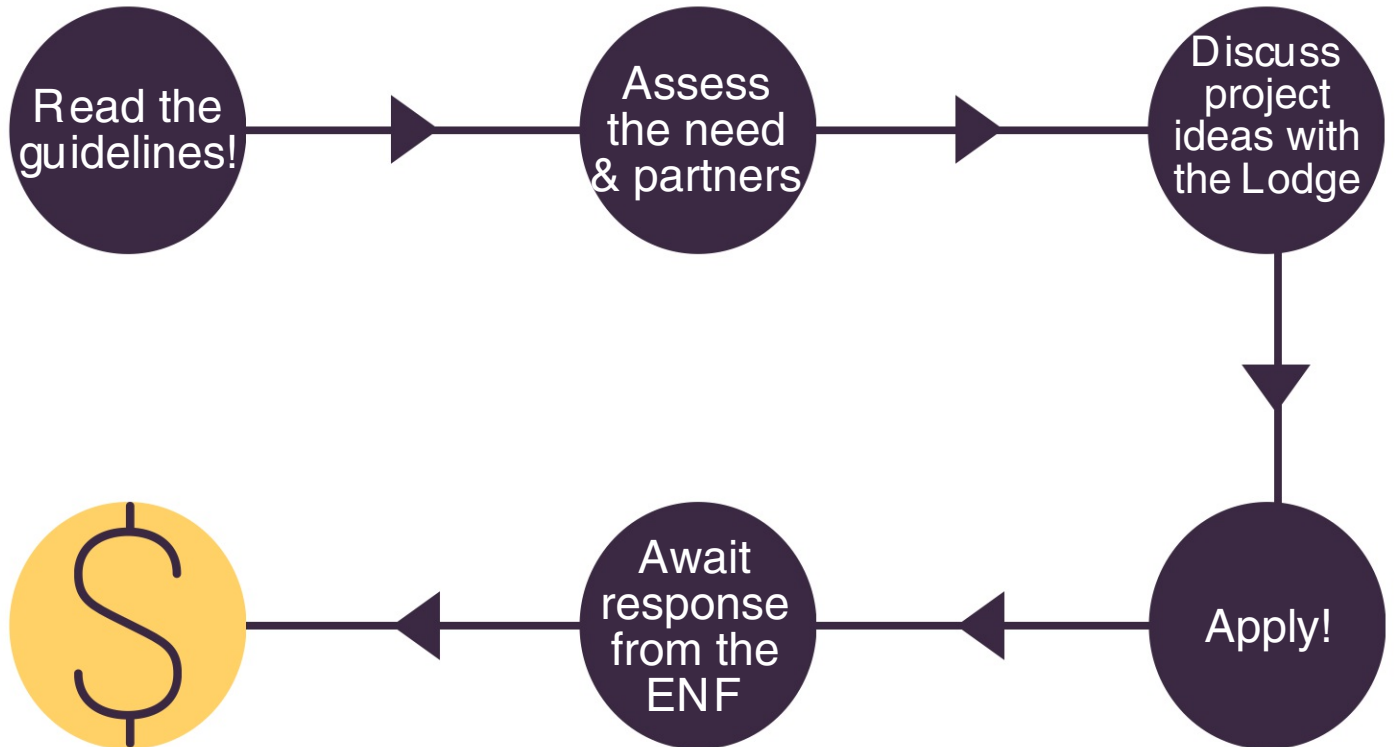


Beacon Grant Breakdown

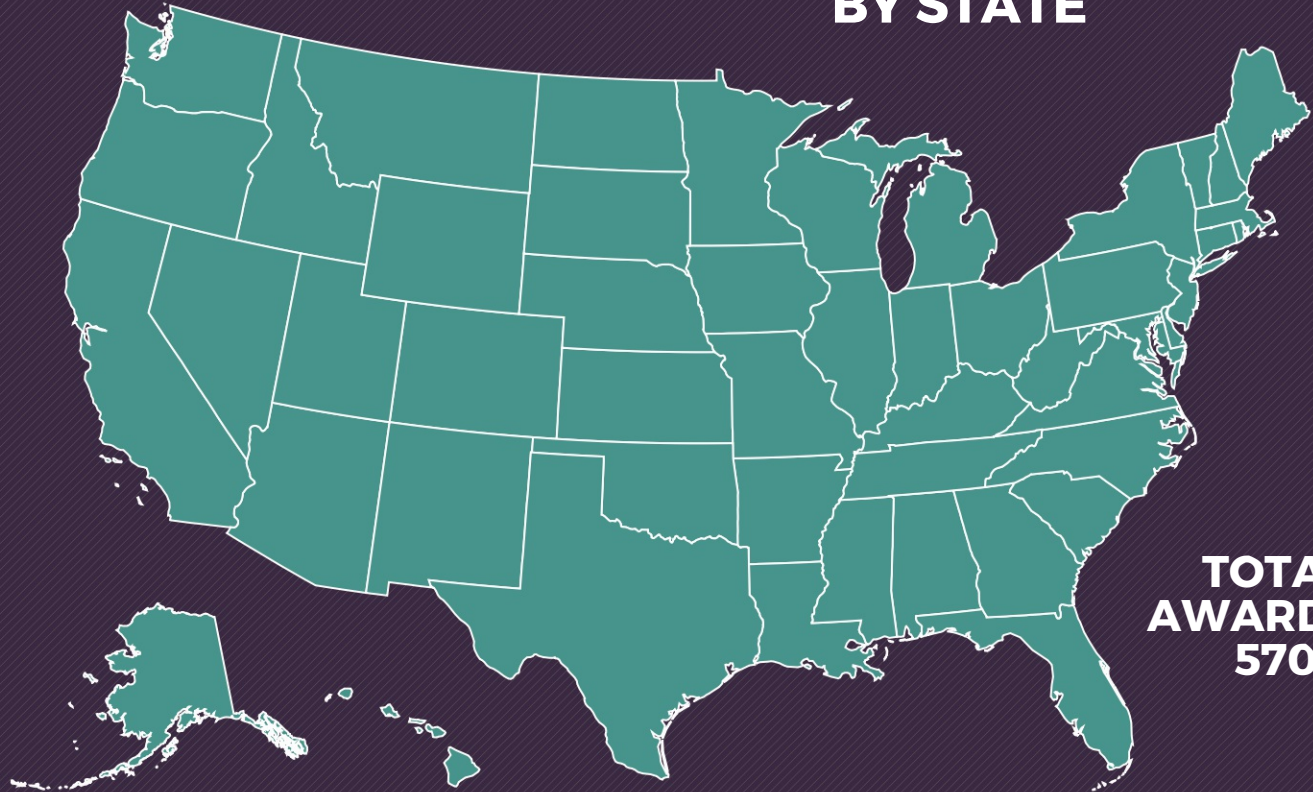


Application Process

The life cycle of a Beacon Grant.



2017 BEACON GRANTS AWARDED BY STATE



**TOTAL
AWARDED:
570**

**Check your state or Lodge's status at
enf.elks.org/Participation**

Guidelines

Five basic guidelines.



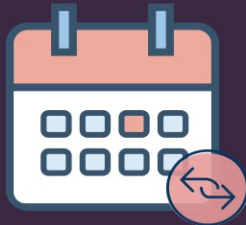
New

- This should be the first time the Lodge is taking part in the project
- If it's not new, it must be expanded
- Expansion: additional events, other times of the year, added component



Ongoing

- Once started it should be repeatable
- Weekly, monthly, quarterly, or annual basis
- Funds should be used in the same manner every year



Elk-led

- Hands-on Elk involvement
- Be in charge of the grant funds
- Handle all project details



Active

- Actively serve the community
- Not just a donation of funds or supplies
- Focus on a single community need



Charitable

All CIP grants must be focused on helping those in need, and addressing local issues. The project cannot benefit only the Lodge or Lodge members.

Relieve the poor, distressed or underprivileged.

Advance education and combat juvenile delinquency.

Lessen neighborhood tensions and eliminate prejudice and discrimination.

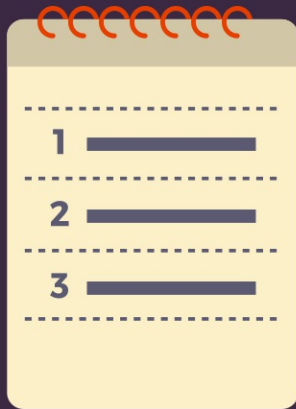
Lessen the burdens of government.

