



BIKES FOR BOOKS 2009-2010



Changes in IRS Reporting and proper accounting practices at both the Grand Lodge and Lodge level have mandated the following change become necessary. Lodges will need to send their portion of the match to the Montana Masonic Foundation with the name of the store providing the bikes. The Foundation will match the funds per the outline below and send the check to the Lodge. **Please use the attached "Application for Matching Funds" request form.**

For the 2009-2010 Masonic year the Montana Masonic Foundation will award a matching grant not to exceed \$750.00 per lodge. Matching grant funds must be spent on eligible expenses i.e., Bikes and Safety Helmets. All check must be provided to the vendor or deposited within 90 days of issue. **You cannot match the Montana Masonic Foundation funds with money from other grants, e.g. Wal-Mart Community Grant.**

This program is made available by the Montana Masonic Foundation as a public charity and awareness program promoting public education. The aim of this program is to encourage grade school children to learn to enjoy reading. This update contains a change in the process for how matching funds are processed.

If your Lodge is interested in participating please make plans now before the optimum start date of 1 February 2010. The program should be completed by 31 May 2010, no requests for matching funds will be processed after May 31st. Be sure to coordinate the program with the school and ensure that they know the program dates. Because of the funding changes your lodge may need to change your process of bike acquisition and displays.

On request from the Lodge the Montana Masonic Foundation will provide Posters, bookmarkers, and a Masonic decal with a Serialized Number to be placed on the winner's bike. In order to receive the Posters, bookmarkers and serialized tags, the lodge must provide the number of schools, grade levels, number of classes and number of participating students, number of bikes to be awarded by each individual lodge prior to starting the program. **Requests for all materials should be submitted to Grand Lodge prior to February 1, 2010.**

In order to receive the matching grant from the Montana Masonic Foundation all Applications for Matching Funds must be received by the Grand Secretary prior to 15 May 2010. The lodge must keep a copy of the Application for Matching Fund and their receipts.

Over the last three years the trend has been that both boys and girls prefer the boy's style bikes and the 24 and 26 inch bikes have been the most popular. In the last three years of the program the average cost per bike and helmet has been \$75.00.

This is a matching grant. We will only fund amounts that you can show you have matched with lodge money. For example, if your total budget is \$200, the maximum we will fund is \$100. You will have matched that with \$100 of your lodge money, bringing total budget to \$200. We will supply no more than 50% of your budget, not to exceed \$750.00. **You cannot match the Montana Masonic Foundation funds with money from other grants, e.g. Wal-Mart Community Grant.**

Example:

| | |
|--|-------------------|
| Your budget for the program | \$2,000.00 |
| Community grant received from Wal-Mart | <u>-1,000.00</u> |
| Net cost to the Lodge | <u>\$1,000.00</u> |
| | |
| Amount paid from Lodge funds | \$ 500.00 |
| Amount from Montana Masonic Foundation | <u>500.00</u> |
| Total | <u>\$1,000.00</u> |

If you have questions on this process contact the Grand Treasurer, Bruce Lahti at 454-3690 or blahti@jccscpa.com.

The preliminary design of this program is to approach a local school, usually elementary, and have the school library run a reading promotion program; the Masons will make bikes available as an incentive to the reading program. For each book a student reads they are allowed to put an entry slip in the drawing. Thus the more books a student reads the more entries that student will have.

A drawing is then held at the end of the term. The term is designated by the Lodge after discussion with the school representative, which is usually at least one quarter or semester. The bikes should be awarded with as much public attention to the program as possible, such as a school assembly that has parent attendance, and with media coverage. This brings awareness to the program and to the Lodge that sponsors it. The Masonic participation comes from donating the bikes, attending the drawing and award ceremony, and when possible by assisting in the reading of books to students in the lower grades. The program particulars are up to your Lodge and the school.

Example of how to calculate the Matching Grant:

| Matching Grant Eligibility | |
|--|---|
| Total Lodge budget for Bikes for Books (Bikes + Helmets = \$) | = |
| Less amount received from community grants | - |
| Matching Grant Fund Eligibility (from table to right) | = |



| Lodge Budget (Dollars Spent) | Montana Masonic Foundation Match |
|------------------------------|----------------------------------|
| \$100.00 | \$50.00 |
| \$250.00 | \$125.00 |
| \$500.00 | \$250.00 |
| \$750.00 | \$375.00 |
| \$1000.00 | \$500.00 |
| \$1500.00 | \$750.00 |
| \$2500.00 | \$750.00 |





BIKES FOR BOOKS 2009-2010
APPLICATION FOR MATCHING FUNDS



Lodge Name and Number _____

- 1. Number of bikes to be purchased _____
- 2. Cost of bikes to be purchased + \$ _____
- 3. Cost of helmets to be purchased + \$ _____
- 4. Total expected costs = \$ _____
- 5. Less in-kind contribution from vendors - \$ _____
- 6. Amount to be expended by Lodge on Bikes for Books** = \$ _____
- 7. Montana Masonic Foundation match:
50% of line above or \$750.00, whichever is less - \$ _____
- 8. Net contribution to Bikes for Books by Lodge** = \$ _____

Please make a check to the “**Montana Masonic Foundation**” for the amount on Line 8 and submit it with this request. Please allow one week for processing. Lodge check must be received by the Foundation and the combined matching check received by the Lodge prior to purchase of bikes. No request for matching funds will be processed after 15 May 2010.

Lodge Check to Montana Masonic Foundation Check Number: _____ Amount: _____

Please issue checks to the following vendors for bikes and helmets:

- _____ + \$ _____
- _____ + \$ _____
- _____ + \$ _____
- Total checks requested (should equal Line 6) = \$ _____

Mail to: Montana Masonic Foundation
Bikes for Books
PO Box 1158
Helena, MT 59624-1158