



Elks National Foundation 2010 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. To be eligible, the grant application must be sent to the Elks National Foundation Chicago office **postmarked** by **August 31, 2009**. Grants will be announced during ENF Month in October 2009.

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.
- ✓ 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 as a whole, not simply 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:

- ✓ Fund a one-time item purchase, such as a flagpole, plaque or vehicle unless it is part of an ongoing Elks-supported project.
- ✓ Be a small part of a large community capital campaign fund, such as those used to fund new community centers, unless it can be shown that the Elks impact is unique.
- ✓ 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 able to partner with other community service organizations. If partnering with another organization(s), then 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-Elks 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 submit one application per year.
- ✓ 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 must be mailed to the Elks National Foundation and **postmarked** no later than **August 31, 2009**. Applications become the property of the Elks National Foundation and will not be returned. Incomplete or late applications will not be reviewed—no exceptions will be made.

For additional information and resources, including a sample application, please visit:

www.elks.org/enf/community

Should you have questions, contact us.



ENFPrograms@elks.org



773/755-4954

The 2009-10 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, 2009****



Elks National Foundation 2010 Impact Grant Application

Investing in Communities Where Elks Live and Work

Application Checklist:

- Complete Application.
 - Contact Information. Both the Primary Contact and the Project Manager **must** be Elks.
 - Project Title. (This will be used in publications if you are awarded a grant.)
 - Project Information.
 - Provide a detailed description of the ongoing involvement by Lodge members and non-members.
 - Identify the unmet need addressed by this project and how it was determined.
 - Identify your audience and the benefits of this project on the community.
 - Goals and Objectives.
 - Goals: Goals are outcome statements that define what the project hopes to accomplish.
 - Objectives: Objectives are precise, measurable, time-phased results that support the measurement of an individual goal.
 - A plan for how to evaluate the success of the project.
- Budget—Complete the budget form provided to reflect expected expenses.
 - Before completing the budget, read the descriptions of each section and be sure to allocate your funds accordingly.
 - Include both the ENF funds that are being requested and any other funds, cash or in-kind, that will be used toward the project.
 - All ENF funds being requested must be entered in the “ENF Funds” column. The total of this column should be the total grant amount requested.
 - Enter any cash or in-kind donations, such as time or materials, in the appropriate column.
- Budget Narrative—Include an explanation of the proposed funding. The budget narrative should be separated by category according to the budget form, and explain the breakdown of each amount. Be sure to explain why each expenditure is necessary to the project and how the amount listed was reached.
- Signatures of both the Project Manager and the Exalted Ruler.
- Mail to the Foundation headquarters in Chicago, postmarked no later than August 31, 2009.



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**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) (Must be an Elk)	
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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Investing in Communities Where Elks Live and Work

II. Project Information

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

Project Title:

Describe the project.

Provide a detailed description of how Lodge members will be involved. What activities will be performed by Lodge members? What will be done by non-members, if applicable? Remember, significant Elks involvement is required.

Who will form the Project Committee? (Must include at least three Elks.) How many members do you expect will be involved in this project? How many non-members.

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



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Investing in Communities Where Elks Live and Work

How did your Lodge determine the need for this project?

What benefit will the community or a part of the community receive from this project?

Who is the intended audience for this project?

Describe the aspects of your project that you feel are most important to the participants.



III. Proposed Goals & Objectives

Use this section to identify and define the goals you hope to accomplish with this project and the steps you will make to achieve these goals. Goals should describe the big picture or general idea of what the project will accomplish. Objectives are precise, measurable, time-phased results that support the attainment of each goal. **Each goal should have one or more objectives.** This section should describe what you plan to do, what the time frame is, what the intended outcomes are, and how they will be measured. **Attach a separate sheet if necessary.**

GOALS: What do you hope to accomplish?	OBJECTIVES: What steps will you take to achieve that goal?
1.	A. B. C.
2.	A. B. C.
3.	A. B. C.



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IV. Plan for Evaluation

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

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

How will you know the project has been a success?

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

Do you anticipate other funding sources? Discuss plans for project sustainability after the Impact Grant funding period.



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Investing in Communities Where Elks Live and Work

V. Budget Information

The project budget is the estimated financial plan for your project. The budget should include all expenses you anticipate incurring throughout the grant year. The budget also serves to show how much you are requesting through the ENF Impact Grant. See the Application Checklist for important tips for completing this section.

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.

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

BUDGET CATEGORY	ENF FUNDS	MATCHING SHARE		TOTAL PROJECT 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 Project Cost" is the total amount that this project 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.*

BUDGET NARRATIVE: Please explain why each expense item is necessary for the project and how you propose to allocate funds for each line item over the funding period. Be as detailed and specific as possible. Be sure to describe the relationship of the expense to the desired outcome of the project. Attach a second sheet if necessary.

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