

# **Community Investments Program**

## **Impact Grants Workshop**

**Presented by:**

**Jim O'Kelley, Director**

**Debbie Kahler, Assistant Director**

**Portland, Oregon**

**1 to 2 pm**

**July 6 & 7, 2009**



# Community Investments Program

**Helping Lodges  
build stronger  
communities.**



Helping Elks Build Stronger Communities



# Community Investments Program

---

## Today's Agenda:

- ✓ Review the Community Investments Program.
- ✓ Overview of 2009 Grantees.
- ✓ Review the Impact Grant Application.
- ✓ Questions & Answers.



# Community Investments Program

---

**In June 2005, we introduced the Community Investments Program as a way to put Foundation money directly to work at the local level.**



# Community Investments Program

---

## Gratitude Grants

- Our way of saying thank you to Lodges that achieve the GER's goal in per-member giving to the ENF.

## Promise Grants

- Any event or activity that builds the character and competence of youth.

## Impact Grants

- What we're here to talk about today!



# Community Investments Program

CIP grants provide Elks with meaningful ways to interact with their community.

Impact Grants are intended to help Lodges aid their communities in today's time of incredible need.





# Impact Grants



# What is an Impact Grant?



# Impact Grants: 101

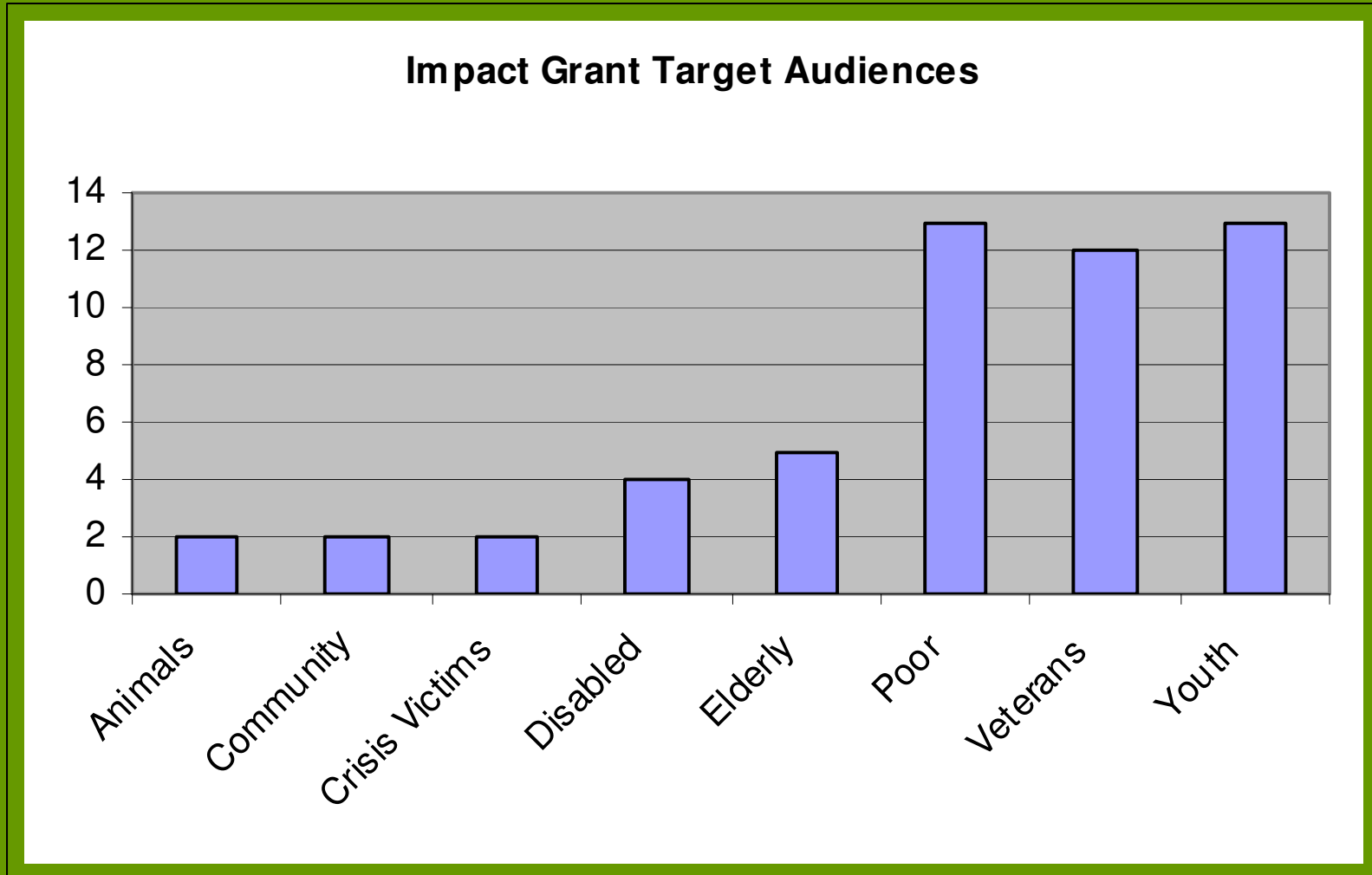
## Impact Grants are:

- Larger, competitive grants.
- Worth up to **\$10,000**.
- Intended for Lodges to start a new project, or expand on an existing one.
- Aimed at helping Lodges make a meaningful and visible impact on their communities.
- Available for renewal funding up to three years.





