



# 2017-18 PROMISE GRANT FINAL REPORT FORM

**Directions:** To be eligible for future grants, Lodges must mail this completed form, along with copies of itemized receipts for all grant expenses, to the Elks National Foundation no later than **August 31, 2018**. All sections of this two-page form must be completed. If you prefer to type this report, download an editable pdf at [enf.elks.org/BeaconGrant](http://enf.elks.org/BeaconGrant).

Keep a copy of the completed form and receipts for your Lodge records. Mail completed form with itemized receipts to:  
**Elks National Foundation, Attn. Programs Department, 2750 N. Lakeview Ave., Chicago, IL, 60614-2256.**  
For more information, email [LodgeGrants@elks.org](mailto: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 \_\_\_\_\_

## 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

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, paid invoices, etc. Lodge vouchers, ledgers 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, attach materials or email link to [LodgeGrants@elks.org](mailto: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](mailto: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.)*