

The Prince Hall Charitable Foundation of Texas



Prince Hall Masons at Work

Lodge Building Improvement Assistance Program

Most Worshipful Prince Hall Grand Lodge F. & A.M. of Texas
Lodge Building Improvement Assistance Program Guidelines
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Program Description

The purpose of the Lodge Building Improvement Assistant Program (LBIAP) is to encourage Lodge property owners within Jurisdiction of Texas to improve their Lodge Halls, making the area more attractive to the membership, general public and growing their vitality and economic value. The program partners with the Lodge building owners who want to make Lodge Hall improvements. The program can reimburse up to 50% of the cost of eligible improvements to a maximum of \$500 for a single commercial property.

Eligible Applicants

- 1) Lodge Hall Owners of commercially occupied Lodge property; and
- 2) Lodge Hall Owners that are operating tenant businesses for fraternal non-profit use.

Applicants must be operating legally, properly registered and current with all property taxes. A property improved under this (LBIAP) program may apply for up to the maximum \$500 matching funds by the Lodge Hall Owner.

Eligible Improvements

Improvements must be exterior and visible to the public, preserve and enhance the integrity of building or interior repair to bring property up to code for its members and renters.

Typical project examples include:

- Exterior/Interior Painting
- Windows/ glazing
- Exterior doors
- Plumbing
- Interior framing,

LBIAP Review: Applications will be reviewed by a LBIAP committee. The Charitable Foundation Board of Directors will be the committee. The committee may suggest changes to the proposed work or require specific changes for the application to be approved and the payment issued.

Application Process

- 1) Each Lodge must have a project manager.
- 2) Meet with your lodge appointed manager to review the program guidelines and application, and to discuss and begin planning your improvement project. The appointed manager will be the point of contact for the LBIAP committee.
- 3) Contact the (LBIAP) committee when you have completed the program application and gathered the required documentation. The application must include:
 - a) A description of the project including what work is contemplated.
 - b) A description of what stage the work on the project is in. Is this a new project, partially completed project or a project which is substantially complete?
 - c) Photos of your building clearly showing all areas to be improved, and at least one photo showing the entire front facade of your building.
 - d) Contractor estimates detailing 1. on-site labor and 2. offsite material and fabrication costs. Two estimates are required. We recommend you secure at least three. You can obtain a sample contractor estimate form that your contractor can use. If no contractor is being used, then the Lodge must identify who will be doing the repair work, what their experience level is and detailed cost estimates for materials and labor (receipts would be helpful).
 - e) A time line for completion of all work that is proposed to be done.
 - f) An explanation for how the grant funds will be used.
 - g) An explanation of how the Lodge will benefit from the completion of the project.
 - h) An explanation of how the community or an organization who meets in the Lodge building will benefit from the proposed project.
- 4) Fully documented applications should be submitted to the (LBIAP) committee. Applications will be reviewed for completeness. The applicant and their relationship manager will be notified that the application has been received. Incomplete applications will not be considered. It is the responsibility of the Lodge to make sure that they have met all of the criteria for submission of a project.
- 5) Complete applications will be reviewed by a (LBIAP) committee within 45 days of the close of the submission period (August 1-31, 2017). The committee may suggest changes to the proposed scope of work or require specific changes for an application to be approved and the proposal to be eligible for matching grant.
- 6) Approved applicants should proceed with the agreed upon scope of work in compliance with any special conditions set forth in the award letter.
- 7) Upon completion, applicants must submit the following by mail: invoices, receipts, cancelled checks, credit card statements or other payment verification, as well as copies of any required permits and color photographs of the completed work. If you pay your contractor in cash we will be unable to reimburse you.

Additional Program Requirements

NOTE:

This program is funded by a donation from the MWPHGL of Texas to the Prince Hall Charitable Foundation for the purpose of the Lodge Hall Improvement Assistance program.

This program is for a MATCHING GRANT of \$500. A Lodge must spend at least \$500 of their own money towards the project completion in order to be eligible for an award.

The amount that this program is able to approve for reimbursement will not always be equal to 50% of the eligible costs or the maximum amount due to availability of funds and restrictions in how program funds can be spent.

Approved applicants who change the scope of their work, or elect to use a new contractor must submit new estimates and a revised proposal which must be reviewed and approved for the work to be eligible for reimbursement.

Improvements to buildings occupied by non-profits will be evaluated on a case by case basis and will only be eligible if the non-profit uses the space to provide services or programming that are open to the public.

The decision of the LBIAP Committee is final and no appeal from a decision by the committee is available. The schedule for submission and/or review and evaluation of responses to the grant opportunity is solely within the discretion of the LBIAP Committee.

The application period for proposals will extend from August 1-31, 2017

The evaluation period will be from September 1 - October 15, 2017. Any application or proposal received by the committee after midnight August 31, 2017 will not be considered.

A total of 10 grants of \$500 each are available

The winning proposals will be awarded during the Mid Winter Session 2017.

Submissions with all attachments should be emailed to Willie Coleman at whcolemanjr@sbcglobal.net

Questions concerning the process must be submitted to Willie Coleman in writing at the address above.