

Provincial Grand Lodge of South Wales



2021 Festival Appeal Handbook

in aid of the Royal Masonic Benevolent Institution

For Charity Stewards and Festival
Representatives in the Craft and the
Royal Arch





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Introduction by the Festival President

Brethren,

On 22nd January 2015, at Hendre Lodge, I was delighted to launch the Provincial Grand Lodge of South Wales' 2021 Festival on behalf of the Royal Masonic Benevolent Institution. This special occasion marked the opening of another important chapter in the history of our wonderful Province which has held no less than 10 Festivals since they began in their present format in 1921. By the end of this Festival, South Wales brethren will have given 100 years of unstinting commitment to support the Central Masonic Charities (The Grand Charity, Royal Masonic Trust for Girls and Boys, Masonic Samaritan Fund and the RMBI).

Our Province has an impressive track record of generosity with our last Festival raising the magnificent sum of over £4.2million. While sums of this magnitude are hard to imagine, so too is the enormous amount donated from the Central Masonic Charities to brethren, their dependents and other needy causes. The days are gone when the Central Masonic Charities could draw on reserves and investments to satisfy the demands placed upon them and the Festival system is absolutely essential to replenish their funds and enable them to continue their important and worthwhile work. Of course, the term 'Central Masonic Charities' must not be misconstrued to suggest that we do not see the benefit of our contributions. Indeed, as a Province, South Wales receives more annually than we contribute. So it is most certainly not a one way street to London as some might have us believe and it is up to all of us to ensure the Central Masonic Charities have the resources at their disposal to distribute to those amongst us who are in most need.

The RMBI, as one of the four Central Masonic Charities, has been providing care for older freemasons and their families for over 160 years. The 2021 Festival will be our third and last in support of this particular charity as the four Central Masonic Charities will be amalgamating into one united charity providing comprehensive 'cradle to grave' support from 2016. The RMBI and more importantly the services it provides will, of course, continue under a new united charity. The need for care and support for older freemasons and their families will only grow. Consider this brethren, by 2021 on current trends 50% of the Craft will be aged 70 years or over. So the need and indeed the relevance of this Festival have never been greater than they are today.

We are fortunate in this Province in having the RMBI care home Albert Edward Prince of Wales Court within our boundaries. This 75 bed Home provides residential, nursing and specialist dementia care to the highest of standards and is a jewel in the crown of the 17 homes the RMBI provides across England and Wales. This alone is a very tangible example of what the RMBI does and why it needs our support. The services the RMBI provide are, in fact, wider than this and include independent living, day service, respite care, advice and support, dementia awareness training and care for adults with learning disabilities.

The Festival Committee has set us all a challenging goal to raise £5million over the next six years. I believe this is achievable if we all commit to a covenant as soon as possible and support the range of fundraising events which are planned – and involve our friends and families and have some fun along the way. I hope that as I visit lodges throughout the Province I will see more and more brethren wearing the Festival Jewel as recognition that they have pledged their commitment and as an example and encouragement for everyone to follow.

I am grateful and delighted that the ME Grand Superintendent, Excellent Companion David Westall, is lending his full support to the Festival Appeal, thus reaffirming the strong and enduring link between the Craft and Royal Arch. I know that the other Orders in South Wales will also be as supportive and committed as they always have on previous occasions.

Finally, my grateful thanks go to Festival Chairman, Sir Paul Williams, and his excellent Festival Committee for their meticulous planning and tireless work; and for managing this Festival campaign over the next six years.

RW Bro Gareth Jones OBE Provincial Grand Master
Festival President
January 2015

Part 1 - The Royal Masonic Benevolent Institution

About the RMBI

Caring is our way of life

The RMBI cares for older Freemasons and their families as well as some people in the community.

Caring has been their way of life since 1842 and they provide a home for over 1,000 people across England and Wales – while supporting many more.

Their approach to care

Whatever services people need, the RMBI cares for them professionally and kindly. They treat people as individuals – and work together with everyone to design a care plan that meets their needs and allows them to experience wellbeing and meaningfulness.

The RMBI offers:

- Residential care.
- Nursing care.
- Specialist dementia support.
- Dementia Awareness Training.
- Limited sheltered accommodation for people who prefer to live independently.
- Short-stay breaks for people who are cared for in their own homes so that families can have a rest from taking care of a loved one.

Eligibility / qualifications for admission to the Homes

The RMBI has well-defined eligibility criteria for those interested in applying to its Homes. The most recent information can be obtained from their website at www.rmbi.org.uk or use the Useful Contacts on page 28.

Cost to residents

RMBI services are available to people with either private or public funding. All applicants to an RMBI Home are assessed on an individual basis and advised of their weekly fee before moving into the Home. The weekly fee covers provision of accommodation, meals and care, and may change as care needs change.

In all RMBI Homes, a volunteer group of local Freemasons exist, called the Association of Friends. Each Association of Friends group has been established with the purpose of working with RMBI Homes to complement the service to residents. The groups are also a great opportunity for local Freemasons and their families to practically support the work of the charity.





Advice and Support Team

The Advice and Support Team is a team of professional advisers bringing together the skills and experience of the RMBI Care Advice Team and the Royal Masonic Trust for Girls and Boys Welfare Team. They deliver support on behalf of the four central Masonic charities.

