



Elks
National
Foundation, Inc.

COMMUNITY INVESTMENTS PROGRAM



2016-17
LODGE GRANTS
FIELD GUIDE

CIP FIELD GUIDE

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A field guide to strengthening your community.

Whether it's your Lodge's first time applying or Community Investments Program grants are already a major part of your Lodge year, this booklet contains everything your Lodge needs to know about CIP grants.

Each year, Lodges can apply for up to five CIP grants—that's up to \$19,000 in funding for qualifying charitable projects! We encourage you to read CIP Grant Basics on page 2 to get started.

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Learn these basic rules of the road before your Lodge starts applying for CIP grants. These guidelines apply to **ALL** CIP grant opportunities.

Grants should follow IRS-defined charitable categories:

- Relieve the poor, distressed or underprivileged
- Advance education, but not through scholarships
- Lessen the burdens of government
- Combat juvenile delinquency
- Eliminate prejudice and discrimination
- Lessen neighborhood tensions

Remember: Projects with active Elk involvement are best!

Grants may not be used for:

- Fundraisers
- General community events
- Poster and/or essay contests
- The benefit of Lodge members and their families
- State Major Projects/national Elks programs
- Scholarships
- Youth awards nights
- Appreciation dinners
- Lodge maintenance and/or repairs
- Hoop Shoot or Soccer Shoot

Budget Guideline: Grant funds must be focused on project essentials and serving people in need. Only 10 percent of the grant budget can be allotted to fundamental expenses like promotion or publicity. Examples include, but are not limited to, t-shirts, paid advertisements in the newspaper, and/or other nonessential merchandise.

CIP WEB GUIDE

The CIP webpages are home to grant applications, guidelines, examples and resources. Anyone can access these webpages, but only the Lodge Secretary or a Lodge Grants Coordinator can access the online application.

For instructions on appointing a Grants Coordinator, visit enf.elks.org/GrantsCoordinator.

Visit: elks.org/cip



Click on the grant your Lodge wishes to apply for—each link contains the following:

- Comprehensive grant requirements
- Fliers, guides and FAQs
- The application link

Online Application Tips



- 1) The budget section cannot include any symbols. Do not enter the dollar sign (\$).
- 2) If you are in one application and would like to access another, log out of elks.org and log back in to switch between applications.
- 3) Always save your applications in a document outside of the website in case there are technical difficulties.



CIP Program
Toolkit

A step-by-step guide to developing a charitable grant project



Frequently Asked
Questions

Answers to frequently asked questions regarding the grant process



Calendar

Printable calendar of important grant deadlines



News Release
Generator

Tool to generate a professional news release to share with local media



Final Report
Forms

Links to all CIP grant Final Report Forms and tips for reporting



Webinars

Archive of recordings for all CIP webinars



CIP Participation
Report

Report that tracks grant use of all Lodges



Lodge Grants
Beginners Guide

Guide for Lodges that are new to the grant process

GRATITUDE GRANTS

Instagrants are an instant road map to creating a successful grant project. Check out this idea for the Gratitude Grant.

Back Pack Buddies: Children from food-insecure households depend on the meal programs at school. Elks are helping children at risk of hunger by providing food to take home on weekends.

How to get started:

Contact school personnel to schedule a meeting with the principal and assess needs.

Make it a success:

A dependable group of volunteers is essential. Consider working with youth groups or a high school club.

How to make it your own:

Consider providing school supplies, toiletries, or even adding additional food for younger siblings in the weekly back packs.



Watch!



2015 CIP Volunteer of the Year Jeff Mitchell of Bradenton, Fla., Lodge No. 1511 runs a large-scale back pack program at his Lodge. Watch him in action! Visit enf.elks.org/VOTY15

— Meet local needs —

Overview

Available to Lodges that meet the GER's per-capita goal for giving to the ENF. This is the only grant tied to this goal.

Amount

\$2,000 - \$2,500

Per-Capita

Lodges that meet the per-capita goal are eligible for a \$2,000 grant. For 2016-17 grants, every Lodge in which more than 15 percent of its members donated \$10 or more to the ENF in 2015-16 will be eligible for a bonus of \$500.

Flexibility

May be used for multiple charitable projects. Applications must be submitted before the project takes place. Although donations to a charitable community organization qualify, we encourage Lodges to use the grant in an active way. Expect follow-up if your Lodge applies to use this grant as a straight donation.

Dates

July 1, 2016 Applications for 2016-17 become available to qualifying Lodges on a rolling basis.

May 31, 2017 Application deadline.

July 31, 2017 Project must be complete.

For more information about the Gratitude Grant, including application questions, printable fliers and more, visit:

enf.elks.org/GratitudeGrant

BEACON GRANTS

Instagrants are an instant road map to creating a successful grant project. Check out this idea for the Beacon Grant.

Welcome Home: Help provide veterans experiencing homelessness and veterans living in transitional housing with much-needed supplies.

How to get started:

Reach out to local organizations that help veterans experiencing homelessness such as the V.A., shelters or transitional housing facilities.