PROJECT IDEAS



-  Healthy cooking classes for local students.
-  Welcome-Home Kits for Veterans transitioning into stable housing.
-  Year-round food baskets for people experiencing poverty.

PLAN INTO ACTION



-  Talk to local community partners.
-  Put the Lodge's personal touch on it.
-  Reach out to Elks scholars and local youth groups for volunteers.

CIP TIPS

ask



Ask volunteers early & often.



Take photos!



Get feedback from those you are serving and volunteers.

How to apply.

Only the Lodge Secretary or Grants Coordinator can access the application.

For details regarding how to become a Grants Coordinator visit enf.elks.org/grantscoordinator.

Go to enf.elks.org/cip then, select the Beacon Grant. Scroll to the bottom of the page and select proceed to application.



What now?

You may receive a follow-up email

With Beacon Grants, it is very common to receive an email in the days following your grant submission asking for more information or clarification.

Update & Resubmit

If you receive an email like this, just add the requested information or adjustments and resubmit.

Grant Funds

Once approved, we'll send the a check to the Lodge address as soon as possible. Usually within two weeks of approval.



FINAL REPORT FORMS



Elks
National
Foundation, Inc.

COMMUNITY INVESTMENTS PROGRAM 2016-17 BEACON GRANT FINAL REPORT FORM

ENF OFFICE USE: Date Rec'd

Directions: To be eligible for future grants, Lodges must complete and mail this form along with copies of itemized receipts for all grant expenses to the Elks National Foundation no later than **August 31, 2017**. All sections of this two-page form must be completed. If you prefer to type this report, download an editable pdf at enf.elks.org/BeaconGrant.

Keep a copy of the completed form and copies of receipts for your Lodge records. Mail completed form with itemized receipts to: Elks National Foundation, Attn: Programs Department, 2750 N. Lakeview Ave., Chicago, IL, 60614-2256. For more information, email LodgeGrants@elks.org or call 773/755-4730.

LODGE INFORMATION

Lodge Name _____ State _____ Lodge No. _____

PROJECT MANAGER CONTACT INFORMATION (Please note any changes)

Name _____ Phone Number _____

Email Address _____ Phone Number(2) _____

GRANT PROJECT DETAILS

Date(s) of Use _____ Number of Elks Involved _____

Total number of youth served _____ Total number of veterans served _____ Total number of people served _____

Number of Elks hours spent _____ Total Dollars Spent _____

EXPENSES

Directions: List descriptions and amount of reasonable expenses (copies of receipts must be attached) up to \$2,000 for the grant project. Only pre-approved grant-related receipts will be allowed. **Receipts must be itemized.** Examples include store receipts, purchase orders, invoices, etc. Lodge vouchers and check copies written to members do not qualify.

We reserve the right to seek reimbursement from the Lodge if the expense does not coincide with the approved budget and objective of the grant. If the Lodge has funds remaining after the project, contact the CP Office. Lodges may not donate remaining grant funds.

Date	Description	Total
Grand Total		

PUBLICITY

1. Did the Lodge receive any publicity? Yes (If yes, please attach materials or email link to LodgeGrants@elks.org) No
2. Did the Lodge use social media to publicize the grant project? Facebook Twitter Instagram Other No
3. Did the Lodge gain any members because of the project? Yes (if yes, how many? _____) No
4. Did the Lodge take photos? Please attach photos via CD or flash drive. Or, email photos to LodgeGrants@elks.org.

Photos, newspaper coverage, or promotional materials submitted may be used for Lodge highlights in ENF publications or online. By including photographs, the Lodge certifies that it has the permission of the subjects to use and reproduce their name and/or likeness and to create the same for any and all purposes reasonably related to the conduct and promotion of the Elks National Foundation.

2750 N. Lakeview Ave. | Chicago, IL 60614-2256 | 773/755-4730 | LodgeGrants@elks.org | elks.org/cp



Once the project is completed, fill out the Final Report Form that was included with your Lodge's grant check.



Fill out every section and sign & date the second page.



Include itemized receipts for all funds used.



Email photos to LodgeGrants@elks.org.



Mail completed form and all receipts to the address listed on the form.

Attn: Programs Department
2750 N. Lakeview Avenue
Chicago, IL 60614

Questions?

Contact the CIP!



LodgeGrants@elks.org



773/755-4730