They provide a free, independent and confidential service, offering advice, guidance and support on a range of issues that affect individuals. The Team is very knowledgeable about health and welfare rights and benefits.

The Advice and Support Team writes automatically to new recipients of The Freemasons' Grand Charity's relief grant to introduce themselves. The Team is also able to undertake home visits with or on behalf of Lodge Almoners or at the request of others worried about the welfare of someone they know.

Masonic Care Limited

A small Home for people with learning disabilities was opened by Masonic Care Limited, an organisation created by the RMBI in 1999. Harry Priestley House in Doncaster, Yorkshire was set up with grants from The Freemasons' Grand Charity and the Provincial Grand Lodge of Yorkshire, West Riding.

Holidays

The RMBI organises four annual holidays to Bournemouth, Eastbourne, Llandudno and Westcliff-on-Sea. The holidays are held for anyone receiving financial support from the Masonic charities. For example, a Masonic Relief Grant.

Cost to the RMBI

Every year the RMBI needs charitable support to the value of £5 million in order to carry out their work. The RMBI helps around 400 older Freemasons and their families who are unable to pay the full cost of their care. Of this, approximately £212,000 is provided to our Province annually to support South Wales beneficiaries. They rely on your support to continue their work. Every donation, no matter how big or small, makes a real difference to peoples' lives.





The RMBI in Wales

Albert Edward Prince of Wales Court in Porthcawl

Purpose-built in 1973 and refurbished in 2000, Albert Edward Prince of Wales Court provides residential, nursing and dementia care for elderly Freemasons and their families. It stands in extensive, well-kept grounds situated one mile from Porthcawl town centre and the Promenade.

Within the grounds there are beautiful inner courtyard gardens made up of a fishpond, scented garden, herb garden, a sensory garden and beach garden for residents to sit in, relax and enjoy the outdoor space. There is also a bowling green and Club House in the grounds where matches are played throughout the season. Residents may participate if they wish.

The Home is divided into six 'family-style' house group units, each with their own team of care staff. Each house group has its own comfortable dining room and communal lounge.

Charity Stewards should encourage brethren to visit Albert Edward Prince of Wales Court to see the excellent facilities and hear direct from the residents and staff on how welcome their donations supporting the RMBI will be received and used.

Anyone planning a visit should contact Rebecca Timms, Business Administrator, to ensure that the visit is at a convenient time. For contact details see **Useful Contacts page 28**.

Queen Elizabeth Court in Llandudno

Set in five acres of beautiful grounds, Queen Elizabeth Court is ideally located in Llandudno, one of the finest traditional seaside resorts in Wales.

It accommodates sixty seven residents and can offer places to people with dementia, following an assessment of their needs.

This purpose built Home is close to the town which still retains much of its Victorian character and charm and a short walk away from the sea front and golden sandy beach flanked by Great Ormes Head and Little Orme.

The Home is a short car ride away from historic Conwy, Snowdonia and the North Wales coast.



Part 2 - South Wales 2021 Festival Appeal

What is a Festival?

A Provincial Festival is the process of raising funds on behalf of the four main Masonic Charities, namely The Royal Masonic Benevolent Institution (RMBI), The Royal Masonic Trust for Girls and Boys, The Masonic Samaritan Fund and The Freemason's Grand Charity. The system currently in place ensures that a Province heads a Festival for each Charity in turn. The Charities operate through the generous donations given by masons. Collectively they provide funding, advice and a range of services to support Freemasons and their families.

Last year The South Wales Province received well over a £1million from the four Charities and, with a membership of 6000, this is approximately £175 per member. A Festival takes place approximately once every eleven years and the South Wales 2021 Festival Appeal will commence in January 2015 in aid of the RMBI and will last for six years.

The Festival Event is the celebration held at the end of the Festival Appeal to mark its conclusion and to announce the total amount raised for the RMBI.

The Festival is a partnership between the Province and the Charity, the aim of which is to raise as much funds as possible for the charity, in this case, the RMBI. Given the demand placed on the charities in recent years, the Province in Festival is asked to donate funds throughout the Festival period to smooth out the cash flow. There are distinct benefits in doing this which are explained later.

Our Objectives

We have set ourselves the challenge of raising £5million over the next six years. By working together as a team we can meet this challenge by promoting the benefits of the RMBI and encouraging our members to support the Festival's two objectives. First to raise money for the Festival Fund and secondly to raise the profile of the RMBI in South Wales so that Freemasons and their families may enjoy the assistance it offers in the future.

The Brethren and Companions of the Province of South Wales have been given this opportunity to support the magnificent work carried out by the RMBI and to contribute to this most important of charities. To put the Province's Festival appeal for £5 million into perspective, Albert Edward Prince of Wales Court's annual running costs are approximately £2.5million. The RMBI needs £5million per annum to provide all its services and locally the costs of running Albert Edward Prince of Wales Court.

To achieve the Festival target we must encourage every Brother to make a commitment and sign up to a donation of at least £500 over the next six years. It can be a one off or several payments, or regular monthly payments. The earlier we start the donations, and with the benefit of the higher interest rates available with the RMBI, presently 2.25%, Gift Aid Tax Relief and interest compounded at 14% over the next six years, the target is very achievable.

