



Elks National Foundation

## 2020 Impact Grant Second Quarter Report

We know the Second Quarter has been filled with uncertainty due to the pandemic. The Lodge was closed, and projects have been affected. Tell us about successes, adjustments, concerns, plans for the remainder of the year, and anything else you would like us to know. We're here to provide guidance and support.

Due to the ENF's continued work-from-home status, please email the form and supporting documents to [dougw@elks.org](mailto:dougw@elks.org). If you are unable to email, you may also send the report via fax (773/755-4978) or mail to 2750 N Lakeview Ave, Chicago, IL 60614-2256. **The deadline for this report is July 15, 2020.**

Please submit the Second Quarter Report with **full documentation only**. To save time, paper, and confusion, do not email half and mail the other half. If you have any questions, please email [dougw@elks.org](mailto:dougw@elks.org) or call 773/755-4978.

## Report Checklist:

☐ **Completed Progress Report**—Both *the stats* and *the stories* portion of this report are completed thoughtfully, in detail, and the report is signed.

☐ **Budget & Narrative**—Complete the budget form provided to reflect expenses through June 30. Use the Budget Narrative to explain the expenses. **Attach receipts and paid invoices for all quarter two expenses.**

☐ **Attachments**—Please email digital photos or video files to [dougw@elks.org](mailto:dougw@elks.org). Include in this report copies of newspaper articles, promotional materials, thank-you letters, or any other material you feel is relevant.

*\*By emailing 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.*



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## I. Contact Information

<b>Lodge Name:</b>	<b>Lodge No.:</b>
<b>Project Name:</b>	
<b>Project Manager</b>	
Name:	
Phone Number:	
Email Address:	
<b>Secondary Project Contact</b>	
Name:	
Phone Number:	
Email Address:	



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## II. The Story

1. How was the project affected this quarter by COVID-19? What adjustments did the Lodge Make? What was the Lodge able to accomplish?

2. What is the plan to execute the project moving forward? What are you able to do now, and what are you not able to do now?



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3. What questions or concerns does the Lodge have moving forward?

4. If you were able to hold activities, tell us an anecdote about the project in this quarter. Is there a story about someone who was helped, a story about a volunteer, or another story of impact?



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### III. The Stats

1. How many Elks were involved in the project this quarter?

2. How many individuals were served this quarter? A ballpark figure is fine. (**Please** make sure this number is unduplicated, i.e., if you served 10 people in April and then those 10 again plus 2 new people in May, you have served 12 people total.)

3. About how many volunteer hours did Lodge members put into this project this quarter?

4. In the first quarter report, your Lodge chose one other statistic, unique to your project and not listed above, to track in 2020. Please state this statistic and explain what you measured for it in quarter two.



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#### IV. Budget Information

BUDGET CATEGORY	ENF FUNDS <b>REQUIRED</b>	IN-KIND	TOTAL 2ND QUARTER PROGRAM COST
Staff Salaries:	N/A		
Equipment:			
Materials, Supplies:			
Travel:			
Other:			
<b>TOTAL:</b>			

### Budget Narrative:

Please use the space below to explain purchases made during this quarter. Do not forget to attach receipts and paid invoices.

**ATTENTION:** DO NOT LEAVE THIS SECTION BLANK. If the Lodge made no purchases in this quarter, that's okay, but please explain.



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## V. Signatures

By signing this 2020 Impact Grant Second Quarter Report, you certify that all information provided, including all claims of expenditures, is correct.\*

Date:                      Signed by \_\_\_\_\_  
Project Manager

Date:                      Signed by \_\_\_\_\_  
Exalted Ruler (if the same as above, Secretary should sign)

Date:                      Signed by \_\_\_\_\_  
Treasurer

\*Please note, in normal times three signatures by three different individuals are required. Due to COVID restrictions we will accept reports with only one signature.