

Lodge Name & Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### RECIPIENT INFORMATION

In order to qualify for Matching Funds the recipient must be charitable.

Name of Recipient(s): \_\_\_\_\_

Explanation of Need (why is it charitable): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Presentation: \_\_\_\_\_

(Give specific date or "when funds need to be received")

Please allow approximately **10-14 days** from receipt of Application for presentation date. This is necessary for Committee action and U.S. Postal Service time.

## SOURCE OF FUNDS

The Kansas Masonic Foundation will contribute funds to those raised by the Lodge.  
This can be done in any of 3 ways, or by a combination of approaches:

1. The Lodge can vote the funds out of the Lodge treasury.
2. The Brethren of the Lodge can "Pass-the-Hat".
3. The Lodge can go out into the community to raise the money.

Please show below the source(s) of the funds the Lodge is contributing to the request.

\$\_\_\_\_\_ Amount Lodge is contributing (from Treasury, Pass-the-Hat and/or Fundraiser)

Lodge Treasury \$\_\_\_\_\_

Pass-the-Hat \$\_\_\_\_\_

Fundraiser \$\_\_\_\_\_

\$\_\_\_\_\_ Amount Lodge is requesting

\$\_\_\_\_\_ Total amount to be given to recipient(s)

**Describe Lodge Fundraiser:** (i.e.: breakfast, dinner, auction, bake sale, etc. & where event was held)

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(Enclose any newspaper articles, flyers, fund-raising tickets, etc. that show the Lodge involvement in the fundraiser.  
The more information received from the Lodge the better able is the Committee to make a decision)

\$\_\_\_\_\_ Special donations and other special sources during the fundraiser

Describe Source: \_\_\_\_\_

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\_\_\_\_/\_\_\_\_/\_\_\_\_ Date Lodge voted at a stated meeting to seek Matching Funds to help recipient.

Is emergency action required?  Yes  No

## SIGNATURES

\_\_\_\_\_  
(Sec. Signature)

\_\_\_\_\_  
(W.M. Signature)

\_\_\_\_\_  
(Daytime contact number)

\_\_\_\_\_  
(Daytime contact number)

SEAL

# MATCHING PROCEDURE

1. Pick a cause.
2. Unless the philanthropy is confidential, make public announcements of the fund and activity.  
**Note: Since your Lodge will not know for sure whether the project will qualify for Matching Funds until the end of the application process...DO NOT ADVERTISE in advance that the funds will be matched.**
3. Raise the funds
  - A. Vote the funds from the treasury.
  - B. Take a collection among the Brethren.
  - C. Hold a community fund-raiser.
  - D. Any combination of the above.
4. Segregate the funds and hold them.
5. Submit an application for Matching Funds.
6. When received, deposit check from the Kansas Masonic Foundation in your Lodge's account.
7. Write a check for the entire amount (Matching Funds + Lodge Funds) and present it to the recipient.
8. Complete and return the "Completion Form" after the presentation is made.

Return form to:

Kansas Masonic Foundation  
221 SW 33rd Street, Suite 100  
Topeka, Kansas 66611-2431

(785) 357-7646; Fax (785) 357-7406



**KANSAS MASONIC FOUNDATION**  
Dedicated to Serving Humanity

# MATCHING FUNDS RULES & CONDITIONS

- A. In order to qualify for matching Funds the recipient must be charitable.
- B. The Kansas Masonic Foundation will match local Lodge contributions dollar for dollar, not to exceed \$2,500 to any one Lodge in one calendar year.
- C. Lodge causes are to be determined by the local Lodge. The Lodge is expected to use normal care in evaluating the local personalities and conditions to avoid improper gifts.
- D. Local charitable causes may be sponsored by a private entity, organization or government. If sponsored by a government they must be for public safety or life safety areas and must not be presently fundable by a government budget. Parks and community youth organizations are permitted. Funds for planning, research, sectarian organizations, community celebrations and festivals are not permitted.
- E. Contributions from local Lodge building funds **will not** be matched.
- F. The Lodge must already have the FUNDS on hand and set aside from the Lodge operating fund before being eligible for matching funds. The presentation must be made in the name of the Lodge only.
- G. All money (local funds and matching funds) are to be presented at one time by and in the name of the local Lodge. This is to afford the local Lodge maximum credit and publicity.
- H. A Lodge must make application and **receive the funds** from the Kansas Masonic Foundation **BEFORE** presenting any funds to the charities.
- I. Lodges must certify to the Kansas Masonic Foundation that the funds from the Foundation were actually used for the approved purpose by returning the Completion Form enclosed with the Kansas Masonic Foundation check. The return address is shown on the Completion Form.