



# **Beginner's Guide to CIP Grants**

This year, the ENF allocated \$13.4 million to fund the Community Investments Program, investing in Elks communities through grants for Elks Lodges. Community Investments Program grants offer your Lodge an opportunity to serve your community in ways that will raise the Lodge's profile, energize the membership, encourage former members to return to the fold, and gain the notice of people who want to be part of an organization that's doing great things.

- 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

This year, as long as the Lodge is in grant compliance, your Lodge can apply for up to six grants. Each grant has different guidelines, restrictions and availability. For detailed information, please visit our website at [elks.org/cip](http://elks.org/cip).

## **Step 1: Accessing Applications**

Only the Lodge Secretary and Grants Coordinator(s) can access online grant applications. The Secretary can access through CLMS and the CIP website. The Grants Coordinator has access solely through the CIP website. Visit [elks.org/cip/dashboard](http://elks.org/cip/dashboard) to get started.

**Did you know?** CIP Grant guidelines state that Lodges may not use grants to support State Major Projects, national Elks programs, fund scholarships, Hoop Shoot/Soccer 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.

*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](http://elks.org) username and password.

## **Step 2: Applying for Grants**

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. It is common for the CIP Office to request additional information. Be sure to clearly state the answers to each question and include details about the project, the charitable focus, and member involvement. Upon approval, an official approval letter and grant check will be mailed to the Lodge.

### **Step 3: Using a Grant**

CIP grant funds must be used for the project(s) detailed on the approved application. Any changes to a grant project, including date changes, must be approved by the ENF. Please provide changes in writing via email. 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 all receipts from grant expenses.

### **Step 4: Completing Final Reports**

Final Reports are now online. 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.

**Grant Application Troubleshooting:** If you receive an error message on the 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) The application will time-out if it has been open for too long. Save often so your work is not lost.**
- 5) We run a quick web update each Friday, in the early afternoon. This allows for the CIP Participation report to be updated and gives access to grant applications for Lodges that are back in compliance. 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

Email: *LodgeGrants@elks.org*

Website: *elks.org/cip*