Beginner's Guide to Lodge Grants

The Elks National Foundation's invests $9.8 million in Elks communities through Lodge grants that help Elks meet local needs. ENF Grants should always be used for charitable purposes. Keep the following IRS defined categories in mind when planning a grant project:

- Relieve the poor, distressed or underprivileged
- Advance education or science, *but not through scholarships*
- Lessen the burdens of government
- Eliminate prejudice and discrimination
- Combat juvenile delinquency
- Lessen neighborhood tensions

Each year, Lodges can apply for up to five Lodge grants. Each grant has different guidelines, restrictions and availability. For detailed information, please visit our website at *elks.org/cip*.

Need help thinking of project ideas?
Check out these pages!
CIP Central: *enf.elks.org/CIPCentral*
Elks in Action: *enf.elks.org/ElksInAction*
Veterans Guidelines: *enf.elks.org/ServeVeterans*
CIP Club: *enf.elks.org/cipclub*
CIP Field Guide*: enf.elks.org/fieldguide*

> **Did you know?** ENF 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 or fundraisers. ENF Grants are not to replace expended Lodge charitable funds, rather they are intended to help Lodges expand their charitable efforts.

Step 1: Accessing ENF Lodge Grant Applications

Only the Lodge Secretary and Grants Coordinator(s) can access online grant applications. The Secretary can access through CLMS and the ENF website and the Grants Coordinator can access solely through the ENF grant webpages. Visit *elks.org/cip* to get started.

Appoint an ENF Grants Coordinator: The Lodge Secretary can appoint a Grants Coordinator in CLMS by selecting the 'Staff' tab and then choosing 'Appoint ENF Grants Coordinator'. Please note, in order to be appointed, the Grants Coordinator must have an existing *elks.org* username and password.

Step 2: Applying for an ENF Lodge Grant

All grant applications must be submitted online. If an application needs more information or is not within guidelines, the ENF will email the primary and secondary contacts to request the application be updated and resubmitted. Don't get discouraged if your application isn't approved the first time! We follow-up with many Lodges' applications and sometimes just need more detail. Be sure to clearly state the answers to each question and include details about the project, the charitable focus, and member involvement. Once an application is approved, the Lodge will receive an approval email. The official approval letter, Final Report Form, and grant check will be mailed to the Lodge within 3 weeks of grant approval.

Step 3: Using an ENF Lodge Grant

ENF Lodge Grant funds must be used for the project(s) detailed on the approved application. Any changes to a grant project must be approved by the ENF. Unauthorized changes may result in a request for grant funds to be returned.

If there are funds leftover, please contact the ENF about any changes or additional expenses. All grant expenses must be documented. Keep records of all receipts from grant expenses.

Step 4: Closing an ENF Lodge Grant

A Final Report Form is mailed with all grant checks. This form includes questions about project successes, expense information, grant logistics, etc. Once the project is finished, please complete the Final Report Form and mail it to the ENF with the necessary signatures and all receipts from grant expenses. Please include pictures, news articles, or any additional project information! You can email digital pictures to *LodgeGrants@elks.org*. You never know when your Lodge's grant project will be featured in an ENF publication or on the website.

Grant Application Troubleshooting: If you receive an error message when trying to proceed to the next page or submit an online application, try the following.

1) There are two fields that ask for dates. Be sure to select the dates from the calendar icon instead of typing them manually.

2) The budget should not include any symbols. Do not enter **the dollar sign ($) or any other symbols in these fields.**

3) Try logging out of *elks.org* and logging back in completely or try a different browser or computer. We recommend that you always save your applications in a document outside of the website in case there are technical difficulties.

4) We run a quick web update each Friday, in the early afternoon. This allows for the CIP Participation report to be updated, gives access to grant applications for Lodges that are back in compliance, and gives access to the Gratitude Grant for Lodges that have met the per-capita goal. If you attempting to access an application during this time, you may find yourself locked out. Please log out of *elks.org*, log back in and try again after some time. If the problem persists, call us.

Questions? Contact us!
Phone: 773/755-4730
Fax: 773/755-4730
Email: *LodgeGrants@elks.org*
Website: *elks.org/cip*