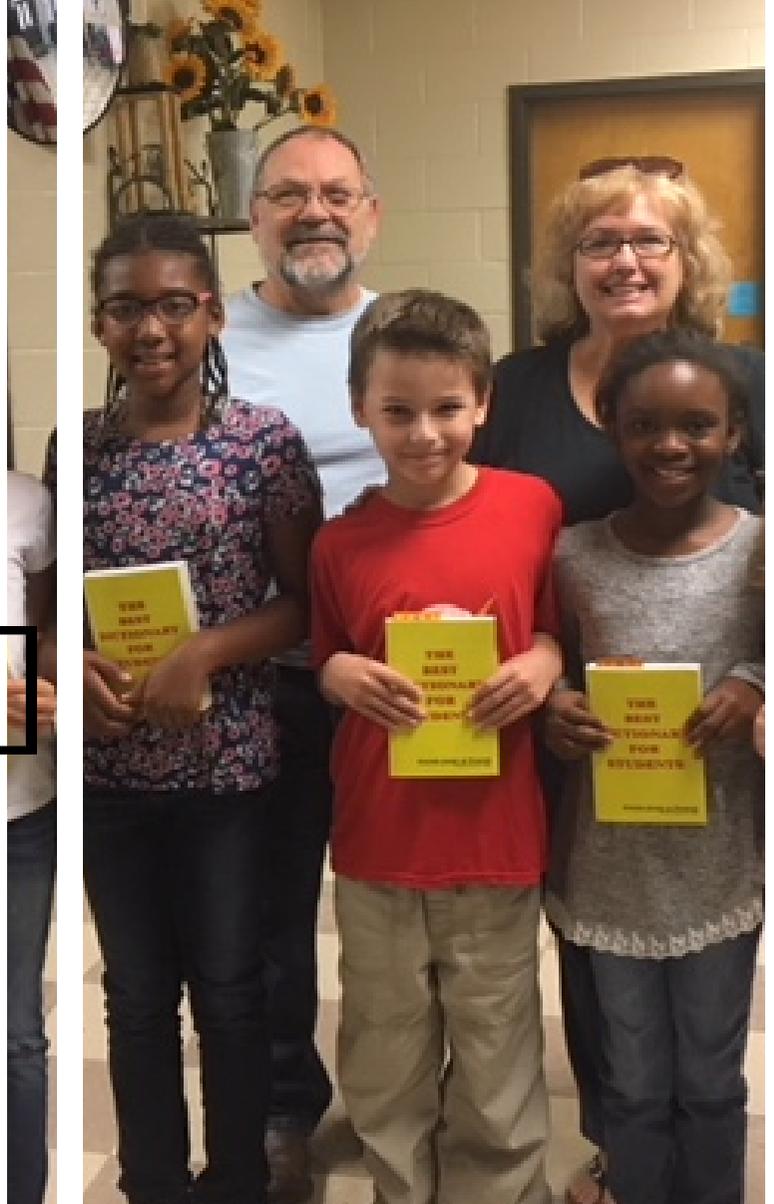


Final Report Forms

breaking them down so you
can build one up





Let's take it from the top

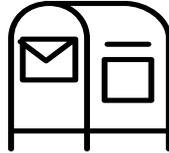
- Step 1: the Lodge applies for a grant
- Step 2: Lodge receives grant approval
- Step 3: next the check and Final Report Form are mailed to the Lodge
- Step 4: Lodge hosts its project!



time to bring it home

- Step 5: Lodge completes Final Report Form
- Step 6: Lodge emails digital photos to LodgeGrants@elks.org
- Step 7: Lodge mails in completed form and receipts for all grant funds.

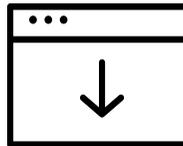
Where to find a form



A copy of the form
was sent with the
grant check



Did you lose
the form?



We have copies
available
to download



enf.elks.org/FRF

Notes on Fillable Forms

- Download the form before entering your information.
- If filled out in a web browser, the changes will not save.
- Issues? Check to see if Adobe is up to date.
- You can type responses in a separate word document, as long as the actual form includes contact information & necessary signatures.



CIP tips for a form free of follow-up



Answer Every Question

We don't need a novel or a grammatically correct prose. We want a description of how your project went since we weren't there to experience it.



Receipts! Receipts! Receipts!

For every dollar spent we need documentation as per IRS guidelines. We need itemized receipts detailing what you gave and what you got.



