



Elks
National
Foundation, Inc.

COMMUNITY INVESTMENTS PROGRAM 2016-17 PROMISE GRANT FINAL REPORT FORM

ENF OFFICE USE: Date Rec'd:

Directions: To be eligible for future grants, Lodges must complete and return this form along with copies of itemized receipts for all grant expenses to the Elks National Foundation no later than **August 31, 2017**. All sections of this two-page form must be completed. If you prefer to type this report, download download an editable pdf at enf.elks.org/PromiseGrant.

Keep a copy of the completed form and copies of receipts for your Lodge records. Mail completed form and itemized receipts to:
Elks National Foundation, Attn. Programs Department, 2750 N. Lakeview Ave., Chicago, IL, 60614-2256.
For more information, email LodgeGrants@elks.org or call 773/755-4730.

LODGE INFORMATION

Lodge Name _____ State _____ Lodge No. _____

PROJECT MANAGER CONTACT INFORMATION (Please note any changes)

Name _____ Phone Number _____

Email Address _____ Phone Number(2) _____

GRANT PROJECT DETAILS

Date(s) of Use _____ Number of Elks involved _____

Total number of youth served _____ Total number of people served _____

Number of Elks hours spent _____ Total Dollars Spent _____

EXPENSES

Directions: List descriptions and amount of reasonable expenses (copies of receipts must be attached) up to \$2,500 for the grant project. Only pre-approved grant-related receipts will be allowed. **Receipts must be itemized.** Examples include store receipts, purchase orders, invoices, etc. Lodge vouchers and check copies written to members do not qualify.

We reserve the right to seek reimbursement from the Lodge if the expenses do not coincide with the approved budget and objective of the grant. If the Lodge has funds remaining after the project, contact the CIP Office.

Lodges may not donate remaining grant funds.

Date	Description	Total
Grand Total		

PUBLICITY

1. Did the Lodge receive any **publicity**? Yes (If yes, please attach materials or email link to LodgeGrants@elks.org) No
2. Did the Lodge use **social media** to publicize the grant project? Facebook Twitter Instagram Other No
3. Did the Lodge **gain any members** because of the project? Yes If yes, how many? _____ No
4. Did the Lodge take **photos**? Please attach photos via CD or flash drive. Or, email photos to LodgeGrants@elks.org.

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.

PROJECT DESCRIPTION

Please describe your Lodge's grant activity.

What local need was met?

PLANNING AND ACTIVITIES

Please explain how Elks were involved. (Promise Grant projects require active involvement, and cannot be donations. Forms without details of involvement will not be accepted.)

FEEDBACK AND EVALUATION

What were the project's successes?

How did the Lodge react to the project? What feedback did you receive from Lodge members and the community?

REQUIRED SIGNATURES

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

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.)