Make it active:

Identify, shop, package and deliver items as needed. Be ready and available to help throughout the year.

How to make it your own:

Add a monthly dinner or check-ins to help with household repairs.



Watch!



Every night, an estimated 50,000 veterans are living on the streets. They all shared a common pledge: to support and defend this country. Their service is done. Now, it's the Elks' turn to serve. Visit enf.elks.org/VetsMedia to hear their stories.

— Ongoing charitable activities —

Overview

An opportunity to develop a new, ongoing, Elks-led charitable project that the Lodge will be known for.

Amount

\$2,000

Requirements

New: Lodges applying for the first time need to establish a new charitable project. If your Lodge received a Beacon Grant in the past, the 2016-17 grant should be used to continue the same project.

Ongoing: The Lodge should be committed to continuing the project on a weekly, monthly, quarterly or annual basis.

Elks-led: Projects require hands-on Elk involvement. The Lodge should be in charge of the grant funds and project details.

Activity: Project must be active and focus on a single community need. The grant cannot be used for a donation of funds or supplies. Elk involvement must be directly related to the use of funds.

Dates

July 1, 2016 Applications for 2016-17 become available online.

March 31, 2017 Application deadline.

July 31, 2017 Project must be complete.

For more information about the Beacon Grant, including application questions, printable fliers and more, visit:

enf.elks.org/BeaconGrant

P R O M I S E G R A N T S

Build-a-Grant: Follow these steps to create a perfect Promise Grant for your Lodge. Then, check out some project examples.

Step 1: Choose a need to fulfill

It is often helpful to work with a local partner organization to identify a need for the youth in your community. For example, the Lodge could focus on education, youth living in poverty, healthy lifestyle choices, or youth with disabilities.

Step 2: Select an activity

Examples might include art classes, creating a recreational sports league, reading programs, mentorships, group outings to local attractions, or dances. What active event would most help the population of youth in need you wish to serve?

Step 3: Make it your own

Be sure to consider the interests of your Lodge! What skills or talents does your Lodge membership bring to the table? What kinds of activities are missing for youth in your community, or are not accessible to everyone?



Petaluma, Calif., Lodge No. 901

partnered with a local elementary school and Boy Scout troop on a service project for veterans living in transitional housing. The youth put on a play for the veterans, and the Scouts cooked and served a meal at the event.

Oak Ridge, Tenn., Lodge No. 1684

helped run STEAM camp field trips for Girls Inc. The two week camps gave girls the opportunity to dive into activities around science, technology, engineering, art and math. Lodge members helped plan and chaperone the field trips.



— Activities for youth —

Overview

Available to first 500 Lodges that apply to create and hold eligible, charitable youth projects.

Amount

\$2,500

Requirements

Must be **activities** in which Elks and youth have direct interaction.

Projects cannot be donations.

The grant can be used to run multiple activities.

We encourage Lodges to hold events that focus on serving underprivileged or at-risk youth.

Dates

July 1, 2016 Applications for 2016-17 become available online.

Applications awarded on a first-come, first-served basis.

July 31, 2017 Project must be complete.

For more information about the Promise Grant, including application questions, printable fliers and more, visit:

enf.elks.org/PromiseGrant

FREEDOM GRANTS

Freedom Grants are competitive. Only the 180 strongest projects will be funded. Below are examples of Freedom Grant projects for inspiration.

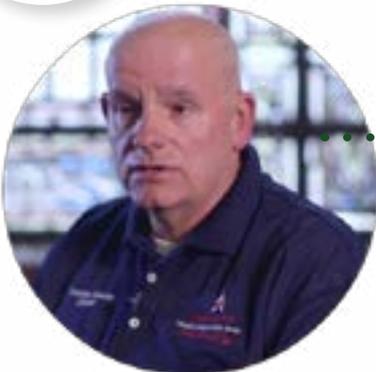
Tampa, Fla., Lodge No. 708 helps residents at the James A Haley V.A. transitional living facility for homeless veterans with immediate material needs all year round. In addition, the Elks run series of social activities for the veterans at the Lodge.



Bozeman, Mont., Lodge No. 463 partners with several veterans organizations to help host a Stand Down for homeless veterans. Lodge members help coordinate vendors, provide food, and distribute clothes at the event, which serves more than 200 veterans.



Watch!



Visit enf.elks.org/ServeVeterans to watch Pat Gleason, Chief of Voluntary Service at the Jesse Brown V.A. Medical Center in Chicago, discuss how Elks can effectively serve veterans at V.A. centers across the country.

Overview

Competitive grants awarded to 180 Lodges to hold projects that serve veterans and active-duty military members.

Amount

\$2,000

Requirements

Meaningful Elk involvement is strongly encouraged and increases chance of approval. Projects must focus on one of these five areas for veterans and/or active-duty military:

- Employment
- Homelessness and Housing
- Military Families
- Health
- Educational Support

Dates

July 1, 2016 Applications for 2016-17 become available online.

July 31, 2016 Application deadline, 12 p.m. (noon) central time.

Late August 2016 Recipients announced.

July 31, 2017 Project must be complete.

