

BRANDON ELKS LODGE #2383

NEW GRANT INFORMATION SHEET

PURPOSE OF THIS PACKAGE

- I. Introduction to Grant Types
- II. Grant Application Requirements and Process
- III. Using the grant
- IV. Grant Reporting requirements

Grants from the Elks National Foundation are not simply monies to be handed out to community organizations. Grants require involvement by Elks' members in achieving the purpose of the grant.

The grant process is simple, detailed, and specific.

See Introduction to Grant Types below.

Or visit <https://www.elks.org/cip/default.cfm?m=enf>

Feel free to contact the lodge Exalted Ruler and Grants Administrator and share your idea for a project.

I. Introduction to Grant Types

Grants are administered by the Elks National Foundation (ENF).

The mission of the Elks National Foundation is to help Elks build stronger communities. We fulfill this pledge by investing in communities where Elks live and work. We help youth develop lifelong skills, send students to college, meet the needs of today's veterans, support the charitable work of the state Elks associations, and fund projects that improve the quality of life in local Elks communities.

Beacon Grants Lead an active, charitable project.

Gratitude Grants Support local, charitable activities.

Spotlight Grants Shine a light on important community issues.

Impact Grants Run a large-scale community service project.

Freedom Grants Meet the needs of today's veterans and military members.

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II. Grant Application Requirements and Process

The Grant Administrator will provide you with a package. In the package are forms for your member information, describe the purpose of the grant, describe how you will accomplish the grant, and reporting requirements of the grant.

Once you have defined your plan for the project, the plan must be submitted to the Exalted Ruler for review and approval. The Exalted Ruler will review the project. The Exalted Ruler will advise the member elk submitting the project whether it is approved for submission to ENF or denied. If approved, submit a copy to the Grants Administrator.

The Grants Administrator will review your submission to assure all information is complete and can be submitted. The Grants Administrator will submit the grant application to ENF. The member elk requesting the grant will be the second Point of Contact (POC) on the submitted application. Information required is:

- Member Name
- Phone
- Email
- Address
- Elk's member number

The Grants Administrator will be notified if the grant is awarded or denied. The member elks and the Exalted Ruler will be notified by the Grants Administrator.

III. Using the Grant

If awarded, a check for the grant amount will be forwarded to the lodge. The lodge Treasurer will accept the check and deposit it into the appropriate account.

The member elk requesting the grant will, along with fellow elks, work to complete the grant's purpose.

All grant expenditures (paid invoices) will be submitted to the Lodge Treasurer for reimbursement. Upon completion, a copy of each invoice must be submitted to the Grants Administrator as well as other documentation (see below).

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IV. Grant Reporting Requirements

Once the grant activity is completed, documentation must be submitted to the ENF by the Grants Administrator. Documentation should include the following:

- A narrative of what was accomplished
- Pictures of Elks members showing the involvement in the activity.
- Copy of all receipts for grant related expenses.
- Documentation from the organization recognizing the contribution made. (Should be on the organization's letterhead and from an officer of the organization.)

Once submitted to the Grants Administrator, the ENF will confirm receipt and acceptance of the documentation as complete.

Should the documentation be insufficient, the Lodge will be required to return then grant funds received from Lodge funds.

Future eligibility for the grant may also be affected.

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GRANT TRACKING WORKSHEET

Name of Grant _____ Date _____

<u>COMPLETED BY INITIALS</u>	<u>ACTIVITY</u>	<u>DATE</u>																		
	Complete application or intention letter. (These are your elevator pitches)																			
	Submit application to ENF																			
	ENF Application confirmation																			
	ENF grant awarded or denied																			
	Notify ER and POC of determination																			
	Complete Project Submit Completion Documentation <table border="1" style="margin-left: 40px;"> <thead> <tr> <th><u>COMPLETED BY INITIALS</u></th> <th><u>ITEM</u></th> <th><u>DATE</u></th> </tr> </thead> <tbody> <tr> <td></td> <td>Narrative</td> <td></td> </tr> <tr> <td></td> <td>Pictures</td> <td></td> </tr> <tr> <td></td> <td>Detailed expenses</td> <td></td> </tr> <tr> <td></td> <td>Community Organization Confirmation Letter</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	<u>COMPLETED BY INITIALS</u>	<u>ITEM</u>	<u>DATE</u>		Narrative			Pictures			Detailed expenses			Community Organization Confirmation Letter					
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