



ENF LODGE ASSISTANCE GRANT APPLICATION

ENF OFFICE USE ONLY
Lodge Code::
App Approved:
Signed:

Please complete all sections of this Lodge Assistance Grant Application. The ENF Lodge Assistance Grants allow local businesses to support Lodge charitable programs through monetary donations to the Elks National Foundation.

This application must be completed and sent to the Elks National Foundation for approval. Only applications submitted on the official form and signed by the Exalted Ruler and Lodge Secretary will be considered.

Lodge Contact Information

Lodge Name and Number
Contact Name
Address
Phone number
Email address

Name of Grantor (Corporation, Organization or Foundation)

Contact Name
Address
Phone number/Fax number
Email address

★ **Please Note:** *Employee Matching Programs and Volunteer Programs are NOT eligible.*

Anticipated dollar amount \$_____

Our Lodge intends to use the donation for the following Lodge charitable program(s):

1. _____
2. _____
3. _____

3. Signature

Only applications submitted on this official form and signed by the Exalted Ruler and Lodge Secretary will be considered. By signing this application, you agree to use the donation toward stated purpose. You also agree to complete the Final Accounting Form. The signature on this application confirms that the Exalted Ruler and Lodge Secretary understand and accept these responsibilities.

Exalted Ruler Signature

Date

Lodge Secretary Signature

Date



The Elks National Foundation's Community Investments Program invests directly in Lodge communities and is designed to have a lasting impact in the areas where Elks live and work. The CIP's newest component, the Lodge Assistance Grants, enable the Elks National Foundation to assist Lodges by allowing local businesses to support Lodge charitable programs through monetary donations to the Elks National Foundation.

The Lodge Assistance Grants serve as a convenience to Lodges and are designed to assist Lodges in obtaining monetary donations from outside organizations. These grants allow Lodges to secure monetary donations from organizations, corporations or foundations that contribute only to charitable organizations.

If your Lodge is interested participating in the program, please adhere to the following guidelines.

- Complete the grant application form on back of this page and submit to the ENF Programs Department for approval.
- If you are seeking a donation from a corporation, organization or foundation that has their own grant application form, please complete as much information as possible and forward to the ENF Programs Department for review. Upon approval, the ENF will complete the remainder of the grant application form, attach pertinent documents, and mail to the corporation, organization or foundation. The Lodge will receive a copy of the grant application form.
- Checks received from a corporation, organization or foundation must be made payable to the Elks National Foundation. The ENF will deposit the check and issue a check to the Lodge for the amount received. A tax receipt can be issued to the corporation, organization or foundation upon their request.
- The Lodge **must** report to the ENF a final accounting of all Lodge Assistance Grant funds received, using the official Final Accounting Form. The Lodge is not eligible for subsequent funds, until the Final Accounting Form is received.

Please note the following program requirements and exclusions:

- To qualify for this program the donation must be \$100.00 or greater.
- Any fees incurred by the ENF for processing a donation will be deducted from the total donation, prior to being sent to the Lodge.
- Fixed assets or real estate donations do not apply for this program.
- Corporate matching gift programs or volunteer hour programs do not apply for this program.
- Donations do not count toward recognition levels or for determining per capita.

Please direct any questions pertaining to the Lodge Assistance Grants to the ENF Programs Department:

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

ENFPrograms@elks.org