



Elks  
National  
Foundation, Inc.

# COMMUNITY INVESTMENTS PROGRAM



2020-21  
BEACON GRANT TOOLKIT

# BEACON GRANTS: ONGOING, CHARITABLE PROJECTS

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For more information, visit [elks.org/cip](https://elks.org/cip).



## OVERVIEW AND CHANGES

The COVID-19 pandemic has forced communities to adapt to this new normal, and Beacon Grants are no different. This year, the Beacon Grant will be offered to every Lodge with increased flexibility as a direct response to provide more opportunities for Lodges to assist their communities during this time of increased need.



Applications open on **August 1, 2020.**

Applications close on **December 31, 2020.**

Projects must be completed by **March 31, 2021.**

### CIP TIP!

Remember, every Lodge is eligible for a Beacon Grant.

Apply as soon as possible to make the biggest impact on your community!



### NEW! FLEXIBILITY

Since its inception, active, Lodge-led projects were the name of the game. If the Lodge is able to continue the regular Beacon Grant project with safety precautions, please continue to do so. If doing an active project is not feasible this year, **donations may be permissible** to the partner organization the Lodge usually works with, or an organization providing COVID relief. Please keep in mind that donations for items not related to COVID relief, like sports equipment, will not be permitted.

### NEW! GRANT AMOUNT

Earlier this year, the CIP announced Beacon Grants will increase to \$3,000. As a response to the increased need due to COVID, Beacon Grants have been increased to **\$3,500**.

Additionally, Lodges can opt to supersize their Beacon Grant with a Spotlight Grant, making a total of \$5,500 available for a Beacon Grant project.



### NEW! PROJECT PLANS

In a typical year, the Beacon Grant is only allowed for one annual project. This year, as a response to COVID, the Beacon Grant can be split between two projects.

Additionally, if the previous Beacon Grant project is not feasible this year due to COVID or the Lodge wants to do a project more closely tied to COVID relief, the Lodge will be able to switch projects. Just make sure to specify in your application the reason for the change.

# INSTAGRANTS

Struggling to figure out what to do? We've made it easy. Consider adapting one of these highly successful Lodge grant projects in your own community. Please remember to follow local guidelines for COVID safety.

## Beyond the Basket



### PROJECT OVERVIEW

Many Lodges use their Beacon Grants to prepare Thanksgiving or Christmas food baskets for families in need in their communities. The Beyond the Basket project encourages Lodges to participate in this food basket program all year long.



### STEP 1

#### Make the Decision

A lot of people wish to give back during the holiday season. According to a study by United Way, the demand for volunteer opportunities far exceeds the need for volunteers during the holiday season. This means that grant funds may be better served at different points of the year to avoid waste during the holidays. After all, hunger exists all year long—especially during the current crisis.

Make lists of food that every family would need for a nutritious meal, and have Lodge members purchase items in bulk. Package and distribute the baskets accordingly!

For a more personal touch, consider adding handwritten notes from Lodge members. This year has brought about feelings of isolation that a simple handwritten note can help alleviate.



### STEP 2

#### Make It A Success

Contact local organizations such as food pantries, schools, hospitals and local nonprofits will to help identify people in need of support.



### STEP 3

#### Make It COVID Safe

To keep the event safe, consider hosting a drive-thru event for easier distribution. This will eliminate large gatherings of people while still ensuring people in need get the food supplies they need.

# Backpack Program



## PROJECT OVERVIEW

With money tighter than ever, school supplies may be the last thing on parents' minds and wallets when sending their children back to school. That's where the Elks step in. Host a backpack program to get children in need all the supplies they will need to have a successful school year.



### STEP 1

#### Get Started

Contact local schools to identify students in need and what items will be necessary for success throughout the school year. Talk to Lodge members to see who would be interested in purchasing supplies and packaging them altogether.



### STEP 2

#### Make It A Success

A strong and dependable group of volunteers will be essential to keeping your program organized and successful. Consider working with youth groups such as Boy Scouts, Girl Scouts, Elks scholars and/or Antlers who may also be available to volunteer with the program.



### STEP 3

#### Make it COVID Safe

Consider dropping off backpacks directly to each family or to a school to deter a large gathering of people.

Additionally, if your school district will be moving forward with in-person classes, remember to put PPE in the backpacks to ensure the students' safety.

After distributing the backpacks, consider hosting an Elks-led online story time or tutoring session. Students have been out of school for a long time, so jumpstarting the learning could help give students in need another boost for success.



## Local Gardens



### PROJECT OVERVIEW

In addition to increased access to fresh produce, community gardens provide several benefits such as fostering positive community ties and improving neighborhood safety. By supporting local gardens, Elks help promote the health and well-being of their communities.



