



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 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 an 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.



Elks National Foundation 2010 Impact Grant Application

Investing in Communities Where Elks Live and Work

**ENF OFFICE
USE ONLY**

State & No.:

Date Rec'd:

Signed:

I. Contact Information

Lodge Name: New Grant Lodge	Lodge No.: 0000
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Lodge Primary Contact Information (Must be Member of the primary Lodge)

Name: Judy Jones Title: ENF Chair	Email Address: JudyElk@elks0000.com
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Address: 111 New Grant Lane	Phone Number: 555-555-5555
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City, State, Zip: New Grant, NJ, 99999	Fax Number: 555-555-5556
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Project Manager (If different from Primary Contact) (Must be an Elk)

Name: Sam Smith	Lodge No.: 0000
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Address: 123 Pick Me Lane	Phone Number: 555-555-5557
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City, State, Zip: New Grant, NJ 99999	Email Address: SamElk@elks0000.com
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Partnership Organization(s) Contact Information. Please attach an additional sheet, if necessary.

Name:	Name:
Title:	Title:

Address:	Address:
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City, State, Zip:	City, State, Zip:
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Email:	Email:
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Phone:	Phone:
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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 ContactDate: _____ Signed by _____
Exalted Ruler



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II. Project Information

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

Project Title: New Grant Senior Meal Delivery Program

Describe the project.

The New Grant Senior Meal Delivery Program will provide nutritious meals to homebound seniors in New Grant. In addition to the preparation and delivery of meals, the program will include volunteer recruitment and fundraising to ensure its continued success.

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.

Members of the New Grant Lodge will be heavily involved in this project. The project will be entirely managed by members who will also be responsible for all volunteer recruitment, the coordination of preparation and delivery schedules, all fundraising and public relations, and the actual preparation and delivery of the meals. The majority of volunteers will be members of the Lodge.

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.

The project manager, primary contact and the New Grant Lodge ENF chair comprise the Project Committee. In addition, we expect to recruit and train 10 Lodge member volunteers by December 2009.

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

“There is hunger in America, not because of a lack of food, but because of a lack of leadership.” This statement is the guiding principle of The National Center for Nutrition Leadership (The Center). The Center is a collaborative initiative of the Meals On Wheels Association of America (MOWAA) and the Meals On Wheels Association of America Foundation (MOWAAF). The Center is designed to assist leaders in the senior nutrition and anti-hunger fields meet the increasing demand for services that seismic demographic shifts, fueled by aging Baby Boomers, will inevitably create.

According to The Center, the environmental factors that result in senior hunger are many. Most have been documented extensively. The factors that The Center believes will have the most impact on senior hunger over

the next ten years include:

- Significant increase in the number of seniors who will need nutrition services.
- Increased demands on existing funders that will result in either fewer funds, funding increases that do not keep pace with the demand, or requirements for more results with existing funds.
- Increasing costs of materials (food), transportation and labor.
- The dichotomy of increasing wealth of some seniors and decreasing wealth of the majority.
- A fragmented regulatory system that provides inconsistent standards for nutrition providers and often hampers innovation.

In recognition of the growing number of elderly people facing this hardship, the New Grant Elks want to become a driving force in the movement to eradicate hunger, especially for the senior citizens in our community. New Grant Lodge proposes a project to pilot an Elks Senior Meal Delivery Program to provide nutritious meals to needy, elderly members of the community.

SAMPLE



Elks National Foundation 2010 Impact Grant Application

Investing in Communities Where Elks Live and Work

How did your Lodge determine the need for this project?

The New Grant Lodge Impact Grant committee met with the New Grant mayor to discuss several possible projects. The mayor stated that recent cuts in the state's budget have greatly affected the local resources available to support senior citizens seeking food delivery assistance. The Impact Grant committee believes that the Lodge can have the greatest impact on the community by supporting a food program.

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

Up to 50 homebound seniors will receive a nutritious meal each month because of the Elks.

Who is the intended audience for this project?

The New Grant Senior Meal Delivery Program will serve the homebound elderly in New Grant.

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

The New Grant Senior Meal Delivery Program will provide a monthly meal to up to 50 homebound seniors. In addition to the nutritious meal, Elk volunteers will demonstrate to the homebound seniors that Elks care and Elks share.



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?

1. The New Grant Senior Meal Delivery Program will provide nutritious meals to homebound seniors on a monthly basis.

OBJECTIVES: What steps will you take to achieve that goal?

A. The New Grant Senior Meal Delivery Program will secure enough fresh produce and nonperishable items to feed up to 50 seniors monthly.

B. The New Grant Senior Meal Delivery Program will deliver meals 1x/month to up to 50 homebound seniors. The program will be year-round and the menu will be changed monthly.

C. The New Grant Senior Meal Delivery Program will keep accurate records of supplies, deliveries, volunteers, participants, and all bank records. Quarterly reports will be submitted to the Elks National Foundation.

2. The New Grant Senior Meal Delivery Program will heighten awareness of the hunger issue in the New Grant community.

A. 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.

B. The New Grant Senior Meal Delivery Program leadership will promote the program in the community, helping to secure food donations, volunteers and program partners.

C. Local media will be contacted, to promote the program and make it known to any who need it.

3. The New Grant Senior Meal Delivery Program will increase member participation, and increase visibility of Elks' charitable activities in the community.

A. Organize a team of New Grant Elks leadership to meet 1x/month to plan meals, coordinate shopping, meal preparation and delivery.

B. By December 2009, recruit and train at least 10 Elks volunteers to cook, clean up and deliver meals monthly. Continue recruitment and training efforts on an ongoing basis.

C. The New Grant Senior Meal Delivery Program leadership will promote the program in the community.



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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.

Based on the efforts of the Elks Senior Meal Delivery Program, at least 50 homebound seniors will receive a homemade nutritious meal at least 1x/month. The Elks will become visible leaders on the food shortage issue and raise public awareness. In addition, the program will attract new volunteers from the community to assist in meal preparation and delivery. These new volunteers are also potential Elk members.

How will you know the project has been a success?

With the help of an ENF Impact Grant, the New Grant Elks will deliver up to 50 home-cooked, nutritious meals to homebound seniors each month; members of the community will join forces with the Elks in eradicating hunger, and possibly become Elk members; and two partnership organizations will be secured to expand program services in subsequent years of the project.

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

A participant satisfaction survey will be provided to all seniors who received a meal. Elks' program leadership will meet 1x/year, or more if necessary, with key personnel at the area agency on aging to review the program and receive feedback. Elk volunteers will increase by 10 percent in the first year of the program.

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

The New Grant Lodge recognizes that ENF funding for this project is limited. That is why one of the goals of the program is to secure partnering organizations in the community to ensure sustainability.



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		\$8,320	\$8,320
Equipment:				
Fundamental Expenses:				
Supplies:	\$9,415	\$2,040	\$1,000	\$12,455
Travel:	\$585		\$585	\$1,170
Other:				
TOTAL:	\$10,000	\$2,040	\$9,905	\$21,945

**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.*

