2020 Impact Grant Quarterly Reports

**Due Dates:**

First Quarter – April 15, 2020

Second Quarter – July 15, 2020

Third Quarter – October 15, 2020

Final Report – January 15, 2021

**Fast Facts:**

* Quarterly Reports will be found on the [Project Manager Resources Page](https://www.elks.org/cip/projectManagerResources.cfm)! An email reminder will be sent about a month in advance of each due date.
* Send complete Quarterly Reports through email – dougw@elks.org,
fax – 773/755-4729, or mail – 2750 N Lakeview Ave., Chicago, IL, 60614-2256.
* Please include all receipts from quarterly expenses. The same rules apply as with our other grants – we need to see full receipts including the store, date, itemized list of purchases, and total. Handwritten receipts, Lodge logs, and photos of handshake agreements will not suffice!
* There is no need to send bank statements unless requested.
* Under Section II. The Stats, Question 4, we ask you to think of one other stat, beyond those already posed, that can be tracked to see if the project is making a difference. For example, a backpack project could track attendance, grades, or survey satisfaction. A supply project could track what items are in highest demand, what other services could help the population, or how the resources provided are affecting the people you help.
* Try to give thoughtful answers and anecdotes in The Story section! I am not there with you while you execute your project, make me feel like I am! We will be more likely to share your story if you tell it well.