



**MASSACHUSETTS STATE COUNCIL KNIGHTS OF COLUMBUS**

**470 Washington Street Suite 6**

**Norwood, MA 02062**

**Office Telephone: (781) 551-0628 Fax Number: (781) 551-0490**

**CHARITY FUND APPLICATION AND GUIDELINES**

**Each item below MUST be completed or the grant request will be returned**

DATE \_\_\_\_\_

\_\_\_\_\_ Council No. \_\_\_\_\_ of \_\_\_\_\_ MA ZIP \_\_\_\_\_

Requests the sum of: \_\_\_\_\_

Be granted to: \_\_\_\_\_

Recipient Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No. \_\_\_\_\_

To be used for the following purpose: (Be Specific) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Important:** See reverse side for summary of Charity Fund Guidelines. Complete the mandatory Grand Knight's Checklist for proper application. Incomplete application will be returned.

ATTEST: \_\_\_\_\_

GRAND KNIGHT'S NAME SIGNED

\_\_\_\_\_

GRAND KNIGHT'S NAME PRINTED

\_\_\_\_\_

GRAND KNIGHT'S ADDRESS PRINTED

\_\_\_\_\_

GRAND KNIGHT'S HOME TELEPHONE PRINTED

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Date Received at State HQ. \_\_\_\_\_ State File No. \_\_\_\_\_

Refer to File Number when inquiring about status of application.

Recommendation of State Charity Fund Trustees: \_\_\_\_\_

Final Determination of State Board: \_\_\_\_\_

## CHARITY FUND BASIC GUIDELINES

1. The Massachusetts State Council Knights of Columbus Charity Fund has been established to assist persons with intellectual disabilities, regardless of age, and children with physical handicaps who have not reached their 20th birthday. There is no restriction as to race, creed, sex or national origin. Maximum grant for an individual is \$5,000, hearing aids grant amount of \$4,000 (\$2,000 per hearing aid), handicapped ramps, wheelchair van conversions and stair lifts maximum amount of \$7,000. There will be a three-year waiting period between grants for any individual or organization. All major grants to organizations will require a five-year waiting period between grants.
2. Grants also may be made for specialized equipment to non-profit organizations caring for children with physical handicaps and persons with intellectual disabilities. Such organizations cannot be part or a subdivision of local state or federal government, or be fully funded as a government vendor.
3. Appeal must be prepared on official application forms and the application - signed by the local Grand Knight and mailed to: Massachusetts State Council Knights of Columbus, 470 Washington Street Suite 6, Norwood, MA 02062 - and must be accompanied by the following documentation:
  - Complete description of the item (s) requested and two original quotes on vendor stationery from different companies or contractors with a copy of a current Massachusetts Contractor License. Request for handicapped ramps or home modifications for handicapped accessibility must include the design specifications in compliance with State and Local Building Codes.
  - \* Medical certification and prescription from a *medical doctor* describing the nature of the handicap and the *need* for the equipment. Full description of the person's intellectual disability is required.
  - \* For van conversions, a certificate of condition by an appropriate authority must be submitted for used cars and a registration showing ownership of relative or legal guardian.
  - \* Landlord/Tenant agreement and tax bill with ownership for ramps/stair lifts/handicapped modifications in rental properties.
  - \* If Grant is for less than the cost of the equipment, a statement indicating the source of the additional funds must be provided.
4. Application must include (1) For individuals: name, address, and date of birth of the recipient together with the exact amount of request. And, (2) For Non-Profit Organizations: a specific written proposal showing qualified use of grant moneys, together with its most recent fiscal year statement.
5. Upon receipt at State Council of all required documentation, copies of the application and accompanying documents will be forwarded to the Charity Fund Diocesan Representatives for study and recommendation. Application will be processed as expeditiously as possible. Applications received at the State Office without all of the required documentation will not be processed until all information is received.
6. Following investigation and study by the Charity Fund Diocesan Representatives, their recommendation will be submitted to the Board of State Officers who will act upon the recommendation at their next regular meeting. The decision of the Board of State Officers is final. If the request is approved, a check or notice of intent will be delivered to the Grand Knight, along with an IRS form. Upon presentation of the grant to the individual or organization, the IRS form, a copy of the council check, copies of receipts or sales slips from either the vendor or contractor and copies of the building permits (when applicable) must be returned to the State Council for audit purposes.
7. The following areas are not covered by the Charity Fund: Camper ships, Medical Expenses, Salaries, Tuition's, Motor Vehicles (Vans), Service Animals, Computer Hardware, Hot Tubs, Whirlpools, Fences, Insurance and Warranties. No application will be accepted for reimbursement for previously purchased equipment or paid services.

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### GRAND KNIGHT MANDATORY CHECKLIST

In order to insure that the application is complete and to avoid any delay in processing, please check the items below prior to forwarding the application to the State Council:

- \_\_\_\_\_ Is a detailed description of the item (s) requested, together with the two price quotations, attached?
- \_\_\_\_\_ Has the date of birth of the prospective recipient been indicated?
- \_\_\_\_\_ Medical doctor note describing nature of handicap, Full description of the intellectual disability & need for equipment?
- \_\_\_\_\_ Have you signed the form?
- \_\_\_\_\_ For van conversion only, is a certificate of condition of van by an appropriate authority enclosed and registration certificate showing ownership of relative or legal guardian.?
- \_\_\_\_\_ Landlord / Tenant Agreement or tax bill showing ownership (if necessary) and copy of Massachusetts Contractor license enclosed?

*(If the foregoing items are not checked as having been provided, the application will be recorded and held at the State Office until all the required paperwork is received.)* **ONLY REVISED 06/10 FORM WILL BE ACCEPTED.**