



# MOST WORSHIPFUL PRINCE HALL GRAND LODGE OF

FREE & ACCEPTED MASONS OF NORTH CAROLINA & JURISDICTION, INC.

## APPLICATION FOR RENOVATION AND RESTORATION ASSISTANCE

Overview: The Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of North Carolina and Jurisdiction, Inc. seeks to assist constituent lodges in the maintenance and upkeep of their meeting facilities. The Renovation and Restoration Program is a grant matching program designed to maintain adequate and safe meeting facilities. The MWPHGLNC will match up to \$7,500.00.

DATE OF APPLICATION: \_\_\_\_\_

Lodge Name \_\_\_\_\_ Lodge Number \_\_\_\_\_

Address of Building \_\_\_\_\_

City \_\_\_\_\_, NC Zip Code \_\_\_\_\_

(This is where the work is being performed)

Renovation or Restoration Project: \_\_\_\_\_

(Examples: Bathroom replacement, Electrical Work, Floor repair, Roof repair)

Cost of Renovation and/or Restoration Project: \$ \_\_\_\_\_

Amount of Assistance Requested: \$ \_\_\_\_\_

Amount lodge has available to fund the required renovation/restoration? \$ \_\_\_\_\_

### TO BE COMPLETED BY WORSHIPFUL MASTER AND SECRETARY

Does the lodge have insurance on the property being renovated/restored?

Yes

No

What is/are the insurance coverage(s)? \_\_\_\_\_

Name of Insurance Company: \_\_\_\_\_

Insurance Identification Number: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Does the lodge own the property (building) the work is being performed on?

Yes

No

If no, who is the owner of the building/property?

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Does the lodge own the land the building resides on?

Yes  
 No

If no, who is the owner of the land?

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

What is his/her relationship to the lodge? \_\_\_\_\_

Does the lodge pay property taxes to the county?  Yes  No

If yes, what taxes were paid the last three (3) years?

Year 1, 20\_\_\_\_, \$ \_\_\_\_\_  
Year 2, 20\_\_\_\_, \$ \_\_\_\_\_  
Year 3, 20\_\_\_\_, \$ \_\_\_\_\_

Does the lodge have three (3) job performance estimates from licensed vendors?

Yes  
 No

Vendor 1: \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Vendor 2: \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Vendor 3: \_\_\_\_\_

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

What has the lodge done to raise funds to support this project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the lodge supported the last three (3) Grand Lodge Raffles?  Yes  No  
If yes, did the lodge receive an incentive check for their support?  Yes  No  
If yes, what year(s) \_\_\_\_\_

Does the lodge have matching funds on-hand?  Yes  No  
If the lodge does not have its portion of the matching grant amount on hand at the time of this application, when does the lodge project it will have the funds?  
 One quarter (90 days)  
 Six months  
 Nine months  
 One year  
 Other: Please specify \_\_\_\_\_

Is the lodge current with its taxes with the MWPHGLNC?  Yes  No  
If no, how much is the lodge in the arrears with the MWPHGLNC? \$ \_\_\_\_\_  
What is the amount owed for? \_\_\_\_\_

Does the lodge deed have the statement required by the Grand Lodge included?  
 Yes  No

If no, is lodge going to amend deed and sign an affidavit stating the property shall not be leased or sold without the approval of the Most Worshipful Prince Hall Grand Lodge of Free and Accepted Masons of North Carolina and Jurisdiction, Inc.  
 Yes  No

Does the lodge conduct monthly bank reconciliations?  Yes  No

Does the lodge conduct/perform annual audits?  Yes  No

Does the lodge prepare annual budgets?  Yes  No

**RENOVATION AND RESTORATION APPLICATION CHECKLIST**

- APPLICATION FOR RENOVATION AND RESTORATION ASSISTANCE**
- COPY OF LODGE'S DEED**
- COPY OF LODGE'S INSURANCE POLICY**
- COPY OF LAST THREE (3) YEARS OF PROPERTY TAXES BILL AND RECEIPT (IF APPLICABLE)**
- VENDOR JOB PERFORMANCE ESTIMATES (3)**

**\_\_\_ DEPARTMENT OF RENOVATIONS AND RESTORATION JOB PERFORMANCE ESTIMATE**

**\_\_\_ COPIES OF THE LAST THREE AUDIT REPORTS**

**\_\_\_ COPIES OF THE LAST THREE ANNUAL BUDGETS**

**\_\_\_ COPIES OF THE LAST THREE BANK STATEMENTS**

\_\_\_\_\_  
PRINTED NAME OF SECRETARY PRINTED NAME OF WORSHIPFUL MASTER

\_\_\_\_\_  
SIGNATURE OF SECRETARY SIGNATURE OF WORSHIPFUL MASTER

LODGE SEAL

TO BE COMPLETED BY RENOVATION AND RESTORATION DEPARTMENT

DATE APPLICATION RECEIVED \_\_\_\_\_

IS THE PACKET COMPLETE? \_\_\_ YES \_\_\_ NO

WHAT IS THE DEPARTMENT OF RENOVATION AND RESTORATION PROJECT COST ESTIMATE? \$ \_\_\_\_\_

HOW DOES THE DEPARTMENT OF RENOVATION AND RESTORATION PROJECT COST ESTIMATE COMPARE TO THE THREE (3) VENDOR COST ESTIMATES?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT IS THE DEPARTMENT OF RENOVATION AND RESTORATION RECOMMENDATION TO THE EXECUTIVE BOARD?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_