



Elks
National
Foundation, Inc.

COMMUNITY INVESTMENTS PROGRAM



2019-20

CIP GRANTS

FIELD GUIDE

CIP FIELD GUIDE

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Use this guide to set your Lodge up for grant success in 2019-20. This Field Guide contains everything your Lodge needs to know about navigating CIP grants.

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These guidelines apply to **ALL** CIP grants.

Grants should follow IRS-defined charitable categories:

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

Remember: Applications must be submitted **before** the project takes place. Active projects are best!

Grants may not be used for:

- Fundraisers
- General community events
- Poster and/or essay contests
- The benefit of Lodge members and their families
- State Major Projects/national Elks programs
- Scholarships
- Youth awards nights
- Appreciation meals and/or events
- Lodge maintenance and/or repairs
- Hoop Shoot and/or Soccer Shoot

Budget Guideline: Up to 10 percent of the budget can be allotted to administrative expenses like promotion or publicity. Examples include, but are not limited to, t-shirts, paid newspaper advertisements, and/or other non-essential merchandise.

SPOTLIGHT GRANTS

Choose a cause, choose a project



Veteran Homelessness

As many as 40,000 veterans are living on the streets. Their service is done. It's the Elks' turn to serve.

To qualify, the Lodge must run a Welcome Home project, participate in a Stand Down or Adopt-a-Haven. Find the specifics at enf.elks.org/SpotlightGrant.

Literacy

In America, one out of six children who do not read at age level in third grade will not graduate from high school. 65 percent of fourth graders do not read at a proficient level. 61 percent of low-income families have no age-appropriate books in their homes. Mobilize members to fight these stats.

To qualify, the Lodge must run a Warm Welcome to the Library, Free Laundry Day, Imagination Library or Read at the Diaper Bank project. Find the specifics at enf.elks.org/SpotlightGrant.

Overview

An opportunity to focus on encouraging literacy or ending veterans homelessness.

Amount

\$2,000

Requirements

This grant is meant to help Lodges make an active contribution to an issue that is found in almost every American community. In 2019-20, the focus is on **literacy** and addressing **homelessness among our nation's veterans**.

The CIP will offer specific projects to choose from. The Lodge will demonstrate the need and implement the project in the community. The Lodge must follow the project plan. No donations.

Important Dates

April 1, 2019 Applications become available.

December 31, 2019 Application deadline.

March 31, 2020 Project must be complete.

For more information about the Spotlight Grant, including FAQs, project descriptions and more, visit:

enf.elks.org/SpotlightGrant

GRATITUDE GRANTS

Supersize



NEW! Does your Lodge need more support for a Beacon, Promise, or Freedom Grant project? Your Lodge can now add the Gratitude Grant to another grant budget.



New ER?=====

We've created a booklet just for Exalted Rulers. This resource dives deep into how your Lodge can replicate successful grant projects! Find a copy at enf.elks.org/ER.



— Meet the goal —

Overview

Available to Lodges that meet the GER's per-member-giving goal in the prior fiscal year.

This is the only grant tied to the goal.

Amount

\$2,000 - \$2,500

Per-Member-Giving Goal

Lodges that met the per-member-giving goal in the prior fiscal year are eligible for a \$2,000 grant. And, Lodges in which more than 15 percent of its members donated \$10 or more to the ENF in that year will be eligible for a \$500 bonus.

Flexibility

May be used for multiple charitable projects. Donations to local nonprofit organizations qualify, but more active projects are encouraged.

Dates

April 1, 2019 Applications open.

December 31, 2019 Application deadline.

March 31, 2020 Project must be complete.

For more information about the Gratitude Grant, including FAQs, project ideas and more, visit:

enf.elks.org/GratitudeGrant

BEACON GRANTS

Beacon Grant Breakdown—follow these steps to plan a project!

Assess a Need: What needs exist in your Lodge community? How can the Lodge help fill in the gaps?

Review the Guidelines: Beacon Grants must be active and ongoing. Donations are not allowed. Can you meet the identified need using these guidelines? If not, consider ways to adjust.

Identify Community Partners: Contact local organizations that work with your target population. They may be able to provide advice or act as a project partner.

CIP TIP!

If your Lodge's project isn't new, consider using the \$2,500 to do the project another time of year, or to add other charitable components.



Look!

The CIP Toolkit is your one-stop shop for planning a charitable project. Visit enf.elks.org/Toolkit to get started!

Need even more project ideas? Visit enf.elks.org/BeaconGrants and click on *InstaGrants*.



— Ongoing charitable activities —

Overview

An opportunity to develop a new, ongoing, Lodge-led charitable project.

NEW! Amount

\$2,500

Requirements

New: Lodges applying for the first time need to establish a new project. Then, the Lodge should use the grant for the same project yearly.

Ongoing: The Lodge should be committed to continuing the project on a weekly, monthly, quarterly or annual basis.

Lodge-led: Projects require hands-on Lodge involvement. The Lodge should be in charge of grant funds and project details.

Activity: Project must be active. **No donations.** The application cannot be split between multiple projects. Lodge involvement must be directly related to the use of funds.

