

## Introduction

The survey carried out in January 2017 established that chapters were generally in favour of the Benevolent Fund continuing in its aim of, every two years or so, making a substantial donation to a Warwickshire non-masonic charity.

Several chapters then took the opportunity to ask if the RCS Gift Aid envelope could be used to also collect for other charities of their choice to realise the Gift Aid element to enhance the amount their chosen charity receives.

The Benevolent Fund Management Committee considered this request, together with a subsequent proposal, that the Benevolent Fund may further support the chapter's charitable activity by providing an additional supplement to the chapter's donation, at the discretion of the Trustees.

The Management Committee has been pleased to accede to the chapters' request and approve the subsequent proposal, which has led to the formation of the "**Chapters' Charity-Giving Support Scheme**".

It is hoped that your chapter will adopt this new facility to the advantage of the charities it chooses to support from time to time, and that you find this leaflet both informative and helpful.

### The Benevolent Fund's revised Objective.

The Fund will continue to make a substantial donation every two years or so to a non-masonic Charity and will now grant smaller donations more frequently to local 'Good Causes' within the Masonic Province of Warwickshire and provide chapters the means of making Gift Aided donations to eligible charities of their choice to which the Trustees may consider adding a further supplement.

## Explanation.

The traditional aim of The Benevolent Fund has been to make a substantial donation every two years or so to a non-masonic Charity located within the Province of Warwickshire where the grant will make a significant impact on the services the recipient Charity provides to the community and this will remain the main aim of the Benevolent Fund. For this purpose, Chapters are encouraged to continue making general donations to the Fund as they have so generously done in the past, and are still doing. Without these donations, the Benevolent Fund would not achieve its main aim.

Chapters also, from time to time, make donations directly to local good causes of their choice, often un-Gift Aided. The purpose of the **Chapters' Charity-Giving Support Scheme**, introduced by the Provincial Grand Chapter of Warwickshire Benevolent Fund (PGCWBF), is to help Chapters - in these instances - to maximise their gift to their local charity. This is done in two ways: 1) by adding Gift Aid to the alms collection, if applicable, and 2) by a discretionary supplement from the PGCWBF

### How it works

The alms collection is made using the RCS envelopes and treated as a regular donation to the PGCWBF relief chest. For details please refer to the **Gift Aid Relief Chest Guide** [www.royal-arch.org.uk/download/Gift\\_Aid\\_Relief\\_Chest\\_Guide](http://www.royal-arch.org.uk/download/Gift_Aid_Relief_Chest_Guide)

In addition to sending a copy of the EVS form to the Provincial Grand Charity Steward the chapter charity steward, also sends him (by post or email) a completed **Nominated Charity Form (NCF)**. This provides the Provincial Grand Charity Steward with the details of the chapter's chosen charity. See an illustration of the NCF on the back page of this leaflet.

Over a period, maybe 2months, Nominated Charity Applications from various chapters are accumulated and processed. The relief chest process adds the Gift Aid

element and the PGCWBF Trustees determine the appropriate supplement (if any) which is to be added to the donation each Nominated Charity is to receive. Cheques are then drawn and sent to the recipient charities that have been chosen by the chapters. Should a chapter wish to make a personal presentation of the cheque to the recipient charity, this can be arranged.

## Considerations

The **Chapters' Charity-Giving Support Scheme** provides the PGCWBF with the opportunity to support a greater number of good causes within the local community especially those identified by you, and the more donations the Benevolent Fund receives the more support it can provide

It should be emphasised that it is not financially viable for chapters to elect a recipient charity for every alms collection, or even, for more situations than they otherwise would. The purpose of the scheme is to support chapters at times when they make these special, occasional, gifts to local good causes and give the Benevolent Fund the opportunity to add to these initiatives without undermining the main aims of the Fund.