Our aim is that every Brother and Companion be rewarded with a Festival Jewel for their commitment; and demonstrate that they are united in the act of 'Committed to Caring' and enjoying the reward of making a difference to an individual's quality of life whilst showing a commitment to charitable giving, thinking of others and maintaining a sense of fun, laughter and pleasure.

We also see the Festival as a means of supporting the aims and objectives of our Provincial 7 Point Plan. Brethren and Companions are encouraged to use the Festival to raise the profile of their own Lodge and Chapter, as well as Freemasonry in general, and seek to recruit, retain, & retrieve their membership.

Let's meet the challenge set by our Festival President and Committee and raise £5million for the RMBI by giving at least £2 a week to this very worthy cause until 2021.

Meet the team

The President R.W. Bro. Gareth Jones OBE Provincial Grand Master.

The Deputy President V.W. Bro. Roy Woodward Deputy Provincial Grand Master.

The Festival Committee:

W.Bro. Sir Paul Williams	CHAIRMAN
W.Bro. Roger Richmond	DEPUTY CHAIR
W.Bro. Jeff Coles	TREASURER
W.Bro. Michael Coombes	SECRETARY
W.Bro. Paul Haley	ASST SECRETARY
W.Bro. Akram Baig	EVENTS SUB-COMMITTEE CHAIRMAN
W.Bro. Phillip Saunders	MARKETING
W.Bro. Granville Thomas	AREA CHAIRMAN NORTH
W.Bro. Jim Childs	AREA CHAIRMAN SOUTH
W.Bro. Gwilym Jones	AREA CHAIRMAN EAST (also Prov Grand Chapter liaison)
W.Bro. Alan Gardener	AREA CHAIRMAN EAST
W.Bro. Peter Richards	AREA CHAIRMAN WEST

Ex Officio Members are W.Bro. Gerald Rowbottom Provincial Grand Secretary and W.Bro. John T. Davies Prov. Grand Charity Steward who will provide essential links and support with Provincial Grand Lodge.

The Team

President



Rt.W.Bro. Gareth Jones O.B.E

Vice-President



V.W.Bro. Roy Woodward

Provincial Grand Secretary



W.Bro. Gerald Rowbottom

Chairman



W.Bro. Sir Paul Williams

Provincial Grand Charity Steward



W.Bro. John T. Davies

Treasurer



W.Bro. Jeff Coles

Vice-Chairman



W.Bro. Roger Richmond

Secretary



W.Bro. Michael Coombes

Events Sub-Committee Chairman



W.Bro. Akram Baig

Marketing



W.Bro. Phillip Saunders

Asst Secretary



W.Bro. Paul Haley

Area Chairman East
(Prov. Grand Chapter Liaison)



W.Bro. Gwilym Jones

Area Chairman East



W.Bro. Alan Gardener

Area Chairman South



W.Bro. Jim Childs

Area Chairman North



W.Bro. Granville Thomas

Area Chairman West



W.Bro. Peter Richards

2021 Festival Appeal – Online

The Province will have a full online presence for the 2021 Festival Appeal.

You will be able to get information via an array of different sources.

Internet: www.southwalesmason.com

(Click on the Festival Tab)

Facebook: www.facebook.com/southwales2021festival

Twitter: @southwales2021 #swfest21

Email: Festival2021@southwalesmason.com

The Festival website is full of useful information about the South Wales 2021 Appeal. It makes it easy to keep up-to-date with what is going on.

An events calendar listing all the important dates, latest news items and frequently asked questions are just some of the useful tools available.

All the relevant documents can also be downloaded from the Festival website. To make sure that you stay completely up-to-date you can also sign up to receive automatic updates.

Lodges, Chapters and individuals are also encouraged to send information to the Festival Committee regarding their own Festival news and events that can be posted and shared online.

Communication

The role of the Charity Steward is most important in the Lodge and Chapter and is vital for effective communication and key to a successful Festival.

This handbook has been compiled to provide you with a comprehensive overview of the various aspects of the Festival. It will provide guidance on how charitable donations will be handled and gives details of the day-to-day running of the Festival. It is designed to allow

you to fulfil your role as Charity Steward in providing advice and guidance to your Brethren and Companions.

The other principle vehicles for effective communication will be a dedicated 2021 Festival Appeal website, a Facebook page and a Twitter feed. The website can be found by following the links on www.southwalesmason.com.

Y Dalaith will be publishing regular articles of events, functions, news, milestones and progress of the Festival. Contributions can be submitted from individual Lodges, groups and areas to report on events and charity items and can be used as a most effective way of encouraging the members to support the Festival.

This will be the first Festival where we can effectively utilise new social media platforms in South Wales. For those who are up to speed with the latest social media, please use it to the best advantage to create awareness, maximise and cross publicise each other's events, by using the hashtag #. Please LIKE, SHARE, FOLLOW, and SUPPORT.

Regular Area Chairman/Liaison Officer/Charity Steward Workshops will be held throughout the Festival to keep you updated on the Festival's progress. These meetings will be designed to be interactive and allow the opportunity for your feedback and thoughts.

Effective communication is essential and relies on a two way process. By reporting your news stories and fund raising activities the 2021 Festival Appeal Committee will ensure everyone shares in our ultimate success.



