



Elks  
National  
Foundation, Inc.

## COMMUNITY INVESTMENTS PROGRAM 2015-16 PROMISE 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/PromiseGrants.cfm](http://www.elks.org/enf/community/PromiseGrants.cfm).

Keep a copy the completed form for your Lodge records. Mail completed form and receipts to **Attn: Programs Department, Elks National Foundation, 2750 N. 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 \$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 Grants Office. Lodges may not donate remaining grant funds.

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](mailto: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. (Forms submitted 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.**

**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, Secretary should sign)*