

Elks National Foundation Community Investments Program 2012-13 Gratitude Grant Final Report Form

ENF	OFFICE
USE	ONLY

State&No.:

Date Rec'd:

Signed:

Lodge Name:	Lodge No.:

We have approved your Lodge's Gratitude Grant project)s) and issued a check in the amount of **\$2000** to cover expenses. Remember, these grant funds must be used toward the approved Gratitude Grant project(s). If the Lodge has funds remaining after the project(s), contact the ENF Programs Department. <u>Directions:</u> Complete and return this form, along with copies of all grant-related receipts for expenses, to the Elks National Foundation no later than <u>August 31, 2013</u>. 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. If sending photos, please include captions! They help us tell your Lodge's story. Send completed forms to **Elks National Foundation, 2750 N. Lakeview Ave., Chicago, IL, 60614-2256**. For more information, contact the Programs Department at *ENFPrograms@elks.org* or 773/755-4730.

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

Grant Logistics:		
Date of Use:	Activity 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:	

Project Description: Please describe how your grant was used.

Planning and Activities: Were Elks involved in the grant activities? If so, how? The Gratitude Grant is a great opportunity for your Lodge to get involved in the community.

Feedback and Evaluation

What were the project's successes?

How did the grant benefit your Lodge? Did the Lodge receive any publicity?

Expenses

A grant check in the amount of \$2000 was enclosed with the approval letter.

Directions: List descriptions and amount of reasonable related expenses (copies of receipts must be attached) up to \$2,000 for the grant activity. 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 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.**

Date:	Description:		Total:
		Grand Total:	

Required Signatures:	
Lodge Contact(s):	
I hereby certify that the above claim is correct and leg	gally chargeable to the Elks National Foundation.
Signature:	Date:
(Lodge Secretary)	
Signature:	Date:
(Exalted Ruler)	
ENF Office:	
Signature:	Date:
(Approved): (Programs Assistant)	
Signature:	_ Date:
(Approved): (Programs Associate)	