



Elks  
National  
Foundation, Inc.

## COMMUNITY INVESTMENTS PROGRAM 2014-15 PROMISE GRANT FINAL REPORT FORM

### ENF OFFICE USE

State&No.:

Date Rec'd:

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, 2015**. 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/enflcommunity/PromiseGrants.cfm](http://www.elks.org/enflcommunity/PromiseGrants.cfm). **Lodges that do not comply will not be eligible for future grants.**

We have approved your Lodge's Promise Grant project and issued a grant check to cover expenses. Remember, these grant funds must be used toward the approved Promise 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](mailto: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? ☐ Yes (If yes, please attach materials.) ☐ No

Please check the materials that are attached.

- ☐ Newspaper article ☐ Newsletter article ☐ Thank you/ Acknowledgement ☐ Other materials  
☐ Photos ☐ Digital Photos were emailed to [ENFPrograms@elks.org](mailto:ENFPrograms@elks.org)

## PROJECT DESCRIPTION

Please describe your Lodge's youth activity.

## PLANNING AND ACTIVITIES

Please explain how Elks were involved.

## FEEDBACK AND EVALUATION

How did the project serve youth in 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?

## REQUIRED SIGNATURES

**Sign and date below to verify that the information provided is correct.**

**Lodge Contact(s):**

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Project Manager

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Exalted Ruler (If the same as Project Manager, Secretary should sign.)