



Elks  
National  
Foundation, Inc.

# COMMUNITY INVESTMENTS PROGRAM



2018-19

CIP GRANTS

FIELD GUIDE

# CIP FIELD GUIDE

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Big changes are coming to the CIP this year—it's more important than ever to make sure your Lodge comes together to plan and execute grant projects.

Use this guide to navigate the changes to the program and to set your Lodge up for grant success in 2018-19. Whether it's your Lodge's first time or your Lodge is a seasoned pro, this guide contains everything your Lodge needs to know.

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These guidelines apply to **ALL** CIP grants. Learn these basic rules before your Lodge starts applying.

### 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:** Applications must be submitted **before** the project takes place. Active projects 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 meals and/or events
- Lodge maintenance and/or repairs
- Hoop Shoot and/or Soccer Shoot

**Budget Guideline:** Up to 10 percent of the budget can be allotted to administrative expenses like promotion or publicity. Examples include, but are not limited to, t-shirts, paid newspaper advertisements, and/or other non-essential merchandise.

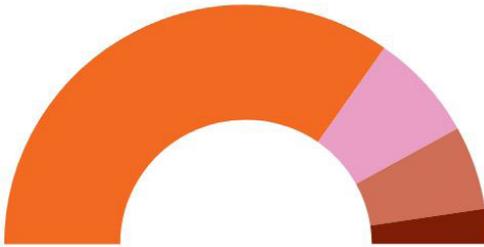
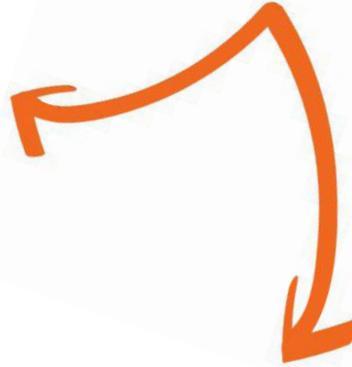
# ANNIVERSARY GRANTS

**FAST  
FACTS**

# 82%

of all Lodges  
received an  
Anniversary Grant  
in 2017-18

# THAT'S 1,543 LODGES



- Individual Anniversary Grant (69.41%)
- Supersized Gratitude Grant (14.52%)
- Supersized Beacon Grant (11.34%)
- Supersized Promise Grant (4.73%)

# STATES WITH 100% PARTICIPATION



## New Jersey



## & Rhode Island

# — Celebrate the Next 150 Years —

## Overview

An opportunity to continue to celebrate the 150th anniversary of the Elks through service. Available to every Lodge.

## Amount

\$1,500

## Second Year

It's back! If the Lodge received one in 2017-18, it may apply again in 2018-19.

## Flexibility

May be used for multiple charitable projects, and may be used as a donation to a local nonprofit organization. Like in 2017-18, the Lodge can supersize a Beacon, Promise or Gratitude Grant with the Anniversary Grant.

## Important Dates

**July 1, 2018** Applications become available.

**December 31, 2018** Application deadline.

**March 31, 2019** Project must be complete.

For more information about the Anniversary Grant, including FAQs, project ideas and more, visit:

**[enf.elks.org/AnniversaryGrant](http://enf.elks.org/AnniversaryGrant)**

# GRATITUDE GRANTS

## The wait is over



Starting this year, the Gratitude Grant will be available to Lodges that meet the GER's per-member-giving goal by March 31 of the prior fiscal year.

This gives every eligible Lodge the opportunity to apply for a Gratitude Grant starting the first day grant applications open!

Need to check to see if your Lodge is eligible?

Visit [enf.elks.org/CIPReport](https://enf.elks.org/CIPReport)



# Read!



**Are you an Exalted Ruler?** We've created a booklet just for you. This new resource dives deep into how your Lodge can replicate successful grant projects!

Find a copy at [enf.elks.org/ER](https://enf.elks.org/ER)



## — Meet local needs —

### Overview

Available to Lodges that meet the GER's per-member-giving goal to the ENF in 2017-18. **This is the only grant tied to the goal.**

### Amount

\$2,000 - \$2,500

### Per-Member-Giving Goal

**Lodges that met the per-member-giving goal in the prior fiscal year are eligible for a \$2,000 grant.** For 2018-19, every Lodge in which more than 15 percent of its members donated \$10 or more to the ENF in 2017-18 will be eligible for a \$500 bonus.

### Flexibility

May be used for multiple charitable projects. Donations to local nonprofit organizations qualify, but more active projects are encouraged. Expect follow-up if your Lodge applies to use this grant as a donation.

### Dates

**July 1, 2018** Applications open.

**December 31, 2018** Application deadline.

**March 31, 2019** Project must be complete.

For more information about the Gratitude Grant, including FAQs, project ideas and more, visit:

**[enf.elks.org/GratitudeGrant](http://enf.elks.org/GratitudeGrant)**

# BEACON GRANTS

**Beacon Grant Breakdown**—follow these steps to craft a successful project!

**Assess a Need:** What needs exist in your Lodge community? How can the Lodge help fill in the gaps?

**Review the Guidelines:** Remember, Beacon Grants must be active and ongoing. Can you meet the identified need using these guidelines? If not, consider ways to adjust.