Sealed with a Signature

On the bottom of the second page, we require two signatures. We need both to close out the form. Sign-it!

Receipts! Receipts! Receipts!

continued

Qualifies as a receipt:

- ✓ Store receipts
- ✓ Purchase orders
- ✓ Invoices
- ✓ For approved donations **only**:
thank you letters from the organization donated to with the donation amount & date, on official letter head or a copy of the canceled check

Does NOT qualify as a receipt:

- ✗ Lodge vouchers
- ✗ Check copies written to members
- ✗ Picture of check presentation
- ✗ Check stubs or quick-book printouts

Unspent

grant funds?

first,

contact us, we can likely figure out a way for your Lodge to utilize the remaining funds.

then if,

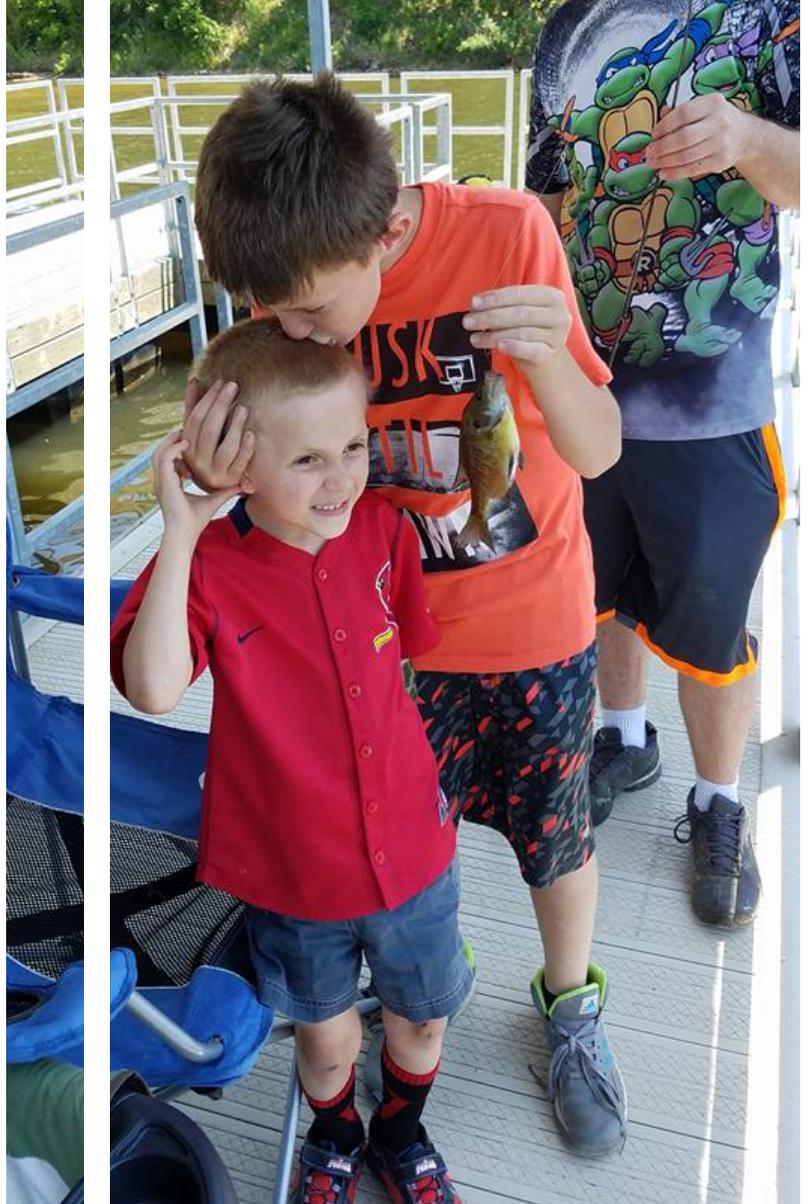
the Lodge still can't figure out how to spend the funds or doesn't wish to, you can include a refund check with the Final Report Form.

be sure to,

include the Lodge number on the check and mark it as a grant refund. For example, in the memo line write "2018 Promise Grant refund"

Signed, sealed, delivered.

- Now that the form is completed, mail it in!
- **2750 N Lakeview Ave.
Chicago, IL 60614**
- This address can be found at the bottom of every form.
- **Photos?** Email them to us at LodgeGrants@elks.org





**Questions?
Contact us!**



LodgeGrants@elks.org



773/755-4730