Part 3 - Supporting the Festival Appeal

Festival Donations

Charity Stewards need to be aware that the approach to the transfer of funds has changed since our last Festival. They also need to be aware of how to maximise income on funds during a period of exceptionally low interest rates and obtaining the full benefit of the HMRC Gift Aid.

The RMBI now look to receive funds throughout the period of their Festival to smooth out the ever increasing demands from their beneficiaries. Provinces are, therefore, encouraged to transfer funds collected on a regular basis for the duration of their Festival rather than accumulate funds locally and handing them all over at the end of the Festival. There are distinct benefits in this approach, for both the RMBI and the Province.

The benefits locally are that the sooner all donations from Lodge relief chests are received by the RMBI Relief Chest, which is administered by The Grand Charity, it will receive 2.25% interest p.a. Compounded interest will be added to the Lodge donations transferred to RMBI Relief Chest – so the earlier this starts the more will be accumulated. Quite simply, over the six years it will yield up to 14%, so holding on to money destined for the Festival Appeal in local relief chests will devalue the donation.

Every Charity Steward should be familiar with the significant benefits of the HMRC Gift Aid Scheme which can add approximately 25% to a donation turning every £100 into £125. This is far too big a benefit to ignore for the want of some simple administration.

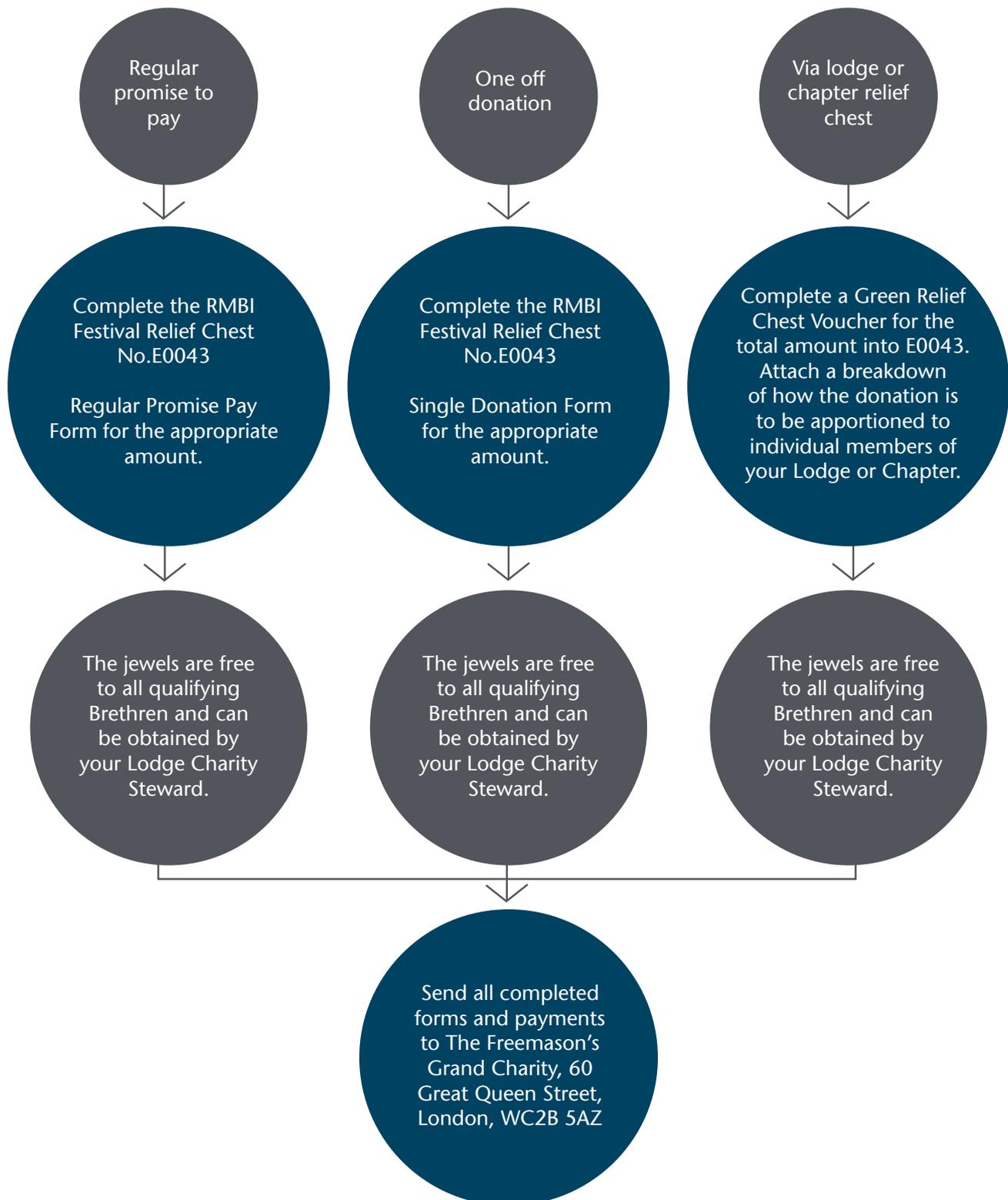
A successful Festival campaign will depend upon;

1. Proactive Charity Stewards.
2. Transferring funds destined for the Festival to The Provincial Festival Relief Chest E0043. This will maximise the interest and yield, and also provide Lodges and Chapters with an accurate record of their donations.
3. All new payment promises and donations to be deposited into the Provincial Festival Relief Chest E0043 to maximise compound interest – the earlier this starts the more it accumulates and the better is the final amount.
4. Lodges and Chapters to transfer their donations to (E0043) as early and as regularly as possible – this will also be the route for their bronze, silver and gold awards.