For more information about the Freedom Grant, including application questions, printable fliers and more, visit:

enf.elks.org/FreedomGrant

IMPACT GRANTS

Impact Grants are competitive. Impact Grant applications must score a minimum of 70 points to be considered for funding. Below are examples of Impact Grant projects for inspiration.

Hopkins, Minn., Lodge No. 2221 is the support system for homeless teens in the Minneapolis suburbs with the *Teaming Up for Teens* program. Elks pack and deliver backpacks of hygiene supplies and other necessities to social workers, after-school programs and community organizations, serving more than 100 youth each month. Supplies are tailored to the needs of the teens as well as the season, and the Lodge gets youth groups and other community members involved with packing.



Watch!



For eight years and counting, Naugatuck, Conn., Lodge No. 967 has helped seniors in need with home repairs and landscaping with an Impact Grant. Visit enf.elks.org/ImpactGrant to see the project in action.

— Large-Scale Service Projects —

Overview

Competitive grants intended to help Lodges lead local, ongoing, large-scale charitable projects that change the community in a meaningful way.

Amount

\$2,500 - \$10,000

Requirements

Elks must be the driving force of the project. Strong projects must:

- Be charitable and address a local need.
- Have significant Elks involvement.
- Be ongoing projects, not one-time events.
- Improve the lives of a population in need.
- Have visible Elks identification and leadership.

Restrictions

Impact Grants cannot:

- Be donated to another organization.
- Pay salaries for another organization.
- Establish or increase a trust or other interest-bearing account.
- Fund a large one-time item purchase.
- Be a small part of a large community capital campaign fund.

Dates

July 1, 2016 Applications for 2016-17 become available online.

September 9, 2016 Application deadline, 12 p.m. (noon) central time.

Late October 2016 Recipients announced.

For more information about the Impact Grant, including application questions, printable fliers and more, visit:

enf.elks.org/ImpactGrant



Once the Lodge is approved for a grant, the check, approval letter and Final Report Form will be sent to the Lodge mailing address. **Lodges must report on grant activities in order to be eligible for grant funding in the future.** Here are some tips for filling out the perfect report.

CONTACT INFO

- Provide a correct email address.
- We will email you once the form has been processed and if we have questions or issues with the report.

EXPENSES

- Receipts, up to the grant amount, are required and must be itemized.
- Lodge records, vouchers ledgers, and checks made out to members do not qualify.

TELL US ABOUT IT

- Answer each question with detail.
- For the Promise and/or Beacon Grant, make sure to explain how the Elks were actively involved.

MAIL IT IN

- 2016-17 Final Report Forms are due by **August 31, 2017.**
- Consider sending the form immediately after the project is complete, and retain a copy for the Lodge. Email photos to LodgeGrants@elks.org.
- Forms that are emailed or faxed cannot be accepted. Sign it and mail to:
Elks National Foundation
Attn: Programs Department
2750 N. Lakeview Ave.
Chicago, IL 60614-2256

CIP DEADLINES

Here's a list of important CIP grant deadlines, listed in chronological order. Visit elks.org/cip for more information.

GRANTS KEY



Gratitude



Beacon



Promise



Freedom



Impact

2015-16 Projects

JULY 1,
2016



2016-17 Applications available online.

JULY 31,
2016



2015-16* projects should be completed.
*please note Grant year

JULY 31,
2016



Applications due online by 12 p.m. (noon) CT.

AUGUST 31,
2016



2015-16* Final Report Forms deadline.
*please note Grant year

SEPTEMBER 9,
2016



2017 Applications due online by 12 p.m. (noon) CT.

MARCH 31,
2017



Applications due by 11:59 p.m. CT.

MAY 31,
2017



Applications due by 11:59 p.m. CT.

JULY 31,
2017



2016-17 projects should be completed.

AUGUST 31,
2017



2016-17 Final Report Forms deadline.

PROMOTE YOUR PROJECT

PHOTO AND SOCIAL MEDIA GUIDE

Follow the photo guidelines illustrated below for your chance to be featured on the cover. Quick Tips: Use the flash in lowlight situations; steady camera for focused, clear photos; email or post on social media.

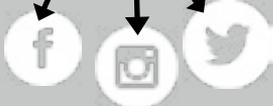
Take Picture of Grant Project

Useful



Email to LodgeGrants@elks.org

Post on Social Media



Not As Useful



I sent in a photo... 

 *...where is it featured?*

ELKS IN ACTION

Full-length grant project features live on our Elks in Action page and are featured throughout ENF publications and the website.

See recent Lodge features at enf.elks.org/ElksInAction



SOCIAL MEDIA

We update our social media accounts daily to keep you in the loop with all things ENF.

Follow the ENF on Instagram, Twitter, Facebook and more! Visit enf.elks.org/social

CIP CLUB

Every month, the CIP office sends an email newsletter.

Sign up to receive this email once a month. Go to

enf.elks.org/cipclub



STAY IN TOUCH

with the

COMMUNITY INVESTMENTS PROGRAM



LodgeGrants@elks.org



773/755-4730



elks.org/cip



enf.elks.org/social



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