

# *Most Worshipful Union Grand Lodge*

## *Grant Writing Committee*

Post Office Box 52657, 410 Broad Street, Jacksonville, FL 32201

**Most Worshipful Walter Gulley, Jr.**

*Grand Master of the Most Worshipful Union Grand Lodge  
Jurisdiction of Florida, Belize, Central America, Incorporated,  
Prince Hall Affiliated*



### EVENT

Most Worshipful Union Grand Lodge Foundation Meeting of the Grant Writing Committee

**CALLED BY:** The Most Worshipful Grand Master-The Honorable Walter Gulley Jr

**LOCATION:** Conference Call via 605-475-4729 at 8:0 E.S.T. Access Code #486611

The meeting was scheduled to begin at 8:00PM Eastern Standard Time. Sister Kat Crowell-Grate signed in at 7:57pm, MWGM Walter Gulley was already online and so was Brother Brandon Cooper, Sister Harriet Bush signed on seconds after Sister Crowell; Brother Urso signed on at signed in at 7:58pm. MWGM Gulley informed the group that Sister Ross-Dilworth was having problems with her sick sister and that she needed to give her update first and to be excused from the rest of the meeting. While he was explaining Sister Ross-Dilworth came into the conference call at 8:00pm E.S.T.

Grand Master Gulley called the meeting to order at 8:01 pm, he led the group in prayer. Brother Cooper was asked to check on Brother McKenzie while we carry on with the call.

Sister Dilworth was asked to give her update at that time. She stated that she had reviewed the submission of the updates to the proposal that was submitted by Sister Crowell, and she had two concerns. Her first concern was that the areas of conflict needed to be revisited so that we could look at the areas that had been flagged before. She asked that we open the update submitted by Sister Crowell, and the one she submitted. She did a sample project description. She wanted to do a comparison of her updates against the update by Sister Crowell, specifically, threats to the project.

1. Sample project description she did not want to remind donors of previous issues to the second floor because it was not up to code. She suggested that we use general threats budget control, infrastructure risks, Fire Marshall, rather than leave the issues from the previous grants but keep threats general. GM informed us that all issues with the second floor had been resolved. It was suggested that that be removed as a threat. Do we want to go back as far as 2010 with renovations? Sister Crowell agreed that we should go

forward with general threats i.e. budget. Sister Dilworth did not know when the grant was written.

2. The Actual Time-line Use dates related to the funding from the grant we are working on. She suggests that we list previous renovations. Sister Crowell thought that what was submitted was the actual grant the committee had been working on to date; however, sister Ross-Dilworth let us know that the grant that she submitted had not been worked on by her previously. It is suggested that all information be made available to the committee so that we may be able to write correct. GM wanted to know if the grant money was outright or was it a grant where the organization had to match the funding.

Sister Crowell informed the committee that she only worked on the narrative and assumed that the grant was ready for submission except for critique. GM asked Sister Dilworth to make a list of items needed to complete the grant. He discussed a previous grant that had been received for \$25,000.00. It is difficult to follow along because the rest of the committee is not familiar with what was done in the Past. She wanted to know if the permitting would be necessary and if the project would need to bid on. She needed to know who would oversee the major elements. She asked that the information be forwarded to her to input in what she was doing. At that point Sister Crowell was confused because she thought the grant had been worked on to this point. It was discovered that we did not have access to the new application that needed to be submitted. Sister Bush stated that she submitted the password to us. Sister Ross-Dilworth asked Sister Bush if Sister Crowell could gain access to the new application to be submitted on June 1, 2019. Sister Bush said she sent a previous copy and not the document that was to be submitted on June 1, 2019.

GM let us know that we had gotten over \$350,000.00 for infrastructure. The total to be administered from the grant is \$500,000.00. On that grant 2010, Sister Crowell let the committee know that she only made changes to the narrative because she could not respond to previous issues and she requested the architecture report. Grand Master asked did Sister Ross-Dilworth receive an email from him. She received the feasibility report, but it did not provide all the information needed. She requested the items that she needed the new application to be pulled up. Sister Crowell requested that Sister Ross-Dilworth make a list of what she needed from the committee members and submit it to us. She stated that she would stay up late tonight and make that list and submit to us. GM asked what the deadline is for submission of the grant proposal. Sister Dilworth said that she would email the gentleman who oversees the grant to obtain the new document format. GM suggested that she wait until tomorrow and not stress out tonight.

Grand Master Gulley noted there was an error about the second floor being the floor where Judge Shaw's office was. Judge Shaw occupied the first floor. It needed to be changed to the first floor. Sister Dilworth stated she would make that correction immediately. GM spoke about a grant that was supposed to be completed in phases. Sis Bush was unsure. GM said the request for funding should not be a 4<sup>th</sup> phase grant. He asked that She connect to Tim Knot to be sure of what phase this grant should be completed in. Sister Bush stated she had information on her flash drive at work that would educate the new committee members to where we can be a part of the conversation. At this point, there is a three-way conversation. As of right now everything is over the head of the new members and we cannot respond accurately without the research data. Sister Crowell asked, where can the committee members find the information that they cannot respond to as to assist with the research process? Sister Bush stated she would access the flash drive and send the information to the committee the next day May 21, 2019.

Sister Bush interrupted and said that she went to dosgrants.gov. She wanted to know who to put on the application to be the contact person on the grant. Grand Master said if it is a Grand Lodge event it must have a male in charge. oversee the grant. They decided to put Brother Gerald McKenzie and discuss it again prior to submitting the proposal? Sister Ross-Dilworth was excused.