How to Donate and Qualify as a Steward
With the support of the Brethren and Companions the target of £5million in six years is very achievable. With each of our members donating just £2.00 (less than the cost of a pint of beer) a week and with tax relief from gift aid we can achieve our target.

It will be necessary to ensure that the Brethren embrace wholeheartedly the system of donating by covenants and signing the “Gift Aid” declaration thereby receiving the benefits of TAX RELIEF. How often does the TAX MAN give money back? To succeed we must have at least 80% of the Brethren committed to regular donations of at least £2.00 a week by covenant in the first 18 to 24 months.

The following information will help guide you through the various processes that can be followed.



Examples of the forms are included in Part 5 of this Handbook.

Donations can also be made by:

- Text: RMBI2021 to 70500 to donate £5.
- Debit/Credit Cards
- Cheque from Lodge or Chapter Funds.

Make cheque payable to The 2021 RMBI Festival Relief Chest No. E0043 and attach it to a miscellaneous Payment Form, which can be found on the Festival website.

- Direct Debits can now be set up electronically by visiting the following website and completing the necessary information: www.grandcharity.org
- **Note: All donations will be credited to the donor and his Lodge.**

Festival Jewels

The Festival President wishes every South Wales Mason to demonstrate their support of the 2021 Festival by wearing a Festival Jewel. These Jewels have been especially designed for the Festival.

There are several ways to become a Festival Steward:

- By making a minimum donation of £500, preferably by Gift Aid Declaration. (See Part 5 Forms)
- Make a regular donation of £10 per month or £100 per year for at least five years into the 2021 Festival Relief Chest. (Your own Lodge is credited with the donation – see Part 5 Forms)
- Make a regular donation of £10 per month or £100 per year for at least five years into your own Lodge Relief Chest. (Your own Lodge is credited with the donation – see Part 5 Forms) and transfer regularly to E0043.

The jewels are free to all qualifying Brethren and your Lodge Charity Steward will notify your Liaison Officer that you have made such a commitment and therefore qualify for a Festival Jewel.

Lodge Achievement Awards

It is always good to recognise achievements and the 2021 Festival Appeal is no exception. Therefore, to acknowledge the efforts made by Lodges in support of the 2021 Appeal, Lodge Achievement Awards will be issued in recognition of a Lodge reaching certain levels of support.

There are three levels of achievement and each is based upon the average amount donated per member. This means that every Lodge, no matter its size, has a realistic opportunity of attaining an award.

BRONZE - To achieve a Bronze Award an amount equal to an average of £500 per member is required.

SILVER - To achieve a Silver Award an amount equal to an average of £800 per member is required.

GOLD - To achieve a Gold Award an amount equal to an average of £1000 per member is required.

The total amount used to calculate each Lodge's achievement will include any tax recovered through Gift Aid.



Further ways to Support and Fund-raising Ideas

Supporting the Festival is not just about buying and wearing a jewel. There are lots of other ways that you can add to the contributions made by your Lodge or Chapter.

Provincial Tie to support the 2021 Festival

The Provincial Grand Master has agreed the design for a new Provincial Tie and as President of the Festival has agreed that all the proceeds from the sales will go to the Festival Appeal.

Festival Pin

There will be a Festival Lapel Pin available throughout the Festival Appeal. This will be available for purchase by using the Festival Jewel Order Form.

Festival Events

A range of Provincial events will be planned throughout the Festival to maintain the tempo of the campaign. These will include an annual recognition event where Lodges will receive their Bronze, Silver and Gold Awards. A Gala Dinner is already planned to mark the Tercentenary of the Craft in 2017.

Many Lodges are already planning their

own programme of events including the 'old favourites' and usual fund-raising ideas, such as raffles, 50/50 draws etc. With raffles though, why not make the prizes a bit more varied. Perhaps offer mystery prizes that are wrapped up, or items that would appeal to the members' partners and wives. There are lots of ways to make a raffle more interesting.

Consider organising social events that can generate donations through ticket sales. These need not be expensive but if well supported can raise useful amounts. Quiz Nights, Race Nights, BBQ's, Garden Parties and Family Fun Days are all good examples. Special interest groups organising participation events and competitions, such as golf, cricket, rugby, motorbikes, caravan, sailing, cycling, can also be fun ways to socialise and raise funds. Encourage members to take part in sponsored events or run a lottery 'bonus ball' scheme. Encourage our Ladies to become involved and to participate.

The opportunities are limitless; there are endless ways to encourage all members to be a part of the Festival Appeal and with careful planning these can raise substantial amounts. We will share ideas on the Festival website which will need to be visited regularly.



Part 4 - The role of the Lodge Charity Steward

Charity Stewards Report

The Lodge Charity Steward is the key point of contact in the Festival Appeal campaign. His role is crucial to the Appeal as he is in regular contact with his Lodge members and knows their potential for giving from his own first-hand experience.

