



**COMMUNITY INVESTMENTS PROGRAM
2015-16 GRATITUDE GRANT FINAL REPORT FORM**

ENF OFFICE USE
State&No.:
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, 2016**. All sections of this two-page form must be completed. If you prefer to type this report, download a copy of the form at www.elks.org/enf/community/GratitudeGrants.cfm.

Keep a copy the completed form for your Lodge records. Mail completed form and receipts to **Attn: Programs Department, Elks National Foundation, 2750N. Lakeview Ave., Chicago, IL, 60614-2256**.

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 veterans 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 the amount granted for the project. Only pre-approved grant-related receipts will be allowed. **Receipts must be itemized.** Examples include store receipts, purchase orders, invoices, acknowledgment letters with dollar amounts, 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 Grants Office.

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 LodgeGrants@elks.org

Did the Lodge gain any members because of the project? Yes If yes, how many? _____ No

PROJECT DESCRIPTION

Please describe your Lodge's grant activity.

What local need was met?

PLANNING AND ACTIVITIES

Please explain how Elks were involved.

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.

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 above, have Secretary sign)*