



Elks National Foundation 2009 Impact Grant Application

Thank you for your interest in the Elks National Foundation Impact Grants. *Please read the following instructions carefully.* It will save time in the long run. The grant application, along with **one copy**, must be sent to the Elks National Foundation Chicago office **postmarked** by **August 31, 2008**. Grants will be announced during ENF Month in October 2008.

Impact Grants are intended to encourage a high level of Lodge participation in addressing unmet needs in communities where Elks live and work. They are competitive grants that offer Lodges an opportunity to conceptualize, develop and implement a new project or to strengthen an existing one. Drawing from a total grant pool of \$500,000, Impact Grants of up to \$10,000 will be awarded to the highest rated applicants to invest in their communities.

Policies & Guidelines

An Impact Grant project must:

- ✓ Address an identified unmet need in an Elks community. (Partnerships with like-minded organizations are not required, but encouraged.)
- ✓ Have significant Elks involvement and visible Elks identification. The Elks must be the driving force in the planning and implementation of these projects.
- ✓ Improve the lives of community members, not an individual or family.
- ✓ Involve participation and monitoring by at least one Elks Lodge. Multiple Lodges can apply for a joint project; however, one Lodge must be identified as the lead applicant.
- ✓ Establish a Lodge committee of at least three members to oversee and report to the Elks National Foundation on the project's progress on a quarterly basis. For a multiple Lodge project, the committee must have representation from each participating Lodge.
- ✓ Not duplicate or fund any Elks National Foundation or Grand Lodge sponsored programs, including, but not limited to, Hoop Shoot, Drug Awareness Program and Veterans Service. However, these populations may still be served through new projects funded by an Impact Grant.

Impact Grant funds **cannot** be used to:

- ✓ Purchase land or buildings for an Elks Lodge, or to renovate or expand current Lodge buildings.
- ✓ Establish or increase an existing permanent foundation, trust, or permanent interest-bearing account.
- ✓ Directly benefit Elks members or Lodge employees, unless they are part of the community served as a whole.
- ✓ Pay salaries or other personnel costs, other than necessary, one-time-only contracted technical expertise, as outlined in the grant proposal and approved by the Elks National Foundation.
- ✓ Pay individual travel expenses of any kind, unless travel is essential and integral to the project's implementation, as outlined in the grant proposal and approved by the Elks National Foundation.
- ✓ Help any individual(s) to obtain an academic degree or professional advancement, or for any individual(s) to attend a seminar or conference.
- ✓ Support the operating/administrative expenses of any organization through a donation.
- ✓ Reimburse the applicant for expenses associated with projects already undertaken and in progress, or for projects that are already completed. The Foundation will only provide funds to service projects that have been reviewed and approved prior to their start.

Lodges are encouraged, but not required, to partner with other community service organizations. If partnering with another organization(s), to receive grant funds:

- ✓ There must be *significant* Elks involvement that includes a substantial number of Elks actively participating by giving their time, resources and personal involvement to the project.

- ✓ Lodges must clearly demonstrate that the project is initiated, controlled and conducted by the Elks Lodge(s) involved. Non-Elk participation is permitted.
- ✓ The project must have clearly visible Elks identification designed to make the public aware of Elks involvement.

Other guidelines:

- ✓ Lodges are invited to reapply for grant funds for up to three consecutive years for the same project. After three years, the project should be self-sustaining.
- ✓ Grant awards will be made payable to a special account that is established by the applicant Lodge for this project. Grants may not be paid to an individual, Elks Lodge, cooperating or benefiting organization.
- ✓ Lodges can partner on a project to address regional needs. In this case, one Lodge would serve as the lead applicant for the group. In addition, the Impact Grant oversight committee would require representation from each participating Lodge.
- ✓ Only one application will be accepted for each project.
- ✓ Each Lodge may only apply one time.
- ✓ Lodges are required to report quarterly to the Elks National Foundation on the funds spent and project progress.

Please complete the following information and be thorough in your answers. Visit the Community Investments Program website, www.elks.org/enf/community, to view projects previously funded by Impact Grants and for other resources. The grant application, along with **one copy**, must be mailed to the Elks National Foundation and **postmarked** no later than **August 31, 2008**. Applications become the property of the Elks National Foundation and will not be returned. Incomplete applications will not be reviewed.

Application Checklist:

- ✓ Contact Information.
- ✓ Project Title.
- ✓ Statement of the unmet need(s). (Underlying issues that create the need for the proposed project.)
- ✓ Detailed description of ongoing involvement by Lodge members.
- ✓ Project goals. (Goals are outcome statements that define what the project hopes to accomplish.)
- ✓ Project objectives. (Objectives are precise, measurable, time-phased results that support the measurement of a goal.)
- ✓ Activities to meet the objectives.
- ✓ A plan for project evaluation.
- ✓ Amount of ENF funding requested. (Between \$2,500 and \$10,000.)
- ✓ Proposed Budget. (See Budget Summary.)
- ✓ Required signatures.
- ✓ Original application and one additional copy.

