

The Most Worshipful Prince Hall Grand Lodge

Free and Accepted Masons of Texas and its Jurisdiction

LODGE BUILDING IMPROVEMENT ASSISTANCE CHECKLIST

TO THE PROJECT MANAGER:

This checklist will assist you in making sure the application packet is submitted in completion to the Charitable Foundation for its consideration.

LODGE NAME & NUMBER: _____

PROJECT MANAGER'S NAME: _____

THE PROJECT MANAGER WILL BE THE P.O.C. FOR THE L.B.I.A.P. COMMITTEE.

Please be sure that you have read the Criteria Sheet prior to submitting your application packet.

Also, please submit this Checklist along with your application packet (all the items below).

TASK NUMBER	APPLICATION TASK/RESPONSIBILITY	DATE COMPLETED
1.	A DESCRIPTION OF THE PROJECT INCLUDING WHAT WORK IS CONTEMPLATED.	
2.	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?	
3.	PHOTOS OF YOUR BUILDING CLEARLY SHOWING ALL AREAS TO BE IMPROVED, AND AT LEAST ONE PHOTO SHOWING THE ENTIRE FRONT FACADE OF YOUR BUILDING.	
4.	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).	
5.	A TIMELINE FOR COMPLETION OF ALL WORK THAT IS PROPOSED TO BE DONE.	
6.	AN EXPLANATION FOR HOW THE GRANT FUNDS WILL BE USED.	
7.	AN EXPLANATION OF HOW THE LODGE WILL BENEFIT FROM THE COMPLETION OF THE PROJECT.	
8.	AN EXPLANATION OF HOW THE COMMUNITY OR AN ORGANIZATION WHO MEETS IN THE LODGE BUILDING WILL BENEFIT FROM THE PROPOSED PROJECT.	

This checklist directly corresponds with items 3a thru 3h on the Criteria Sheet.