It is expected that the Charity Steward will make a report at each Lodge meeting. This report should be concise, informative and effective and offer encouragement to the Brethren.

During the period of the Festival Appeal progress on achieving your Lodge target should be the lead item on your report. The latest information will be available through the Festival Website and through regular contact with the Charity Liaison Officers and the Provincial Grand Charity Steward.

The Charity Steward is expected to promote the Festival within his Lodge and Chapter. This includes encouraging the members, to achieve Festival Jewels and the uptake of regular Promise to Pay covenants, organise fundraising events, the production of an effective Charity Stewards Report and to have an overall and good understanding of how the Festival operates.

It is worth considering producing a written copy of the report that can be circulated with the summons prior to each meeting and included in the Lodge minutes. This ensures all the members receive news and information, even if not attending the meeting. It also allows the Charity Steward to keep the report at the meeting brief and concise, by simply re-iterating the important messages that were contained in the written report.

Workshops and Surgeries

The Festival Committee Members will be holding regular Charity Steward Surgeries and Workshops throughout the duration of the Festival Appeal. It is expected that the Charity Steward supported by the Worshipful Master and his Principal Officers attends these events. The purpose of these events will be to provide updates, exchange ideas, the opportunity to ask questions and to suggest means to overcome barriers to a successful Festival Appeal.

Knowledge

Knowledge is Key. The Charity Steward must be able to explain to his Brethren the purpose of this Festival and how donations can be made, how they can be maximised through compound interest and HMRC Gift Aid. He should take time to familiarise about the RMBI and in particular what services they can offer; including the AEPOW Court Porthcawl and the Friends Association.

Keeping up-to-date with the latest news and events that are being run by the Festival Committee is essential.

Charity Liaison Officers

The Charity Liaison Officers will provide a vital link between the Lodge/Chapter Charity Steward, the Area Chairmen and Provincial Grand Charity Steward.

They will be able to offer support and advice as required.

Area structure

Area Chairman	Liaison Officer	Area	Lodge Number											
East Alan Gardener	Graham Evans	E1	960	1992	2453	2457	2720	3250	3959	4026	6355			
	Gareth Carter	E2	2570	4213	4364	4774	5461	5772	5792	5793				
	Stephen Lowes	E3	5823	5830	5857	5907	6015	6112	6265	8377	8757			
East Gwilym Jones	John Hodgson	E4	36	7303	8414	8418	8938	8991						
	Ian James	E5	6729	7194	8015	8601	8886	9549						
	Malcolm Kidd	E6	7196	7353	8419	8934	9082							
	Peter Powell	E7	7528	8512	8524	9059								
South Jim Childs	Robert Adams	S1	4194	8485	8508	8900	9605	9763						
	Phillip Aubrey	S2	1752	5084	6743	7092	7305	9067	9247					
	Bryan Thomas	S3	4778	6700	8533	9241								
	Neil Morgan	S4	4154	7216	8599	8625	9502							
	Gary Buck	S5	6973	7139	8651	8748								
	Nick Broomfield	S6	1754	4113	4521	5997	8713							
	Kevin Hearne	S7	2357	3977	6671	8358	9038							
	David Goodall	S8	6299	8603	9008	9197	9520							
North Granville Thomas	Robert Cushen	N1	110	4055	7982	8530	9753							
	John Edmunds	N2	4691	7638	9503	9692								
	Terry Scarfe	N3	6608	6624	8127	8334	8771	9036						
	Richard Ackroyd	N4	651	1807	3320	8267	8588							
	Russell Hughes	N5	679	2606	6354	8829	9521							
	Clive Shore	N6	3679	6298	8567	9672								
	Mel Gabriel	N7	1578	3979	6724	9001								
West Peter Richards	Keith Fifield	W1	5291	6056	7193	7267	8399	9049						
	David Edwards	W2	364	5057	6078	9132	9298							
	Mamood Poptami	W3	5378	5968	6567	8364	8531	8752						
	John Purchase	W4	833	5257	6079	8274	8536							
	Paul Roberts	W5	237	1323	3161	4172	7928	9603						
	Andrew Taylor	W6	3756	8024	8261	8289	8452	8644						
	Paul Bunyan	W7	1573	3834	4917	5567	6466	6626						
	Vernon White	W8	2965	6805	8854									

Part 5 - Forms and information

Relief Chest Charity Name:
**The Provincial Grand Lodge of South
Wales 2012 Festival**

**2021 RMBI Festival Relief Chest Registered No
E0043**

Complete the necessary form as listed below remembering to include the amount that you wish to donate and where necessary get it signed by the Relief Chest Representative (usually the Lodge Charity Steward) as well as one of the following: Secretary/Master/Almoner.

Which Form To Use

Form A

Used to transfer money from your own Lodges Relief Chest into the Festival Relief Chest. Attach a letter giving details of the donation, whether it is Lodge funds i.e. raffle, alms etc., or on behalf of a brother (giving his name). He will then be credited with that amount against his target to qualify for a Festival Jewel. This exercise will need to be repeated regularly throughout the course of the Festival.

Form B

Used to set up a regular donation and/or a single donation for a brother into the Festival Relief Chest.

The amount, together with Gift Aid will be credited to both the brother and the Lodge to set against the targets for jewel and Lodge Awards.