# 2009 Projects





# Just for Kids



Wheeling, W.V., Lodge No. 28 hosts children's night at their local soup kitchen, allowing families to sit down together for a good home-cooked meal. So far this year, they have served more than 639 children and their families!



# Community Ramp Builders



Members of Wausau, Wis., Elks Lodge No. 248 work with students and community members to build ramps at community members' homes to make them accessible.



# Domestic Violence and Pets

Tri-Cities, Wash.,  
Lodge No. 2755 worked  
with a local domestic  
violence shelter to build  
kennels to make  
the shelter  
accessible  
for women  
and children  
fleeing with their pets.





# Operation Life Transformed



Arlington-Fairfax, Va., Lodge No. 2188 provides job training programs to military spouses and war-wounded caregivers. The Duffy family, pictured above, benefited from the program.



# Miracles Dance Night

Elvis and friends  
rock out at one of  
many social  
events for people  
with disabilities  
hosted by  
Colonie, N.Y.,  
Lodge No. 2192.





# Elks Alliance Health & Wellness Program

Members of Marion, Ill.,  
Lodge No. 800 assemble and  
deliver hygiene kits to local families,  
promoting healthy living in their community.



This year, they have already  
assembled more than 560 Kits  
for distribution!



# Expanded food pantry for Genesis



Members of Goodland, Kan., Lodge No. 1528 work to collect, assemble and distribute food boxes at the Genesis pantry to fight hunger in their community.



# Catch the Spirit Project



Rancho Cordova, Calif., Lodge No. 2484 assists veterans in their community in many ways, like holding appreciation dinners at Veterans homes and providing food baskets to military families.





# Veterans Beginning a New Life

Members of Cocoa Beach, Fla., Lodge No. 2387 collect and distribute welcome home baskets to veterans.





# Kids Fit Club

St. Augustine, Fla., Lodge No. 829 holds a 10-week fitness program teaching children about health and nutrition. They have 80 regular attendees!





# Horses 4 Healing Program

San Diego, Calif.,  
Lodge No. 168  
expanded their  
therapeutic  
horsemanship  
program for people  
with disabilities to  
work with veterans as  
well.





# COOL Camp - Youth Promise Program



Ashland, Ky., Lodge No. 350 partners with their school district to hold a fun, educational after school program. The Program has served more than 100 children so far!





# Neighborhood Outreach Center Support



Indian lake, Ohio, Lodge No. 2792 offers support to their local outreach center. Not only are they building a new basketball court, but Elks volunteer tutors are so helpful that the program has expanded to a second location!



# Impact Grants: 101

## Who's Eligible?

All Lodges are eligible to apply!





# Eligibility Requirements

---

## **An Impact Grant must:**

- Address an unmet need in an Elks community.
- Have significant Elks involvement.
- Benefit as many people as possible.
- Involve participation and monitoring by at least one Elks Lodge.
- Not duplicate or fund Elks National Foundation- or Grand Lodge-sponsored programs.



# Eligibility Requirements

---

- Lodges can partner for a project to address regional needs. In this case, one Lodge submits an application for the group.
- The Lodge is required to report to the Elks National Foundation on the funds spent and project progress.



# Eligibility Restrictions

---

## Here are some of the things an Impact Grant cannot be used for:

- Purchase land or buildings for an Elks Lodge.
- Purchase a one-time item, such as a flagpole or plaque.
- Renovate or expand current Lodge buildings.
- Establish or increase an existing permanent foundation, trust or permanent interest-bearing account.
- Directly and financially benefit Elks members or Lodge employees, unless they are part of the community served as a whole.



# Impact Grants: 101

---

How can your Lodge submit an outstanding grant application?





# Impact Grants: 101

---

- Learn what issues are affecting people in your community.
- Develop ways your Lodge can take action on these issues.
- Discover what resources already exist in your community for addressing the need, and see what you can do to help.



# Impact Grants: 101

---

- Learn how other individuals, community groups, nonprofits and governmental organizations are approaching these issues.
- Build on existing community resources to create opportunities that empower people.
- Involve individuals from the target population, when practical, in dealing with these issues.
- Take into consideration the interests of your Lodge members to ensure participation.