### STEP 1

#### Get Started

Determine if there is a need for a garden. Who will the garden serve? Examples of groups that may benefit from a partnership include schools, food banks, hunger relief organizations, nonprofits and churches that prepare meals for people in need. Form committees to accomplish tasks such as construction, marketing, youth activities, equipment storage or financial management.



### STEP 2

#### Make It A Success

Partner with local organizations to assist with daily support of the garden such as routine garden maintenance, virtual cooking demonstrations and gardening

classes. Consider reaching out to a local hardware store or service organizations for additional support. Reach out to organizations that focus on at-risk youth to direct them to a healthy activity to further stretch the impact of the community garden.



### STEP 3

#### Make It COVID Safe

Outside gardens already hold a great opportunity for social distancing. To further ensure the safety of participants, create an online calendar to space out volunteers and assure that less people will be in the garden at the same time.

Consider hosting online gardening tutorials to teach valuable skills to families in need.

## Cooking Up Some Fun



### PROJECT OVERVIEW

Learning to cook is an essential element to add to any teenager's life-skills toolkit. Elks have the opportunity to host cooking classes for young adults in need to give them practical skills and supplies to independently cook healthy and sustainable meals.



#### STEP 1

##### Get Started

Identify the community in need your Lodge will serve with this project. Reach out to Title I schools, food pantries, and organizations like the Boys and Girls Club to identify students and families in need.



#### STEP 2

##### Make It A Success

First, choose a meal that would be fun, easy and healthy for beginning cooks to try, keeping common allergies and dietary restrictions in mind. Teach a recipe that your Lodge is famous for in your community!

Second, make a list of the supplies needed. Consider providing spices to add room for experimentation. Don't forget the utensils!



#### STEP 3

##### Make it COVID Safe

Consider making your cooking classes virtual! Lodge members can drop off boxes complete with all necessary food and supplies to the participants of the program. Later, Lodge members can lead the class over video conferencing software like Zoom, with all participants cooking from the socially distanced comfort of their own kitchens.

# SAMPLE APPLICATIONS



Englewood, Colo.,  
Lodge No. 2122  
Food Drive for Veterans

## QUESTION 01

**Describe your Lodge's charitable project. Include who the project will serve and how often it will take place (examples might include weekly, monthly, yearly, etc.).**

The Lodge will partner with Soldiers' Angels to host a monthly mobile food distribution event for low income, at risk, and homeless veterans. Veterans register for the event through the Veterans Affairs Medical Center in Denver. Lodge Members and other volunteers will unload trucks, sort food into bags, and hand out bags to participating veterans.

## QUESTION 02

**Why is this an important community need? How will the Lodge identify people in need to help?**

Veterans are coming to Colorado to seek employment. They also return to Colorado after completing their service because they were trained at a Colorado military base. But when they arrive in Colorado, the jobs many of them qualify for don't pay enough to cover rent. Of the 1,073 homeless veterans in Colorado, over 700 are located in the Denver Metro area.

A short term vacancy rate in the double digit range has caused metro area rents to decline. However the vacancy rate has once again declined from 13.9% to 5.8%, making the market very competitive.

The Elks have pledged to help end veteran homelessness, and ensure that every veteran has the safe, stable home they deserve. These food staples may eliminate having to choose between rent and eating for many veterans.



### QUESTION 03

**Beacon Grants must be Lodge-led. How many Lodge members are meaningfully involved? What are their duties and responsibilities? Consider all involvement from planning, the day(s) of the project, and after. Include details specific to this project only.**

Members and their families will assist as volunteers at the food distribution event. There is opportunity for members who can't do the "heavy lifting" as the Lodge will collect supplies by doing fundraisers and setting up drop bins in the Lodge. Members also may assist in driving the walk-up veterans back to their home or shelter. The Lodge will provide safety and security monitors, volunteer support, event coordination and logistics between volunteer groups. The monthly event will be held at the Lodge and signage for the event will be in place. Publicity and news coverage will include positive community images of the Elks and the Lodge.

### QUESTION 04

**What is the goal of this project? How will the Lodge know it was successful?**

The project will have identifiable measurable markers such as number of veterans served and pounds of food distributed. But the real success of our efforts will be far less visible. The Elks and The Elks National Veterans Service Commission have pledged to help end veteran homelessness and ensure that every veteran has the safe, stable home they deserve. This monthly event will raise awareness of the growing homeless veteran issue in Colorado. It is important that the veterans know they can count on our Lodge, the other 15 Denver area Lodges and all 55 Colorado Elks Lodges for support and assistance. The partnership with Soldiers' Angels will draw volunteers from businesses and other pro-veteran groups. The Lodge can benefit from building relationships with these community organizations.