**Identify Community Partners:** Contact local organizations that work with your target population. They may be able to provide advice or act as a project partner.

## CIP TIP!

If your Lodge's project isn't new, your Lodge can consider using the \$2,000 to do the project another time of year, or to add other charitable components.



## Look!

The ENF Instagram feed is full of examples of successful grant projects.

Check out [instagram.com/ElksInAction](https://www.instagram.com/ElksInAction)

Need more project ideas? Visit [enf.elks.org/BeaconGrants](https://enf.elks.org/BeaconGrants) and click on *InstaGrants*.



## — Ongoing charitable activities —

### Overview

An opportunity to develop a new, ongoing, Lodge-led charitable project.

### Amount

\$2,000

### Requirements

**New:** Lodges applying for the first time need to establish a new project. From then, the Lodge should use the grant for the same project yearly.

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

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

**Activity:** Project must be active. The grant cannot be used for a donation or split between multiple projects. Lodge involvement must be directly related to the use of funds.

### Dates

**July 1, 2018** Applications open.

**December 31, 2018** Application deadline.

**March 31, 2019** Project must be complete.

For more information about the Beacon Grant, including FAQs, project ideas and more, visit:

[enf.elks.org/BeaconGrant](https://enf.elks.org/BeaconGrant)

# PROMISE GRANTS



## Read!

Find examples of real, funded applications in the Promise Grant toolkit!

Visit

[enf.elks.org/PromiseGrant](http://enf.elks.org/PromiseGrant)  
to download a copy.



Need more project ideas? Get inspired by these two Lodges!



### **Beaumont, Texas, Lodge No. 311**

partners with the Orange County Sheriff's Department to run an adaptive rodeo, specially planned to meet the needs of children from Southeast Texas and Southwest Louisiana that do not have the opportunity to participate in equine and rodeo events.

### **Tri-County, Ky., Lodge No. 2826**

runs four mini-camps for local children in need and families with foster children. The camps include fun outdoor activities like water rafting, a high ropes course and zip-lining. The Lodge provides mentoring, van drivers, and supervision.



## — Activities for youth —

### Overview

Available to the first 500 Lodges that apply to hold eligible, charitable youth projects. Applications are awarded on a first-come, first-served basis.

### Amount

\$2,500

### Requirements

Must be used for **active projects**, and can be split between multiple activities. Projects cannot be donations of funds or supplies. Lodges must hold events that serve underprivileged or at-risk youth.

### Dates

**July 1, 2018** Applications open.\*

**\*Grants awarded first-come, first served.**

**March 31, 2019** Project must be complete.

For more information about the Promise Grant, including FAQs, project ideas and more, visit:

**[enf.elks.org/PromiseGrant](http://enf.elks.org/PromiseGrant)**

# FREEDOM GRANTS

Freedom Grants offer a unique opportunity to harness the Elks' passion for serving veterans and military members and turn it into projects that offer tangible results. **Meaningful Lodge involvement is required.**

Take **Sahuarita, Ariz., Lodge No. 2851** as a good example. The Lodge provides food pantry, infant and young child supplies for the National Guard's Family Readiness Unit.



Lodge volunteers provide supplies as needed throughout the year. Lodge members also provide volunteer power at various events put on by the Family Readiness Unit, like the Yellow Ribbon event and annual family movie night.



## Watch!



Head over to **[enf.elks.org/ServeVeterans](http://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

The Elks National Veterans Service Commission will award grants to **300** Lodges to hold projects that serve veterans and active-duty military members.

## New This Year

Grants will be awarded on a first-come, first-served basis. Expect follow-up emails for more information about grant activities and the budget.

## Amount

\$2,000

## Requirements

Meaningful Elk involvement is required. Donations do not qualify. Can be used to run multiple activities. Projects must focus on one of these areas:

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

## Dates

**July 1, 2018** Applications open.\*

\* **Grants awarded first come, first served.**

**March 31, 2019** Project must be complete.

For more information about the Freedom Grant, including FAQs, project ideas and more, visit:



[enf.elks.org/FreedomGrant](http://enf.elks.org/FreedomGrant)

# IMPACT GRANTS

## **CIP TIP!**

Impact Grants require buy-in from the entire Lodge. Put together a committee, and start meeting and planning early.



## **CIP TIP!**

To be considered for funding, applications must score at least 70 points to be considered. Familiarize yourself with the scoring rubric on the Impact Grant website.



## **Watch!**



2017 CIP Volunteer of the Year Gretchen Peterson knows how to harness the power of her community. Watch this Hopkins, Minn., Lodge No. 2221 superstar talk about what they do with the Impact Grant. To watch, visit [enf.elks.org/VOTY2017](http://enf.elks.org/VOTY2017).