For additional information and resources, please visit:

www.elks.org/enf/community

Should you have questions, contact us.



ENFPrograms@elks.org



773/755-4954

The 2008-09 Impact Grant application with attachments should be mailed to:

**Elks National Foundation
Programs Department
2750 N. Lakeview Ave.
Chicago, IL 60614-2256**

****All applications must be postmarked no later than August 31, 2008****



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Investing in Communities Where Elks Live and Work

ENF OFFICE USE ONLY
State & No.:
Date Rec'd:
Signed:

I. Contact Information

Lodge Name:	Lodge No.:
Lodge Primary Contact Information (Must be Member of the primary Lodge)	
Name:	Email Address:
Title:	
Address:	Phone Number:
City, State, Zip:	Fax Number:
Project Manager (If different from Primary Contact)	
Name:	Lodge No.:
Address:	Phone Number:
City, State, Zip:	Email Address:
Partnership Organization(s) Contact Information. Please attach an additional sheet, if necessary.	
Name:	Name:
Title:	Title:
Address:	Address:
City, State, Zip:	City, State, Zip:
Email:	Email:
Phone:	Phone:

Tell us about your community.

Is your Lodge located in an urban, suburban or rural community? Please check the appropriate box.

- Urban
- Suburban
- Rural (less than 25,000)
- Rural (less than 5,000)

By signing this application, you agree, if asked, to provide information that will verify the accuracy of your completed form. You agree to the use of your Lodge's name, and any information contained within the application, for advertising, promotional and publicity purposes without consent or compensation.

Date: _____ Signed by _____
Primary Contact

Date: _____ Signed by _____
Exalted Ruler



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II. Project Information

Please complete the following required information. Include separate attachments as needed.

Project Title:

Describe the project.

How will Lodge members be involved in this project? (Significant Elks involvement is required.)

Identify the problem your project is trying to address. (This is the statement of unmet need.)

How did your Lodge determine the need for this project?

Who is the intended audience for this project?

Do you anticipate other funding sources? If so, please explain.



III. Proposed Goals, Objectives & Activities

In this section you identify and define the outcomes you hope to accomplish with this project; the precise, measurable, time-phased results that support the attainment of the goals; and the activities you will engage in to achieve the project's objectives. Below is an example of what the goals, objectives and activities should look like. Visit www.elks.org/enf/community/impactgrants.cfm for additional guidance.

Example: The New Grant Food Delivery Program

Goals: Provide up to five (5) goals your Lodge has for this project. Goals should describe the general idea of what the project will accomplish. Attach separate sheets as needed.

Goal No. 1: The New Grant Senior Meal Delivery Program will provide nutritious meals to homebound seniors on a weekly basis.

Goal No. 2: The New Grant Senior Meal Delivery Program will heighten awareness of the hunger issue in the New Grant community.

Goal No. 3: The New Grant Senior Meal Delivery Program will increase member participation in charitable activities.

Goal No. 4: The New Grant Senior Meal Delivery Program will increase the visibility of the Elks charitable activities in the community and secure community partners for the continuation of the program.

Objectives: Provide up to seven (7) objectives for this project. Objectives are precise, measurable, time-phased results that support the achievement of a goal. What do you plan to do, what is the time frame, what are the intended outcomes, and how will they be measured? Attach separate sheets as needed.

Objective No. 1: Organize a team of New Grant Elks leadership to meet 1x/month to plan meals, coordinate shopping, meal preparation and delivery.

Objective No. 2: The New Grant Senior Meal Delivery Program will deliver meals 1x/week to up to 50 homebound seniors.

Objective No. 3: The New Grant Senior Meal Delivery Program leadership will meet face-to-face with at least three social service organizations to inform them about the project.

Objective No. 4: The New Grant Senior Meal Delivery Program will secure enough fresh produce and nonperishable items to feed up to 50 seniors weekly.

Objective No. 5: Recruit and gather at least 10 volunteers to cook, clean up and deliver meals weekly.

Objective No. 6: Keep accurate monthly records of supplies, deliveries and volunteer numbers, in order to stay in line with the proposed project budget, and have quantitative data for evaluating the project.

Objective No. 7: Submit quarterly progress reports to the Elks National Foundation.

Timeline of Activities: Provide an estimated timeline of the specific activities and actions necessary to fulfill the goals and objectives of this project. Identify the person or people who will be responsible for each activity. Attach separate sheet if necessary.

Activity No. 1: The New Grant Senior Meal Delivery Program will secure participants and coordinate a delivery schedule with the local area agency on aging, by December 2008. Project Manager (Judy Jones)

Activity No. 2: Lead monthly planning meetings, starting November 2008. Project Manager.

Activity No. 3: Recruit and train Elk volunteers by December 2008. Continue recruitment and training efforts on an ongoing basis. Project Team (Sam Smith, Judy Jones & Mark Murphy)

Activity No. 4: Purchase and obtain supplies, food and donations for each week. Weekly. Project Team.