Form C

Used to make a credit/debit card donation.

Form D

Used to make a payment by cheque into the Festival Relief Chest. Clearly state on the form or attach a letter stating if the amount is to be credited to any brother as well as the Lodge.

Samples of the above forms and guidance notes are included in this handbook.

There are other forms and guidance notes available listed in The Charity Steward's Handbook.

Form A

To transfer a donation from the Lodge Relief Chest use your pre-printed (Green) RELIEF CHEST VOUCHER.

Example of completed Voucher Form:

VOUCHER No. 1004561

RELIEF CHEST FOR THE YOUR LODGE RELIEF CHEST APPEARS HERE

DATE

TO:- The Secretary of the Grand Charity
60 Great Queen Street, London, WC2B 5AZ
(Registered Charity No. 281942)

In accordance with a Resolution of the Lodge, please donate from the Relief Chest named above to the following charity:-

NAME OF CHARITY IN BLOCK CAPITALS P.G.L. OF SOUTH WALES 2021 RMBI FESTIVAL

REGISTERED No. E0043

ADDRESS OF CHARITY IN BLOCK CAPITALS (LEAVE BLANK)

.....

.....

ENTER AMOUNT e.g. £5,000.00 FIVE THOUSAND

the sum of £ POUNDS AMOUNT IN FIGURES (AMOUNT IN WORDS) and

debit the balance of that Relief Chest accordingly. A.N. Other)

Signed: A.N. OTHER LODGE TREASURER Signed: A.N. Other RELIEF CHEST REPRESENTATIVE
MASTER/SECRETARY/CHARITY STEWARD/ALMONER

NB: To avoid unnecessary expense, the Grand Charity does not acknowledge completed vouchers. However, every charity to which a donation is made is asked to send a receipt and/or an acknowledgement to the Relief Chest Representative.

Form B



The Freemasons' Grand Charity
(Registered Charity No. 281942)

Please fill in the whole form using a ball point pen and send to:
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ

Instructions to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address _____

Postcode _____

Name(s) of Account holder(s) _____

Bank or Building Society Account Number _____

Branch sort code _____

Service user number: **9 2 6 0 9 6**

Reference number: **E 0 0 4 3** / _____

Instruction to your bank or building society

Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.

Signature(s) _____

Date: ____ / ____ / ____

Regular Donations into a Relief Chest
PGL of South Wales 2021 RMBI Festival

I promise to pay you the actual sum of £ _____ + _____

each Month Year 3 months 6 months

Payments are to start on **1 1** / ____ / _____
(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three four five
or _____ years thereafter, or until my death, whichever is earlier

I request The Freemasons' Grand Charity to allocate this Regular Donation to the Relief Chest

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No. **E 0 0 4 3**

PGL of South Wales 2021 RMBI Festival

Single Donation into a Relief Chest
PGL of South Wales 2021 RMBI Festival

Please tick one or more of the following as applicable:

I enclose a cheque payable to The Freemasons' Grand Charity for the sum of £ _____ + _____

I made a donation of £ _____ + _____ on or about the ____ / ____ / _____

I request The Freemasons' Grand Charity to allocate this Single Donation to the Relief Chest

Lodge/Chapter name: _____

Lodge/Chapter No.: _____ Relief Chest No. **E 0 0 4 3**

PGL of South Wales 2021 RMBI Festival

Gift Aid Declaration

If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation.

Please read the declaration below before you tick the relevant box(es)

DECLARATION

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Freemasons' Grand Charity will reclaim 25p of tax on every £1 that I give.

Please treat as Gift Aid donations, all qualifying gifts of money made tick

on this donation only in the past 4 years in the future

Please see important notes overleaf

Please notify The Freemasons' Grand Charity if you:

1. Want to cancel this declaration
2. Change your name or your home address
3. No longer pay sufficient tax on your income and/or capital gains.



Date: ____ / ____ / ____

Personal Details:

Please enter your name and address IN FULL using BLOCK CAPITALS:-

Title: Mr Mrs Dr Other (.....)

Surname: _____

Forename(s): _____

Address: _____

Postcode: _____

Telephone: _____

Signature _____

Instructions for completing the Regular or Single Donation Form.

1. Download the Regular Donation Form and print

The Freemasons' Grand Charity
(Registered Charity No. 281942)

Instructions to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send to:
The Freemasons' Grand Charity, 60 Great Queen Street, London WC2B 5AZ.

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode

Name(s) of Account holder(s)

Bank or Building Society Account Number

Branch sort code

Service user number: 9 2 6 0 9 6

Reference number: E 0 0 4 3

Instruction to your bank or building society
Please pay The Grand Charity of the United Grand Lodge of England Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with The Grand Charity of the United Grand Lodge of England and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date: / /

Regular Donations into a Relief Chest
PGL of South Wales 2021 RMBI Festival

I promise to pay you the actual sum of £: [] + []

each Month Year 3 months 6 months

Payments are to start on 11 / /

(This date must be at least two months after the date that you sign the form)

and are to continue for a period of three four five

or years thereafter, or until my death, whichever is earlier

I request The Freemasons' Grand Charity to allocate this Regular Donation to the Relief Chest

Lodge/Chapter name: []

Lodge/Chapter No.: [] Relief Chest No.: E 0 0 4 3

Single Donation into a Relief Chest
PGL of South Wales 2021 RMBI Festival

Please tick one or more of the following as applicable:

I enclose a cheque payable to The Freemasons' Grand Charity for the sum of £: [] + []

I made a donation of £: [] + [] on or about the / /

I request The Freemasons' Grand Charity to allocate this Single Donation to the Relief Chest

Lodge/Chapter name: []

Lodge/Chapter No.: [] Relief Chest No.: E 0 0 4 3

Gift Aid Declaration

If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation.