# — Large-Scale Service Projects —

## Overview

Impact Grants are competitive grants designed to set a standard of excellence in community leadership through service.

## Amount

\$2,500 - \$10,000

## NEW Process

**STEP ONE:** The Lodge must fill out an Impact Intent for consideration. Impact Intents will be judged in August. Only one Impact Intent per Lodge, per grant year.

**STEP TWO:** Selected Lodges will be invited to move on to the full application.

## Restrictions

Impact Grants cannot:

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

## Dates

**April - July 31, 2018:** Impact Intent open.

**August 24, 2018:** Lodges invited to submit a full application notified.

**Sept. 1- October 31, 2018:** Applications open.

**November 2018:** Grant recipients announced.

For more information about the Impact Grant, including the Impact Intent, application rubric and more, visit:

**[enf.elks.org/ImpactGrant](http://enf.elks.org/ImpactGrant)**

# CIP Deadlines

Here's a list of important CIP grant deadlines, listed in chronological order.\*\*

<b>JULY 1, 2018</b>	<b>2018-19 APPLICATIONS OPEN</b>
<b>JULY 31, 2018</b>	<b>2017-18 PROJECTS COMPLETE</b>
<b>AUGUST 31, 2018</b>	<b>2017-18 FINAL REPORT FORM DEADLINE (MAIL IN)</b>
<b>DECEMBER 31, 2018</b>	<b>2018-19 APPLICATIONS CLOSE</b>
<b>MARCH 31, 2019</b>	<b>2018-19 PROJECTS COMPLETE</b>
<b>APRIL 1, 2019</b>	<b>2019-20 APPLICATIONS OPEN</b>
<b>DECEMBER 31, 2019</b>	<b>2019-20 APPLICATIONS CLOSE</b>
<b>MARCH 31, 2020</b>	<b>2019-20 PROJECTS COMPLETE</b>

\*\*This calendar does not include Impact Grant deadlines.  
Please see page 14 for an Impact Grant timeline.

# CIP Grants Dashboard

The new home of CIP grants and Final Report Forms, opening July 1

## elks.org/cip/dashboard

Elks Home >> ENF Homepage >

**CIP Grants Dashboard**

Lodge: Chicago Northshore, IL Lodge No. 1316 Current Grant Year: 2018

[Grants Dashboard] [Prior Applications] [Admin Area]

Year	Grant	Application			Final Report		
		Started	Submitted	Processed	Started	Submitted	Processed
2018	PROMISE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Grant application approved.			Final report approved.		
		<a href="#">View Application</a>			<a href="#">View Final Report</a>		
2018	GRATITUDE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<a href="#">View Application</a>					
2018	FREEDOM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Grant application period closed.					
201	IMPACT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
		Grant application period closed.					
2018	BEACON	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Grant application approved.			Final Report Overdue! Deadline: <b>01/15/2018</b>		
		<a href="#">View Application</a>			<a href="#">Resume Final Report</a>		

Find the link here.

### Application Column

- Apply for each grant
- Check the status of application(s)
- Find follow-up notes and instructions
- View approved application(s)

### Final Report Column

- Submit Final Report information, upload receipts and photos
- Check the status of Final Report(s)
- View approved Final Report(s)



Starting in 2018-19, Final Reports are now **online**. This means no more trips to the post office or waiting to see if the form made it to our office!

Lodges will now fill out Final Reports and upload receipts and photos in the same place you fill out applications. See **page 16** for a look at the new grant dashboard.

## REQUIREMENTS

Every grant will have a required Final Report.

For purchases made with grant funds, a brief overview of the grant project and itemized receipts must be uploaded.

Final Reports must be finalized online and approved by the ENF.

## TIMELINE

Lodges have **30 days** from the date of grant completion to submit the Final Report. This date is provided by the Grants Coordinator on the grant application.

Lodges will be out of compliance if a Final Report is not submitted within **60 days** from the date of grant completion, and will remain out of compliance until the Final Report is submitted.

## RESOURCES

The ENF is here to help with this transition.

For more information, visit **[enf.elks.org/FinalReports](http://enf.elks.org/FinalReports)**.

# Looking for More?

Visit: [enf.elks.org/cipresources](http://enf.elks.org/cipresources)



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



Veterans  
Resources

Resources for planning a charitable project for veterans



Grants  
Coordinator

Instructions for appointing a Grants Coordinator



Webinars

Archive of all CIP webinar recordings



CIP Participation  
Report

Report that tracks the grant use of all Lodges

# STAY IN TOUCH

with the

## COMMUNITY INVESTMENTS PROGRAM



[LodgeGrants@elks.org](mailto:LodgeGrants@elks.org)



**773/755-4730**



[elks.org/cip](http://elks.org/cip)



[enf.elks.org/social](http://enf.elks.org/social)