### BUDGET 05

**Grant funds should focus on project essentials and serving people in need. Only 10 percent of the grant budget can be allocated to administration, promotion, or publicity.**

Item	Estimated Cost
Food	\$1,800
PPE	\$500
Food Drive Supplies (wagons, to-go boxes, etc.)	\$1,200
<b>TOTAL</b>	<b>\$3,500</b>



**Long Beach, Wash.,  
Lodge No. 1937  
Little Food Pantry Donation**

## QUESTION

01

**Describe your Lodge's charitable project. Include who the project will serve and how often it will take place (examples might include weekly, monthly, yearly, etc.).**

Our senior citizen dance has become immensely popular with the senior community, our Lodge members who volunteer at the event, and local elected town officials who have made it a point each year to attend and have publicly commented on its value to our community. Unfortunately due to COVID-19, we will be unable to host our senior citizen dance this year. Because of this, we would like to donate our funds to the partner organization we work with, the Senior Center. The Senior Center has been providing free meals for seniors who have been in quarantine due to the COVID crisis. In addition to providing funds for these meals, our Lodge members will write letters to these seniors to combat feelings of isolation.

## QUESTION

02

**Why is this an important community need? How will the Lodge identify people in need to help?**

The demographic percentage of senior citizens in our town is one of the highest in the state. According to the U.S. Census Bureau, the town's population over 65 years of age amounts to 17.2%, higher than both the state and national averages. In our site reviews of the town's Senior Center, we learned that seniors solitary, isolated lives. This is what originally led us to host the senior citizen dance in order to give an opportunity for camaraderie and fun. With the COVID crisis, we want to ensure the health and safety of the seniors in our community. Because many seniors have been homebound, the Senior Center has been providing delivered meals to keep them healthy and safe.

### QUESTION 03

**Beacon Grants must be Lodge-led. How many Lodge members are meaningfully involved? What are their duties and responsibilities? Consider all involvement from planning, the day(s) of the project, and after. Include details specific to this project only.**

As in past years, all organizational requirements will be accomplished by 20-25 Lodge members at various stages. This year, even though we will be donating the funds, we anticipate around 25 Lodge volunteers. Because the Senior Center receives discounts, they are able to purchase food for less than what we would be able to. That means that our donation goes further than if we purchased and delivered the food ourselves. However, our Lodge members will volunteer with the Senior Center to deliver the food to our senior citizens in need. Additionally, our members will write handwritten letters to help senior citizens who may not be technologically savvy in order to fight feelings of loneliness and isolation. Lodge members will also solicit local businesses for donations of goods like hygiene products, games, and books to keep the senior citizens occupied during this time of social isolation.

### QUESTION 04

**What is the goal of this project? How will the Lodge know it was successful?**

Our success will be measured by the amount of deliveries we make and feedback we receive from our guests. We will also measure our success based on the number of letters we write and donations we solicit to enrich the lives of seniors during this time. In addition, we also will be able to measure our success by the level of collaboration among the Lodge members, Senior Center, Elder Service organizations and community members.

### BUDGET 05

**Grant funds should focus on project essentials and serving people in need. Only 10 percent of the grant budget can be allocated to administration, promotion, or publicity.**

Item	Estimated Cost
Donation to the Senior Center	\$3,500
<b>TOTAL</b>	<b>\$3,500</b>



## SUPERSIZING A BEACON GRANT WITH A SPOTLIGHT GRANT



Golden, Colo., Lodge No. 2740

This year, Lodges will have the opportunity to apply their Spotlight Grant to increase their Beacon Grant budget to \$5,500.

To do this, there is a button on the Grants Dashboard that will allow the Lodge to merge the two applications. By clicking this button, the Spotlight Grant application will disappear from the Grants Dashboard and the Beacon Grant amount will increase to \$5,500.

Fill out the Beacon Grant application as usual. Make sure to use the full grant amount!



Danville, Va., Lodge No. 227



Plainview, Tex., Lodge No. 1175

For more information about the Spotlight Grant, please visit [enf.elks.org/SpotlightGrants](https://enf.elks.org/SpotlightGrants)

# OUT OF GRANT COMPLIANCE

Lodges can find themselves out of grant compliance for three separate reasons. See below for information on these reasons and how to get the Lodge back in compliance to apply for grants.

## DELINQUENT DUES



Lodges that are delinquent on paying their Grand Lodge per-capita assessment dues (G.L. Statutes, Section 3.020) are ineligible for CIP grants.