Activity No. 5: Prepare and deliver meals. Weekly. Project Team & Elk Volunteers (Varies. Minimum of 5/week.)

Activity No. 6: Outreach to like-minded organizations for support by December 2009. Project Team.

Activity No. 7: Bookkeeping: accurate participant & volunteer contact information; delivery records; food & supply purchase orders and receipts; donations; food & supply inventory; bank records. Project Manager.



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Investing in Communities Where Elks Live and Work

Goals: Provide up to five (5) goals your Lodge has for this project. Goals should describe the general idea of what the project will accomplish. Attach separate sheets as needed.

Goal No. 1:

Goal No. 2:

Goal No. 3:

Goal No. 4:

Goal No. 5:

Objectives: Provide up to seven (7) objectives for this project. Objectives are precise, measurable, time-phased results that support the achievement of a goal. What do you plan to do, what is the time frame, what are the intended outcomes, and how will they be measured? Attach separate sheets as needed.

Objective No. 1:

Objective No. 2:

Objective No. 3:

Objective No. 4:

Objective No. 5:

Objective No. 6:

Objective No. 7:

Timeline of Activities: Provide an estimated timeline of the specific activities and actions necessary to fulfill the goals and objectives of this project. Identify the person or people who will be responsible for each activity. Attach separate sheet if necessary.

Activity No. 1:

Activity No. 2:

Activity No. 3:

Activity No. 4:

Activity No. 5:

Activity No. 6:



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Investing in Communities Where Elks Live and Work

IV. Plan for Evaluation

In this section, please indicate how you will know if your project is successful. Attach separate sheet as needed.

What are the intended results or products of this project?

Indicate what "success" will look like for the project or initiative.

How will you know the project has been a success?

Describe how you will measure program success. (Include measurable results and how data will be collected.)

Discuss plans for project sustainability after the Impact Grant funding period.



BUDGET INFORMATION

The project budget is the estimated financial plan for your proposed project. The budget should include *all* expenses you anticipate incurring throughout the grant year. All ENF Impact Grant funds **must** be used solely for the development and implementation of the project activities. The budget also serves to show how much you are requesting through the ENF Impact Grant.

The following list is a summary of costs considered allowable, but is not all inclusive. Exclusion of an item from this list does not necessarily mean it is unallowable.

Budget categories include:

Staff Salaries

Even though ENF funds cannot go to support the salaries of project staff, a matching share of in-kind or cash personnel costs is allowable.

Equipment

Equipment is defined as non-expendable items with a value exceeding \$500.00. This may include new or updated equipment, rental equipment or leased equipment essential to the project. Examples of allowable equipment include tools, office equipment, computers and computer software. Equipment is subject to ENF approval.

Fundamental Expenses

Fundamental expenses are essential services that cannot be met by other grant personnel that specifically relate to the work of the project. Examples of contracted services include consultants, photocopy services, fiscal and/or auditing services.

Supplies

Supplies may include consumable items that are essential to the project. This includes office supplies; postage; copier rental and supplies; telephone, fax and computer supplies; equipment repair and maintenance; etc.

Travel

Travel costs of individuals identified in the budget that are deemed reasonable and necessary to conduct project activities. Examples of travel include transporting project participants and staff mileage relating to project operation.

Other Services

Other Services may include stipends, reproduction/printing, telephone or any other service that does not fit into another category.

Please contact us with questions:



ENFPrograms@elks.org
773/755-4954



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V. Budget Summary

Please **attach a Budget Narrative** in addition to this form that explains why expense items are necessary for the project and how you propose to allocate funds for each line item over the funding period. The Budget Narrative should be no more than two pages. Be sure to describe the relationship of the expense to the desired outcome of the project. Budget proposals can include in-kind contributions and funds from other sources (Matching Funds).

Project Title:

Budget for the period (month/year – month/year):

BUDGET: Please fill in dollar amounts in the budget categories below. TOTAL PROGRAM COST should equal the sum of the ENF FUNDS REQUIRED plus the MATCHING SHARE (cash and/or in-kind).

BUDGET CATEGORY	ENF FUNDS REQUIRED	MATCHING SHARE		TOTAL PROGRAM COST
		CASH	IN-KIND	
Staff Salaries:	N/A			
Equipment:				
Fundamental Expenses:				
Supplies:				
Travel:				
Other:				
TOTAL:				

**Note: The amount entered in the total "ENF Funds Required" is the total grant amount that you are requesting to support your project. The total amount in "Total Program Cost" is the total amount that this program will cost, including the ENF grant, other funds and in-kind donations. The "Matching Share" should include all funds and donations that will be used in addition to any ENF grant received.*

It is understood that any ENF funds received to support this project proposal will be used in the manner prescribed in the budget.

PROJECT MANAGER

SIGNATURE

DATE

EXALTED RULER

SIGNATURE

DATE