

PO Box 6232, West Gosford NSW 2250
info@FreemasonsCC.org | www.FreemasonsCC.org

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FREEMASONS
ON THE CENTRAL COAST

1 August 2024

Dear Applicant

In this document you will find all the information you need to make your application for assistance from Freemasons on the Central Coast.

Please be aware that we only supply goods and services, and we insist on paying direct to the supplier.

Regarding your preferred suppliers, being a community based organisation our preference is always to accept local suppliers where possible.

Regards and on behalf of the Board

Leigh Pollard
Charity Committee

Application@FreemasonsCC.org

Promoting Freemasonry on the Central Coast through community action, charitable relief and the advancement of education.

Freemasons on the Central Coast is a trading name of Karagi Court Limited ABN: 92 002 044 500.



KARAGI COURT
LIMITED



Application Information

Please read carefully as this is information that will assist you in your application.

1. Please complete Form 1 (Application) and Form 2 (Disclaimer) and, along with any supporting documentation, return to:

The Secretary
Karagi Court Ltd
PO Box 6232
WEST GOSFORD NSW 2250

or, if you have completed our electronic form and can provide all supporting documentation, via email, please send your application to application@FreemasonsCC.org

2. Karagi Court Limited, trading as **Freemasons on the Central Coast**, is a not for profit company based on the Central Coast whose long-term purpose is to assist charitable and not for profit organisations within the Central Coast Council LGA. The company very rarely donates money direct, but rather assists those organisations by purchasing equipment for use in their activities or for use by individuals, who are assisted by those organisations.
3. The Charity Committee will **NOT** consider your application where a donation is applied for the following
 - a. Any administration costs e.g. rent, postage, telephone, electricity, insurance, salaries/wages, and associated costs.
 - b. Any Capital works, renovations, or maintenance of buildings, vehicles, or equipment.

4. **Medical / Disability and associated Equipment**

An individual (or an organisation on behalf of an individual) may apply for such equipment; however, that equipment will be owned by an appropriate organisation.

The reason

- a. To ensure that the equipment is properly maintained and serviced as required;
- b. To allow the equipment to be re-used, if appropriate; and
- c. Personnel as well as the individual are properly trained and qualified for the use such equipment.

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5. Liability by your Organisation

- a. The maintenance, repair/s, insurance,
- b. The use of any equipment
- c. This includes any equipment purchased from the monies received from the GST refund is the full and total responsibility of the Organisation receiving it or its authorised users and not from whom the donation was received.

6. GST

Where your organisation is exempt from the payment of GST, the cost of the GST will be deducted from the donation. Your organisation will be responsible for the payment of and obtaining the refund of that GST.

If your organisation is exempt from the payment of GST, and you are unable to pay the GST, you need to explain why and how your organisation is going to use the GST refund.

7. Completion of Forms

Application Form (Form 1)

In applying for a donation:

- a. Please complete all sections in Application Form (Form 1);
- b. Enclose 2 current quotes, if possible, ensuring that the GST is included;
- c. Name of your preferred supplier;
- d. Ensure that arrangements for delivery and installation, where necessary, have been made and declared; and
- e. On most occasions, the cheque will be made out to your preferred supplier.

Disclaimer Form (Form 2)

Please complete all sections and sign the Disclaimer Form (Form 2) and ensure that the Authorised Person is the same as on the Application Form (Form 1).

8. The submission of an application for funding is not a guarantee that the application will be successful and we reserve the right to reject an application, without supplying any reasons or explanations.
9. It is a base requirement that you write a 'Media Release' and include this with the application form. This will be verified by our Board and we reserve the right to alter it. Any photographs or graphics sent may be used in our Media Release/Publicity Material and it is assumed that you have given permission to publish them (unless otherwise stated in writing).
10. If the item applied for will have other signs, logos or sponsor's name upon it, then this must be declared in the letter accompanying the Application Form (Form 1).
11. The donation of money for the purchase of an item is made on behalf of '**Freemasons on the Central Coast**'. There is to be NO mention Karagi Court Ltd.

On behalf of the Board

Leigh Pollard

Charity Committee

Karagi Court Limited



Form 1

Application Form

Section A: Organisation Details

Name of Organisation: _____

Address: _____

City/Suburb: _____ Postcode: _____

Name of contact: _____

Email: _____ Phone: _____

Section B: Tax Details

ABN: _____

Will GST be refunded? Yes No If Yes, complete Section E.

Section C: Project Details

Name of Project: _____

Please tick each box below as you include each item:

- Please attach a full description of your project on a separate sheet.
- Please include any supporting documentation, graphics and photographs.
- Please include two (2) current quotes for the items/services you would like us to purchase.
- Please name your preferred supplier: _____
- Please include your proposed media release.
By including photographs we assume we have permission to publish them.

Is your organisation prepared to have a plaque displayed? Yes No

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Form 2

Disclaimer Form

Between Donor (Karagi Court Ltd trading as Freemasons on the Central Coast and it's Representatives) **and Recipient Organisation and its users.**

Karagi Court Limited (trading as Freemasons on the Central Coast) its Directors, Members, Servants and Representatives do not provide cash donations directly to Recipient Organisations.

Recipient Organisation: _____

Address: _____

City/Suburb: _____ Postcode: _____

Disclaimer

In accepting this donation for \$ _____ for the following items:

We, the recipients and the users of that items/s, accept and agree to indemnify Karagi Court Ltd (trading as Freemasons on the Central Coast), its Directors, Members, servants, and representatives against any:

- claims arising from the purchase of such equipment or services donated to our organisation;
- fault/s in such equipment and ensure that it is per the specifications as outlined in the quote or invoice;
- claims arising from its installation or its storage;
- maintenance cost of this and its associated equipment and any fault, failure or subsequent failure of such equipment is a matter between the manufacturer or supplier, our organisation and the recipient;
- failure to have the equipment properly maintained as per the manual or other instructions;
- damage/s or injuries caused by the equipment or misuse of such equipment whatsoever to any person or third person;

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Disclaimer continued

We, the recipients and the users of that items/s, also agree:

- that the equipment will be operated by fully qualified and authorised personnel and it is our responsibility to provide initial training as well as ongoing training at our cost;
- that where the equipment is of no further use to the recipient, the equipment shall be:
 - disposed of in an appropriate manner or
 - given to another client or Organisation for use within the Central Coast Council LGA or
 - may be sold to purchase another item of equipment for use by a client from your Organisation;

In summary, your Organisation, together with the recipient and personnel, are totally responsible and liable for any loss, misuse and misinformation, lack of information, installation and maintenance.

Signed in full agreement and accepting responsibility, on behalf of the recipient and/or Organisation.

TO BE COMPLETED BY AN AUTHORISED PERSON

Signed: _____

Date: _____

Print Name: _____

Position: _____

Karagi Court Administration

Director

Dated

Received by Karagi Court		
Approved by Charity Committee		
Ratified by Board		