## MALFEASANCE



If a Lodge misuses its grant funds, they will become ineligible to apply for new grants for a period of time commensurate with the abuse.

## MISSING FINAL REPORTS

Before we send more money to a Lodge, we need them to tell us how they used the money they already received. Missing the deadline to submit a Final Report will cause a Lodge to go out of compliance.

Lodges have **30 days** after the date of grant completion to submit the Final Report. Lodges will be out of compliance if a Final Report is not submitted within **60 days** from the date of grant completion.

## CHECKING YOUR LODGE'S STATUS



Lodges can check on their grant compliance in the [CIP Participation Report](#).

Lodges can also contact the CIP office at **LodgeGrants@elks.org** or at **773/755-4730**.

2020-21 Beacon Grant applications open **August 1, 2020!**  
Make sure your Lodge is in compliance to apply as soon as possible.



# FREQUENTLY ASKED QUESTIONS

## **Is my Lodge eligible to apply for the Beacon Grant?**

Yes. All Lodges are eligible for the Beacon Grant. Lodges do not need to meet the GER's per-member-giving goal to be eligible for the Beacon Grant.

## **When are 2020-21 Beacon Grant applications available?**

Applications for the Beacon Grant open August 1 and close December 31, 2020. The Lodge may use the Beacon Grant between the date the application is approved and March 31, 2021.

## **Can Beacon Grants be used as donations?**

Yes, only if an active project is not feasible in your community. As a response to the COVID crisis for the 2020-21 grant year, the Beacon Grant can be used as a direct donation.

## **Can my Lodge donate to any organization with the Beacon Grant?**

No. The CIP will only consider donations to the partner organization the Beacon Grant has worked with in the past if the usual active project is not feasible, or to an organization providing COVID relief, like a food bank. We will not consider donations for the purchase of anything not related to COVID relief, like sports equipment.

## **How can Beacon Grants be used? Are there any restrictions?**

Beacon Grants must be used for local, charitable activities. Lodges should use Beacon Grants to actively serve the community. Ideally, grant use would go further than a donation of funds or supplies. The intent of the CIP is to help Lodges do more to serve their communities in new and meaningful ways.

In addition, CIP Grant guidelines state that Lodges may not use grants

to support State Major Projects, national Elks programs, fund scholarships, Hoop Shoot events, youth awards nights, poster and/or essay contests, appreciation dinners, fundraisers or general community events. Grants may not be used for Lodge maintenance and/or repairs, or to only benefit Lodge members and their families. Grant funds must serve a population in need, and cannot be donations of funds or supplies to individuals.

## **Can the Lodge switch Beacon Grant projects from last year?**

Yes. As a response to the COVID-19 crisis, a Lodge can pause its ongoing Beacon Grant project and pivot to a project focusing on COVID relief.

## **How much are Beacon Grants?**

2020-21 Beacon Grants have been increased to \$3,500. Please use the full amount to impact your community as much as possible.





### **Can we do two projects under the Beacon Grant?**

Yes. As a response to the COVID-19 crisis, a Lodge can undertake up to two projects to use the full amount of their Beacon Grant funds for the 2020-21 grant year.

### **How can the Lodge supersize a Beacon Grant with a Spotlight Grant?**

There is a button on the Grants Dashboard that will allow the Lodge to merge the two applications. By clicking this button, the Spotlight Grant application will disappear from the Grants Dashboard and the Beacon Grant amount will increase to \$5,500.

### **Can grant funds be used for publicity or administration expenses?**

Grant funds should be focused on project essentials and serving people in need. However, up to 10% of

your Lodge's grant budget can be dedicated to administration, promotion or publicity. These expenses might include, but are not limited to, paid advertisements in the local newspaper/ on the radio, t-shirts or other non-essential merchandise.

### **After applying to a Beacon Grant, I received an email asking for more information. Does this mean my application is rejected?**

No. We follow up with the majority of Lodges. Often, follow-up emails simply request more information. If a Lodge submits an application that does not qualify, the ENF will follow up with the Lodge and offer a chance to apply for a different activity. When the CIP office sends a follow-up email, it opens up your Lodge's application for editing. All of your Lodge's previous work remains. Your Lodge can then access, modify and resubmit the application.

### **My Lodge needs to change how we use our approved Beacon Grant due to COVID-19. What should I do?**

We understand that there is uncertainty due to COVID-19. Any and all changes to approved Beacon Grant applications must be approved in writing by the ENF in advance. We ask that the Lodge alert the CIP Office of these changes via email at [LodgeGrants@elks.org](mailto:LodgeGrants@elks.org).

