



MONTANA MASONIC FOUNDATION, INC.

(406) 442-2323 P.O. BOX 1692 HELENA, MT 59624-1692 USA

October 15, 2025

To: Public School Administrators, Educators, and/or Educational Assistants
From: Montana Masonic Foundation Educational Grant Program Committee

Sub: Educational Grant Program

To Whom It May Concern:

Please find enclosed a copy of the Montana Masonic Foundation's Educational Grant Program. The Montana Masonic Foundation's (MMF's) Educational Grant Program is designed to provide Teachers, Student Aides, and other educators in Montana's Public Schools an opportunity to apply for a grant to assist under-funded programs in the following areas: **Music, Drama, Science and Library**.

The MMF's Educational Grant Program is intended to help with needs in the above-named areas that are not typically addressed in district general budgets, or areas of student enhancement or learning that have suffered cut-backs, or are experiencing start-up concerns.

These grants are made possible by the Montana Masonic Foundation, Inc. which is a 501(c)(3) nonprofit, charitable organization. Included in its purpose is support to charitable, scientific, literary or educational purposes; dispensation of charity, both public and private; and the encouragement and promotion of free public education and schools through endowments, grants, scholarships, and fellowships.

At its core, the Montana Masonic Foundation is an organization created with gifts from generous people committed to local causes. For donors, the Foundation serves as a philanthropic advisor. For the community, the Foundation serves as a grant maker and a civic leader. Through the support of its donors, and members of the Freemason's fraternity, the Foundation has been able to address some of the community's most pressing needs, including hunger, housing and education.

If the grant request is selected, you will be notified and asked to arrange having one of the Directors of the Montana Masonic Foundation, and/or a member of a local Masonic Lodge available to present the grant award. You will also receive a notification if your request was not selected.

Your school giving publicity to the MMF is not a condition/pre-requisite to be selected for funding. If funded, however, the Montana Masonic Foundation may include information regarding its grant awards, including the amount and purpose of the grant, any photographs, your logo or trademark, or other information or materials about the school and this project, in the Montana Masonic Foundation's periodic public reports, newsletters, and news releases.

Usually our grant forms have gone out prior to October, and are available for application from October 1st through December 31st. This year, we are a bit late, and so are extending the grant period to January 15th. ***There will be no late applications accepted.***

We ask that you give us a good estimate of the number of classrooms or students who are helped by the grant. This is not a case of “more students means better likelihood of approval;” rather, we would like to understand how awards impact students at all levels – even one class or student at a time.

We also ask for your assistance with obtaining photos or recognition that may relate to us. Many schools have apps for parents and guardians where recognition for grants like ours may be found, but might not be shared in other publicly available places. Where and when appropriate, we would like to receive copies of whatever recognition from these grants is shared. → *This helps our donors see where the money goes, it gives visibility to the program which then encourages others to apply for grants, and it gives us an opportunity to see how wide our reach may be.*

Our Foundation usually meets at the end of January to decide upon awards.

In February and March, applicants are informed of results. Checks are usually distributed to board members or representatives to present to schools in April and May.

We are asking that grant requests be capped at \$1,500 this year. You may still apply for a larger amount, and you may apply for an area that is not library, science, music, or drama. However, our focus will be on \$1,500 or less, and those core areas. Other areas of applicability are new or start up programs, *or those that relate to Indian Education for All, alternative learning, special education, or other para-educator areas.*

Send completed applications or inquires to the following address:

Montana Masonic Foundation
Educational Grant Program
PO Box 1692
Helena, MT 59624-1692

Or send by e-mail to: grants@grandlodgemontana.org

Phone: (406) 442-2323 or (406) 442-7774

Submission Criteria

For the 2025-2026 year, applications must be received on or *prior to Jan 15, 2026*.

The request made of the Montana Masonic Foundation's Educational Grant Program for public schools will be based on the following information and criteria (use more sheets or attachments if needed):

(1) Basic Applicant Information:

School Name: _____

School Address: _____

Telephone: _____ City: _____ ZIP: _____

Principal Name and email address: _____

Which grades, class, or program get the grant: _____

Your name and phone number: _____

Your email address: _____

- Grants will not be awarded to schools without a complete address.

(2) Project Description and Grant Information

(Grant areas for consideration are School Music, Science, Drama and Library programs)

Which program area does your grant request fall under? _____

What is the specific amount of your request? _____

Please describe your proposed expenditure, including a budget and personal/program goals, including a method of reporting expenditure.

Briefly, outline who benefits from the requested donation. _____

Will this donation be matched with other funds or donation, and if so, how? _____

If you plan on recognizing the Montana Masonic Foundation for its support, where can we find a copy (such as school newsletter, Facebook, local paper, tv coverage, etc.)?

How many students does this apply to?: _____

(3) Award Presentation Information

Who receives the payment of grant funds (who is authorized agent to receive our checks):

Name: _____

Title: _____

Mailing Address: _____

Telephone Number: _____

(4) Certification of Grant Expenditure

Recipient will provide documentation verifying the grant expenditures (receipts, photos of items, etc.):

(5) Verification/ Signature Information

Your name & signature: _____

Signature of building principal: _____

Application completion date: _____

*** NOTIFICATION:** of your grant request as funded or not funded may take place in Feb-March (2026).

*** CHECKS:** are delivered typically April-May (2026).

The Montana Masonic Foundation Educational Grant Program reserves the right to not fund/deny a request, or honor a partial amount of the request, without stating any reasons.

Please send completed application to:

Montana Masonic Foundation
Educational Grant Program
PO Box 1692
Helena, MT 59624-1692

grants@grandlodgemontana.org

Office Phone 406-442-2323 (or 442-7774)