

Elks COMMUNITY INVESTMENTS PROGRAM Date Rec'd: National Foundation, Inc. 2014-15 GRATITUDE GRANT FINAL REPORT FORM

Directions: 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, 2015</u>. All sections of this two-page form must be completed. If you prefer to type this report, you may download a copy of this form at *www.elks.org/enf/community/GratitudeGrants.cfm*. Lodges that do not comply will not be eligible for *future grants*.

We have approved your Lodge's Gratitude Grant project and issued a grant check to cover expenses. Remember, these grant funds must be used toward the approved Gratitude Grant project. If the Lodge has funds remaining after the project, contact the ENF Programs Department. Lodges may not donate remaining grant funds to the ENF.

Copy the completed form for your Lodge records. Mail 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. **LODGE INFORMATION**

Lodge Name_____Lodge No._____ PROJECT MANAGER CONTACT INFORMATION (Please note any changes) Name______Phone Number______ Email Address______Phone Number(2)______ GRANT PROJECT LOGISTICS Date of Use______Total Dollars Spent______ Number of Elks involved______Number of Elks hours spent_______ Total number of youth served_______Total number of people served_______

EXPENSES

A grant check was mailed to the Lodge along 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 project.

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. We reserve the right to seek reimbursement from the Lodge if the expenses do not coincide with the objective of the grant.

Date	Description	Total
	Grand Total	

PUBLICITY

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 circulate the same for any and all purposes reasonably related to the conduct and promotion of the Elks National Foundation. Please include captions with photos.

Did the Lodge receive any publicity? \Box Yes (If yes, please attach materials.)	🛛 No
Please check the materials that are attached.	

Newspaper article
 Newsletter article
 Thank you/ Acknowledgement
 Digital Photos were emailed to ENFPrograms@elks.org

Other materials

State&No.:	
Date Rec'd:	

2750 N. Lakeview Ave. | Chicago, IL 60614-2256 | 773/755-4730 | ENFPrograms@elks.org | www.elks.org/enf/community

Please describe your Lodge's grant project.

PLANNING AND ACTIVITIES

Please explain how Elks were involved.

FEEDBACK AND EVALUATION

How did the project serve the community? What local need was met? If possible, please provide feedback from the community members the project served. (This may include attachments.)

What were the project's successes?

How did the Lodge react to the project? Did the Lodge gain any members because of the project?

REQUIRE	D SIGNATURES	
Sign and d Lodge Con	ate below to verify that the information provided is correct.	
-	tify that the above claim is correct and legally chargeable to the E	Elks National Foundation.
Signature:		_ Date:
-	Project Manager	
Signature:		_ Date:

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