



Elks National Foundation

2021 Impact Grant Quarterly Reports

Due Dates:

First Quarter – April 15, 2021

Second Quarter – July 15, 2021

Third Quarter – October 15, 2021

Final Report – January 15, 2022

Fast Facts:

- Quarterly Reports will be completed through the [Grants Dashboard](#)! An email reminder will be sent a month in advance of each due date.
- Each Quarterly Report will be available for editing on the Grants Dashboard once the preceding report is approved. Feel free to edit and add information as the Lodge executes the project on the next Quarterly Report. Please refrain from submitting a Quarterly Report until **all** activity for that quarter is complete.
- Please include all receipts from quarterly expenses. The same rules apply as with our other grants—we need to see full receipts including the store, date, itemized list of purchases, and total. Handwritten receipts, Lodge logs, and photos of handshake agreements will not be accepted.
- There is no need to send bank statements unless requested.
- Try to give thoughtful answers and anecdotes in each report. While the CIP team cannot be there while you execute your project, make us feel like we are! We will be more likely to share your story if you tell it well.
- If the Lodge is going to submit the report late, or if there are any other issues, please let us know in advance. We are happy to be flexible, but communication is the first step.