### **My grant activity is complete. What now?**

Tell us about it! After the grant has been used, complete the Final Report and upload all grant-related receipts and photos. Final Reports will be due 30 days after the anticipated grant completion date provided by your Lodge. The Lodge will be locked out of applying for grants 60 days from that date until the report is submitted.

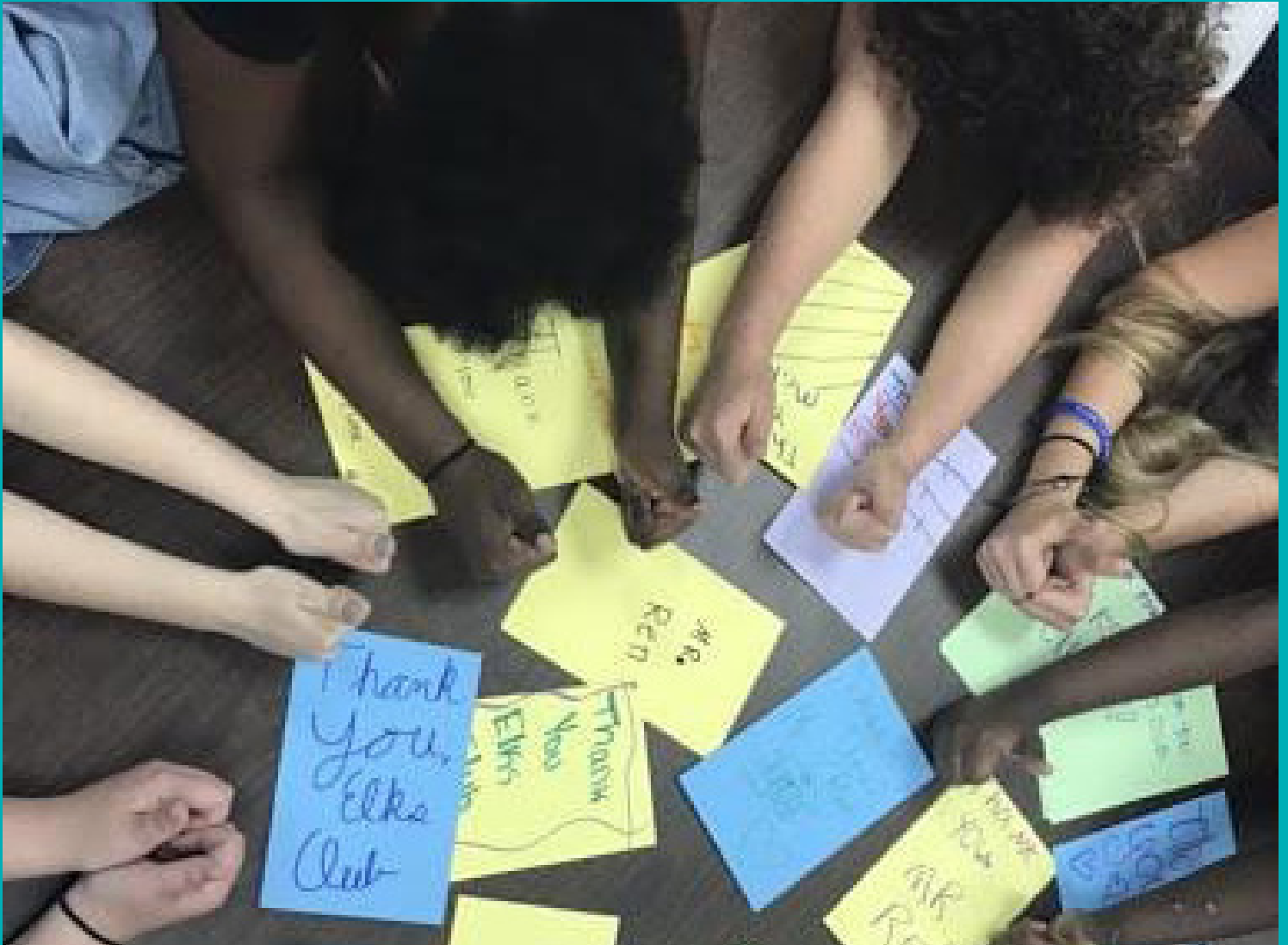
### **For more information:**

Complete guidelines can be found at [enf.elks.org/BeaconGrant](https://enf.elks.org/BeaconGrant).

# STAY IN TOUCH

with the

## COMMUNITY INVESTMENTS PROGRAM



### Phone

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773/755-4730

### Email

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[LodgeGrants@elks.org](mailto:LodgeGrants@elks.org)

### Website

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[elks.org/cip](http://elks.org/cip)

### Social

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[enf.elks.org/social](http://enf.elks.org/social)