Sister Bush agreed to research information and pass the information on. Sister Crowell let the committee know that she would be unavailable on May 22, 2019.

The following participants was available on the conference answered the Call:

- Sister Harriett Bush.
- Sister Kat Crowell
- Brother Brandon Cooper
- Brother Walter Gulley Jr.
- Sister Juanita Ross-Dilworth
- Brother Gerald McKenzie excused
- Brother Jerry Urso

Grand Master

1. What can we do to get the funds without having to match the funds? Sister Crowell explained that there are ways to receive a waiver. He wanted us to pursue that avenue.

Grand Master did not address education tied to youth Space being available for various youth activities and the cost of that was \$100,000.00.

2. He needed to know if any of us were aware of grants available to support these improvements. Sister Crowell let him know that is covered under the CDBG Grant.
3. Sis Kat Crowell updated the committee on the CNN Hero nomination of our Most Worshipful Grand Master as a 2019 Hero.
4. Grand Master assigned Brother Urso and I to investigate speaking to the powers that be in Jacksonville to implement a plan to receive funding through the various funds given to the city and Jacksonville Masonic Lodge is the oldest African American Site for Blacks in the City. Brother Urso agreed to tap into his human resources in Jacksonville to assist us in the grant process and what is required to correct the idea that nothing has been done to assist our organization in the restoration of our Historical landmark in the City of Jacksonville.

MWGM Gulley typed a message to the District Deputies to ask them to cooperate with us in our endeavor to increase awareness about the Craft. He asked Sister Crowell to give him the email address to be distributed to the Department heads. Brother Cooper said that he would ensure that the metrics were put together in a way that would ensure that we are rated in the grant process to meet the criteria require by the various grantors.

Grand Master reiterated that Brother Leo Sims have documentation from 2018 community service reports, photos and video clips.

Grand Master asked us to put together functional plans and present a progress report to the face to face meeting schedule in Tallahassee Florida the first Saturday in June. MWGM said that he would get the location of the meeting together and send it to us via email. The meeting is set for 10:00am.

**DISCUSSION:** There was much discussion about the need for information to be in a central location for easy access to all foundation committee members. Brother Cooper suggested a Google Drive. Sister Crowell suggested in the meantime that we use Dropbox. We were going back and forth from one subject to the other.

MWGM wanted to know what he needed to do for the CNN Grant. Sister Crowell informed him that he needed to schedule some interviews to be able to list on the website for the review. She informed the committee that the most important person in any grant writing process is the Website administrator because most donors are looking at websites for documentation. Brother Cooper said that he was working diligently to get the website updated. The Foundation Grant Writing Team must be able to document these things and present them to the public for requests for funding. Masonic Lodges are vital to the success of our communities and that our lodges are making a big difference in our communities. We need to be able to function on a wider scale because most of our lodges are in the heart of the low-income districts of the community. Our buildings should be able to be used as shelters, FEMA donation hubs in the communities where the services are most needed.

Committee Formation & Membership-Sub-committee teams were formed to work on various components of the documentation and research to be able to bring it all together at our June

The responsibilities of the Grant Writing Committee are to perform the work required to plan, form, and sustain the Foundation through Funding and Public Relations.

This Committee meeting was be presided over by Grand Master Walter Gulley Jr. representing the Foundation's interests in reformation of this committee.

Brother Jerry Urso was asked by Grand Master Gulley to work with Sister K. Crowell to get in touch with Brother Johnny McCray to find out who rented the building and for what purpose they used it for. He asked him to get in touch with the Clara White Director to get pictures and any other items that we may be able to use to substantiate what we are doing and get back in touch with him within the week. Barber cut hair of boys in the community to assist with the foundation receiving a waiver. Brother Urso asked Grand Master to intervene and assist us in receiving documents from the female and male department heads. Grandmaster wanted to know if we had requested the information, we answered GM asked yes. He wanted to know if the request was sent to him Sister Crowell reassured GM that everything submitted was cc to him. Grand master said everything that we submit should be sent to the Grand Worthy Matron first and she submit to Sister Campbell. Meanwhile, he asked Brother Cooper how he was doing on the website. The website needs a great deal of work to show outreach to the community. Again, Brother Cooper states he is putting something together, but he is researching a donor database program that would allow him to upgrade the foundation website, but we need to have a central location as to where things are located. Brother Cooper stated, It needs to store previous grants and documents for us to be able to access the data. All committee members need to have access to the data to be able to respond appropriately and not have to wait should one or more members of the team are out. He said we need to have a realistic picture of what we are doing to cover the overlap. GM said that foundation had not been functional prior to his tenure. We are not on a different course now and attempting to accelerate the pace from just the grant writing side.

Sister Crowell let the committee know that Patricia Stafford had all districts put together video scrapbook to present at Grand Session and workshops. We need access to reporting

documentation for what transpired after the grants were received. We need to have more prompt responses from the committee members to be able to move forward since we are all in different locations. Sister Crowell requested that everything be sent to the mwuglfcsr@gmail.com.

The meeting was closed with a prayer.

Next Steps: Complete the Grant that is due June 1, 2019. Everyone please look above and see what is required of them for presentation at the face-to-face meeting Brother Otis Cooper should be contacted because he is the Community Services person by Brother Urso. He needs to get the information from him.

Collaboration letters from various businesses,

NEXT MEETING First Saturday in June 2019, Tallahassee Florida

Respectfully submitted

Chairman Brother Gerald McKenzie

CC: Committee Members

Try typing here. Let me know if it still doesn't work for you.

Thanks,