Please read the declaration below before you tick the relevant box(es)

DECLARATION

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Freemasons' Grand Charity will reclaim 25p of tax on every £1 that I give.

Please treat as Gift Aid donations, all qualifying gifts of money made tick

on this donation only in the past 4 years in the future

Please see important notes overleaf

Please notify The Freemasons' Grand Charity if you:

1. Want to cancel this declaration
2. Change your name or your home address
3. No longer pay sufficient tax on your income and/or capital gains.

0 000 108 0900 43

Date: / /

Personal Details:

Please enter your name and address IN FULL using BLOCK CAPITALS:-

Title: Mr Mrs Dr Other (.....)

Surname: []

Forename(s): []

Address: []

Postcode: []

Telephone: []

Signature: []

2. Complete this top section with your bank details and sign

3. Complete this section if making a regular promise to pay

3. Complete this section if making a single payment

4. Complete the Gift Aid Declaration

Enter the Lodge Name and Number you want the donation to be credited to

5. Complete your personal details and sign

Send your completed form to:
The Freemasons' Grand Charity, 60 Great Queen Street, London, WC2B 5AZ



Relief Chest Scheme
Credit/Debit Card Donation Form



Donation Details

Name as on card

Card no. Expiry date (mmyy)

Start date (mmyy) Issue no. CV2 no.
(Last 3 digits of code on reverse of card)

I wish to donate the sum of £

Lodge/Chapter name

Lodge/Chapter no. Relief Chest no.

Signature Date

Personal Details

First name

Last name

Address

Postcode

Gift Aid Declaration

THE FREEMASONS' GRAND CHARITY
REGD OFF CHARITY NO: 111641

If you are a UK tax payer, under the Government's Gift Aid Scheme, The Freemasons' Grand Charity can reclaim the tax you have already paid on your donation.

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Please read the declaration below before you tick the relevant box(es) and date the form.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand The Freemasons' Grand Charity will reclaim 25p of tax on every £1 that I give.
Please treat as Gift Aid donations, all qualifying gifts of money made:

On this donation only in the future in the past 4 years

If you do **not** wish for tax to be reclaimed, please tick here: Date

Please notify The Grand Charity if you:

- Want to cancel this declaration;
- Change your name or home address;
- No longer pay sufficient tax on your income and or capital gains

Please send this completed form to:
The Freemasons' Grand Charity
60 Great Queen Street
London WC2B 5AZ

Data Protection Act (1998)

We will treat your personal information as private and confidential. Your details will be stored by the Relief Chest Scheme of The Freemasons' Grand Charity to process your donation in accordance with the Data Protection Act 1998. In order to provide reports on appeals and festival honorifics your details may be shared with the relevant Relief Chest Representatives and/or Province.



7 923344 865995

Useful contacts

**Provincial Grand Charity Steward (Craft) –
W. Bro. John T Davies**
46 Mansfield Road Murton Swansea SA3 3AR
Email: theojd1@aol.com

**Provincial Grand Charity Steward (Royal
Arch) – E. Comp. David Suter**
2 Bramblewood Close Baglan Port Talbot SA12
8EG
Email: davidsuter22@gmail.com

Festival Committee Members

Chairman - W. Bro. Sir Paul Williams
Email: pgmw@btinternet.com

**Deputy Chairman - W. Bro. Roger Richmond
AstPGM**
Email: roger.richcorp@btconnect.com

Treasurer - W. Bro. Jeff Coles
Email: jtcoles@hotmail.com

**Chairman of Events Sub-Committee W. Bro.
Akram Baig**
Email: drbaig@sky.com

Secretary - W. Bro. Michael Coombes
75 Mumbles Road West Cross Swansea SA3 5AA
Tel: Home 01792 410161
Mobile: 07968691515
Email: rmichaelcoombes@virginmedia.com.

Provincial Grand Lodge of South Wales
128 Newport Road Cardiff CF24 1DH
Email: office@province.org.uk
Tel: 029 20433688 Fax: 029 20486562
Web: www.southwalesmason.com

Provincial Grand Chapter of South Wales
128 Newport Road Cardiff
Email: royal.arch@province.org.uk
Tel: 029 20490127
www.southwalesmason.com

RMBI (Royal Masonic Benevolent Institution)
60 Great Queen Street London WC2B 5AZ
Tel: 020 7596 2400
Web: www.rmbi.org.uk

The Relief Chest
Tel: 020 7395 9261
60 Great Queen Street London WC2B 5AZ
Email: reliefchest@the-grand-charity.org

Albert Edward Prince of Wales Court
Rebecca Timms, Business Administrator
Penylan Avenue Porthcawl Bridgend CF36 3LY
Email (preferable): rtimms@rmbi.org.uk
Tel: 01656 785311.

Notes



