

# GRANGE HALL GRANT PROGRAM

Revised August 13, 2016

A Subordinate Grange may be eligible to receive grants of up to \$20,000; no more often than once every ten years for the purpose of improving their hall. Improvements may include such things as new roof, new windows, kitchen or bathroom renovations, a new furnace and other similar items. The grant may not be used to pay back or reduce the principle of any outstanding loan. Grant awards are determined by the State Grange Executive Committee and will be based on the viability of the Grange, financial need, urgency and availability of funds.

Conditions for grant approval are:

1. The hall must be owned by the Grange, its own Grange hall association, or similar entity. A copy of the deed must be included with the grant application.
  - a. The application must be completed, signed by the Grange Master and Secretary, and bear the seal of the Grange certifying a favorable vote of the Grange.
  - b. The property must have a valid occupancy permit.
  - c. The hall is either owned by the Grange or a Grange Building Association Incorporated in Mass. The Grange or building association (Inc) must submit a lien to MSG acknowledging our right of first fund recovery. State Grange Secretary will provide the lien document. Lien document must be signed and notarized.
2. It is expected that ownership of the hall will continue (See 1.c above) ten years following the allotment of this grant.
3. The Grange must be active and in good standing, and reasonably expect to remain as such for a period of ten years. The Grange also must provide a certificate of property insurance on the building and general liability insurance on the Grange.
4. The plan and specifications of the project to be completed must receive the approval of the MSG Executive Committee (with appropriate inspection reports and town approvals for construction).
5. Should there be any existing restrictions on the property having been imposed by the town or city in regards to building or health codes, any and all of these must be addressed by this project.
6. Town zoning, historical district regulations, public safety laws and fire codes must be abided by. All applicable rules and regulations must show compliance or intent to comply before funds will be granted.
7. A project manager must be appointed and a financial report (quarterly) must be submitted to MSG before funds will be released per plan.
8. There will be a 20% hold back of the grant amount for compliance with all provisions of this policy including the completion of the lien paperwork. **(Note 80% of the Grant amount will be released upon receipt of signed and notarized lien by the State Secretary).**

The following documents **must** accompany the application:

\_\_\_\_ Recorded copy of the property Deed

\_\_\_\_ Certificate of Insurance on the Building and General Liability Insurance on the Grange

\_\_\_\_ Copy of plans and specifications of the property

\_\_\_\_ Copies of project estimates

\_\_\_\_ Any other documents that encumber the property including but not limited to Liens, CPA Grants, easements and mortgages.

# GRANGE HALL GRANT APPLICATION (page 1 of 2)

## GRANGE INFORMATION

1. NAME OF GRANGE \_\_\_\_\_

2. HALL OWNER AS LISTED ON THE DEED \_\_\_\_\_

3. NUMBER OF GRANGE MEMBERS \_\_\_\_\_ (# WITH DUES UNPAID) \_\_\_\_\_

4. APPROXIMATE MEMBER AGE COUNT:

14 to 35 \_\_\_\_\_

36 to 65 \_\_\_\_\_

66 and over \_\_\_\_\_

5. NUMBER OF AFFILIATE MEMBERS? \_\_\_\_\_

5.a OFFICER POSITIONS HELD BY AFFILIATE MEMBERS? \_\_\_\_\_

6. NUMBER OF MEETINGS PER YEAR? \_\_\_\_\_

7. COMBINED FINANCIAL SUMMARY? (LIST ALL ACCOUNTS)

NAME \_\_\_\_\_ \$ \_\_\_\_\_

NAME \_\_\_\_\_ \$ \_\_\_\_\_

NAME \_\_\_\_\_ \$ \_\_\_\_\_

NAME \_\_\_\_\_ \$ \_\_\_\_\_

NAME \_\_\_\_\_ \$ \_\_\_\_\_

NAME \_\_\_\_\_ \$ \_\_\_\_\_

7a, SCHOLARSHIP FUND \$ \_\_\_\_\_

8. HOW HAS THE GRANGE SUPPORTED THE COMMUNITY IN THE LAST TWO YEARS? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. ARE THERE ANY ISSUES OUTSTANDING WITH THE COMMUNITY? \_\_\_\_\_

\_\_\_\_\_

10. ARE THERE PRESERVATION FUNDS AVAILABLE? \_\_\_\_\_

\_\_\_\_\_

## GRANGE HALL GRANT APPLICATION (page 2 of 2)

### PROJECT REQUEST

A. WHAT IS PROPOSED? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A.a ATTACH DETAILED PLAN

B. WHAT IS THE GRANT REQUEST AMOUNT? \_\_\_\_\_

B.a ATTACH BUDGET ESTIMATES

C. HAS THE TOWN BEEN APPROACHED TO VERIFY PROJECT ACCEPTABILITY? \_\_\_\_\_

C.a WHAT WAS THE TOWN'S GOVERNMENT RESPONSE? \_\_\_\_\_  
\_\_\_\_\_

D. WHO IS THE PROJECT MANAGER? \_\_\_\_\_

E. SIGNATURES:

MASTER \_\_\_\_\_

SECRETARY: \_\_\_\_\_

F. SEAL OF THE GRANGE:

**Please fully complete the application and forward any supporting materials along with the application. Incomplete or unclear applications may face significant delays in processing.**

**Grant Applications should be mailed to the State Grange Secretary. The State Secretary will acknowledge receipt of the application, will forward copies to the State Grange Executive Committee and add it to the agenda for the next MSG Executive Committee meeting.**