



**Aspen Elks Lodge, #224
Benevolent and Protective Order of Elks
Request for Funding**

CIVIC DONATIONS – OVERVIEW

- Open only to requesting agencies and individuals from Aspen to Basalt. Possible exceptions are agencies that provide services in Aspen/Basalt as well as other areas.

Categories for Funding

- Veterans, Youth, Seniors, Americanism, Community projects
 - In most cases, Youth project funding requests will be forwarded to the Lodge Youth Activities committee for consideration and recommendations.
- Funding is not available for personal development, trips, or for requests already considered in other budget areas for the Lodge. (Scholarship for example)

Evaluation Criteria

When developing proposals, please address the following criteria, which the Board of Directors will use to review applications:

Purpose/Objectives of the Project:

- Why is the grant needed? How will it affect our areas of interest? Who will be served?

Program Description and Activities:

- How do the project activities and project objectives relate to the mission of the B.P.O.E.?

Program Evaluation:

- Are there plans for evaluating and reporting back on the success of the funding if granted?

Budget:

- Is it relevant to the request, reasonable and sufficiently detailed?
- What other agencies or individuals are also funding this request?
- Are there opportunities for partnered funding?
- If we do not grant this request, what will happen?

Overall Assessment:

- Does the project meet a special, specific need?

Additional Guidelines

1. Please also read through these procedures & considerations before starting your application:
2. The Lodge reserves the right to publicize all grant programs.
3. Funds cannot be allocated toward personal honorariums for the applicant or personal development.
4. Proposals will not be funded for expansion and/or maintenance of previous grants.
5. We will not fund out of area requests.
6. Requests must be submitted to the Lodge Secretary no later than the 15th of the month for consideration at the Board of Directors' meeting the first Wednesday of each month.
7. Attach budget for project, non-profit, or other financial information that will assist the Board in making an informed decision on the request.
8. Submittal of application does not guarantee funding. The Lodge may fund all, part or none of the request.
9. Please complete and return by mail or in person to: Aspen Elks Lodge #224, 510 E. Hyman, Aspen, CO 81611 **OR** by email to: beth@aspenelks.org to the attention of Mike Haman, Trustee, and please note "Civic Donation Request" in the subject line.

Please Note: We recommend that you compose the body of your application in a document such as MS Word so the request can be circulated to the Board prior to the meeting.

Requesting Agency: _____

Contact Person: _____

Contact information – Phone: _____

Email: _____

Mailing Address for Check: _____

Project Specifics – add additional attachments and pages as needed. Please address the questions raised above.

Funds Requested \$ _____

Detailed Description of Purpose & Objectives:

Schedule – date funding needed, time for implementation, etc.:
