



Elks National Foundation Gratitude Grant Final Report Form 2011-12

ENF OFFICE USE ONLY
State&No.:
Date Rec'd:
Signed:

Lodge Name:	Lodge No.:
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We have approved your Lodge's Gratitude Grant and issued a check to cover expenses. Remember, these grant funds must be used toward the approved event or donation. If the Lodge has any questions about use of the funds, contact the ENF Programs Department.

Directions: Complete and return this form, along with copies of all grant-related receipts for expenses, to the Elks National Foundation no later than **August 31, 2012**. All sections of this two-page form must be completed.

Lodges that do not complete this form and return it, with receipts, will not be eligible for future grants.

Photos, newspaper coverage, or promotional materials submitted may be used for Lodge highlights in ENF publications or online. Send completed forms to **Elks National Foundation, 2750 N. Lakeview Ave., Chicago, IL, 60614-2256**. For more information, contact the Programs Department, ENFPrograms@elks.org or 773/755-4730.

Contact Information <i>(Please note any changes)</i>	
Name:	Phone Number:
Address:	Phone Number (2):
City, State, Zip:	Email Address:

Grant Logistics:	
Date of Use:	Event/Donation type: <type>
Number of Elks involved:	Number of Elks hours spent:
Number of youth attending:	Total number of people attending:
Organization partnered with (if any):	Total Dollars Spent:

Event Description: Please describe how your grant was used.

Planning and Activities: How were Elks involved in activities?

Feedback and Evaluation

What were the event's successes?

How did the Gratitude Grant benefit your Lodge?

Expenses

Directions: List descriptions and amount of reasonable related expenses (copies of receipts must be attached) up to \$2,000 for the event or donation. Only pre-approved grant-related receipts will be allowed. Receipt examples include store receipts, purchase orders, copies of checks, and receipt letters with the dollar amount from partner organizations. If you have questions, contact the ENF Programs Department by email at *ENFPrograms@elks.org*. We reserve the right to seek reimbursement from the Lodge if the expenses do not coincide with the objective of the grant. **Be sure to sign and date the "Required Signatures" section below.**

A grant check was mailed to the Lodge address below upon approval. Please account for those funds in the budget below.

Lodge Name:

Address:

Date:	Description:	Total:
Grand Total:		

Required Signatures:

Lodge Contact(s):

I hereby certify that the above claim is correct and legally chargeable to the Elks National Foundation.

Signature: _____
(Lodge Secretary)

Date: _____

Signature: _____
(Exalted Ruler)

Date: _____

ENF Office:

Signature: _____
(Final Report approved): (Programs Associate)

Date: _____

Signature: _____
(Final Report approved): (Assistant Director)

Date: _____