This new service is an occasional extra, not a replacement for the current Gift Aid scheme. It is hoped (expected) that chapters will continue to donate to the Benevolent Fund as generously as they can to enable the PGCWBF meet its main objective of making a substantial grant every two years or so **AND** boost donations to smaller local charities identified by other chapters. Indeed, the ME Grand Superintendent encourages chapters to donate at least one alms collection during the Masonic season to the PGCWBF, preferably that taken at the installation meeting.

## Rules regulating Supplements from the PGCWBF

For the **Chapters' Charity-Giving Support Scheme** to accomplish its aim of assisting chapters to maximise their gifts to the local 'good causes' the chapter members have chosen to support, the PGCWBF will look to adding a supplement to the donation as permitted within the Rules by which it is governed as a registered charity.

Generally, the 'good cause' must be a charity (not necessarily a registered charity) which can include (by way of example) churches, some types of schools, service funds of the armed forces, Scout and Guide groups, etc. These must be situated within the Masonic province of Warwickshire and generally seen to be benefiting the young, the elderly, the disabled or voluntary bodies. It is the responsibility of Chapters for ensuring that any donated monies are to a properly organised group who spend it as intended for a genuine need.

Whether a supplement is added, or not, and to what amount, will be at the sole discretion of the Benevolent Fund's Trustees and shall be without detriment to the Benevolent Fund's main objective.

### For further information:

visit the Website: [www.royal-arch.org.uk](http://www.royal-arch.org.uk)

Or contact the Provincial Grand Charity Steward,  
Howard L. Smith  
[charitystwd@royal-arch.org.uk](mailto:charitystwd@royal-arch.org.uk)  
Tel: 01827 872537

Further copies of this Guide can be downloaded from:  
[www.royal-arch.org.uk/download/Guide-Leaflet.pdf](http://www.royal-arch.org.uk/download/Guide-Leaflet.pdf)

## COMPLETING THE NCF

The **Nominated Charity Form (NCF)** will generally be completed by the Chapter Charity Steward, but not necessarily so. The website link will be particularly helpful to the Trustees when considering a supplement. The 'Contact Name Box' is for providing details of the contact at the charity, if known, and the following box is for 'Any Other Information' such as; if the chapter wishes to make a personal presentation of the donation, when and details of the event at which the presentation is to be made, such as an Open Day.

*Provincial Grand Chapter of Warwickshire  
Benevolent Fund*

**Chapters' Charity-Giving Support Scheme**

**NOMINATED CHARITY FORM**

(Chapter Name) ..... No. ....  
wishes its donation, detailed on the attached EVS form to go to the charity named below.

Signed ..... Date .....

Chapter office ..... Donated amount £ .....

This is the total amount on the corresponding EVS form.

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**NOMINATED CHARITY**

Charity name ..... Reg.No. ....

Website .....

Address .....

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..... Post code .....

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**Nominated Charity contact (if known)**

Name .....

Position .....

Tel.No: .....

Email .....

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Any other information or instructions. To be personally presented?  Tick box and give further details.

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PLEASE COMPLETE AS MUCH OF THE ABOVE INFORMATION YOU ARE ABLE AND SEND OR E-MAIL WITH YOUR EVS FORM TO:  
**H.L. Smith, Esq., Moor Ash Farm, Bodymoore Heath, Sutton Coldfield. B76 0EE**  
e-mail: [charitystwd@royal-arch.org.uk](mailto:charitystwd@royal-arch.org.uk) 2-2010

This form can be downloaded from:

[www.royal-arch.org.uk/download/Nominated-Charity-Form-NCF.pdf](http://www.royal-arch.org.uk/download/Nominated-Charity-Form-NCF.pdf)

Supreme Order of the Holy Royal Arch

*Provincial Grand Chapter of  
Warwickshire  
Benevolent Fund*

Charity Steward's Guide to the

**Chapters' Charity-Giving  
Support Scheme**

**IMPORTANT INFORMATION FOR  
CHAPTER  
CHARITY STEWARDS**

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