# Impact Grants: 101

---

**Let's review the  
application now.**





# Impact Grants Application


---

## I. Contact Information

- Primary Contact Information
- Project Manager
- Partnership Organization(s)
- Tell us about your community.
- Signatures



# Impact Grants Application

 **Elks National Foundation 2010 Impact Grant Application**  
*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.)

## II. Project Information




- Project Title
- Describe the project
- Detailed information on member involvement
- Expected Project Committee
- What is the unmet need that you will be addressing?
- How did you determine this need?
- What will the benefit be to the community?
- Who will benefit?



# Impact Grants Application

 Elks National Foundation 2010 Impact Grant Application  
*Investing in Communities Where Elks Live and Work*

**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. <input type="text"/>		A. <input type="text"/> B. <input type="text"/> C. <input type="text"/>
2. <input type="text"/>		A. <input type="text"/> B. <input type="text"/> C. <input type="text"/>
3. <input type="text"/>		A. <input type="text"/> B. <input type="text"/> C. <input type="text"/>

## III. Proposed Goals & Objectives

- Identify and define the **goals** you hope to accomplish through your project.
- Identify the **objectives** that support the attainment of each of the project's goals.



# Impact Grants Application

---

**Goals:** Statements of the end result of a project or the anticipated outcome.

For example:

- Create and run an afterschool program for area students.
- Provide nutritious meals to homebound seniors 1x/month.



# Goals

---

## Strong Goal:

Organize an educational trip to Washington D.C for local 6<sup>th</sup> graders to learn about the role veterans have played in American history.

## Not-so-strong Goal:

Take kids on a field trip.



# Impact Grants Application

---

**Objectives:** Tangible, concrete, specific, measurable, achievable and time-limited.

For example:

- The project manager will secure 5 volunteers to run the program each week.
- The project team will meet 1/x month to plan meals, coordinate shopping, meal preparation and delivery.



# Objectives

## Strong Objective:


The Lodge will host an essay contest to identify 12 6<sup>th</sup> graders to participate in the field trip to Washington D.C. by January 31.

## Not-so-good Objective:

The Lodge will select kids to take on the field trip.



# Impact Grants Application

 **Elks National Foundation 2010 Impact Grant Application**  
*Investing in Communities Where Elks Live and Work*

**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.  
\_\_\_\_\_

## IV. Plan for Evaluation

- Indicate what "success" will look like for the project.
- How will you know the project has been a success?
- Describe how you will **measure** project success.
- Do you expect other funding? How do you plan to achieve sustainability?



# Measuring Success

## **Examples of results and how you will know success:**


- Middle-school students were educated about the role veterans played in our nations history.
- Senior citizens received weekly meals.
- Students had a safe place to go after school and improved their grades.

## **Examples of how to measure success:**

- Ask kids to write an essay about what they learned on the trip.
- Satisfaction survey provided to social workers and participants, asking about the quality of meals and customer service.
- The improvement in grades of participating students.



# Impact Grants Application

 **Elks National Foundation 2010 Impact Grant Application**  
*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:				
<b>TOTAL:</b>				

*\*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.*

## V. Budget Information

- ENF Funds Required – Grant monies being requested for each category.
- Matching Share – Any funds other than the ENF Impact Grant. These funds do not have to equal the ENF Funds.
  - Cash – Monetary funds.
  - In-Kind – Non-monetary donations, e.g. volunteer hours.



# Impact Grants Application

## 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:				
<b>TOTAL:</b>				

*\*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.*

## V. Budget Information

- **Staff Salaries** – ENF funds cannot support salaries.
- **Equipment** – Anything over \$500. Subject to approval.
- **Supplies** – Items essential to the project.
- **Fundamental Expenses** – Essential to the project, but can't be met by project personnel, e.g. contracted services.
- **Travel** – Reasonable & necessary to carry out the activities of the project.
- **Other Services** – Anything that doesn't fit into another category.



# Impact Grants Application

**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.

## V. Budget Narrative

Be sure to complete the Budget Narrative!

Include descriptions of what the money in each category will be used for

Explain why items being purchased are necessary to the project



# Impact Grants

---

## Application Evaluation Process:

- All applications must be mailed to the ENF, postmarked by **August 31, 2009**.
- Throughout September, each application will be evaluated by a team of reviewers.
- Reviewers will evaluate applications independently, using a scoring guide.



# Grant Cycle

---

Application deadline: August 31, 2009

Grant recipients announced: late-October 2009

Funding Period: January 2010 – December 2010

Final Reporting due: January 31, 2011



# Impact Grants

# What would your Lodge do with \$10,000?





# Impact Grants

---

## You tell us!

**Stop Dreaming. Start planning!**

Lodges have until **August 31, 2009**, to submit an application to the Elks National Foundation, which means that now is the time to start thinking about how your Lodge can benefit from this exciting opportunity.



# Questions?

- Attend our office hours
- email: *ENFPPrograms@elks.org*
  - Phone: 773/755-4954
- *www.elks.org/enf/community/  
ImpactGrants.cfm*