Dates

April 1, 2019 Applications open.

December 31, 2019 Application deadline.

March 31, 2020 Project must be complete.

For more information about the Beacon Grant, including FAQs, project ideas and more, visit:

enf.elks.org/BeaconGrant

P R O M I S E G R A N T S



Learn More!

Find sample applications on the Promise Grant webpage!
These are real applications from real Lodges.

Visit enf.elks.org/PromiseGrant to read more.

Need more project ideas? Get inspired by these two Lodges!



Hattiesburg, Miss., Lodge No. 599 provided an educational opportunity for kids at the Homes of Hope for Children. Lodge volunteers went on a field trip with the children to Safari Tails, which offers unique, hands-on interaction with animals.

Newark, Del., Lodge No. 2281 ran a back-to-school festival for children in need at a local elementary school. The Lodge provided a day of fun for children and their families, as well as much needed school supplies for the children and their teachers.



— Activities for youth —

Overview

Available to the first **300** Lodges that apply to hold eligible, charitable youth projects.

Amount

\$2,500

Requirements

Must be used for **active projects**, and can be split between multiple activities. Donations are not eligible. Lodges must hold events that serve underprivileged or at-risk youth.

Dates

April 1, 2019 Applications open.*

March 31, 2020 Project must be complete.

***Grants awarded first-come, first served.**

For more information about the Promise Grant, including FAQs, project ideas and more, visit:

enf.elks.org/PromiseGrant

FREEDOM GRANTS



Watch!

Veterans with disabilities (and their furry friends) learned all about the benefits of water sports thanks to St. Louis, Mo., Lodge No. 9 and the Freedom Grant. Watch them in action at enf.elks.org/AWayForward.



Visit enf.elks.org/ServeVeterans to watch Pat Gleason, Chief of Voluntary Service at the Jesse Brown V.A. Medical Center in Chicago, discuss how Elks can serve veterans at V.A. Centers across the country.



Hopkins, Minn., Lodge No. 2221 has made a huge impact through their Welcome Home program. Get inspired to start your own! Watch at enf.elks.org/HopkinsWH.



Overview

The Elks National Veterans Service

Commission manages this grant. The ENVSC will award **325 grants** for projects that meet the needs of veterans and/or military members and their families.

Amount

\$2,000

How to Apply

Grants will go to the first 325 Lodges that submit qualifying projects. Applications must be detailed, complete and follow guidelines. Expect follow-up on applications that don't have enough information.

What Qualifies

Projects must focus on one of these areas: employment, homelessness and housing, military families, health, and educational support.

Donations do not qualify. Meaningful Elk involvement is required.

Qualifying applications will describe in detail:

- How many Elks will be involved and what they will do
- How the project addresses the needs of veterans and/or military members
- How the Lodge will budget the grant, including three or more expense categories

Dates

April 1, 2019 Applications open.

March 31, 2020 Project must be complete.



enf.elks.org/FreedomGrant

IMPACT GRANTS

CIP TIP!

Impact Grants require buy-in from the entire Lodge. Put together a committee, and start planning early.



CIP TIP!

To be considered for funding, applications must score at least 70 points. Familiarize yourself with the scoring rubric on the Impact Grant website.



Watch!

Oshkosh, Wisconsin knows it can count on Pam Schidevy and her team of Elks at Lodge No. 292. Learn how the Lodge uses CIP grants, including the Impact Grant, to open doors to service. To watch, visit enf.elks.org/OpenedDoors.



— Large-scale service projects —

Overview

Impact Grants are competitive grants designed to set a standard of excellence in community leadership through service.

Amount

Up to \$10,000

Two-Step Process

ONE: Complete an Impact Intent for consideration. (Only one Impact Intent per Lodge, per grant year.)

TWO: Selected Lodges will be invited to complete a full application.

Restrictions

Impact Grants cannot:

- Be donated to another organization.
- Pay salaries for another organization.
- Establish or increase a trust.
- Fund a large one-time item purchase.
- Be a small part of a large community capital campaign fund.

Dates

April 1- July 31, 2019: Impact Intent open.

Aug. 23, 2019: Lodges invited to full application.

Sept. 1- October 31, 2019: Applications open.

November 2019: Grant recipients announced.

For more information about the Impact Grant, including the Impact Intent, application rubric and more, visit:

enf.elks.org/ImpactGrant

CIP Deadlines

Listed below are important dates. Please note, these deadlines are for all grants except the Impact Grant.

MARCH 31, 2019	2018-19 PROJECTS COMPLETE
APRIL 1, 2019	2019-20 APPLICATIONS OPEN
DECEMBER 31, 2019	2019-20 APPLICATIONS CLOSE
MARCH 31, 2020	2019-20 PROJECTS COMPLETE

FINAL REPORT DEADLINES

30

A Final Report is due **30 days** after the anticipated date of grant completion as provided by the Lodge on the grant application.

60

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



We understand plans change. If the Lodge needs to change the anticipated date of grant completion, make a request in writing to the CIP office by emailing LodgeGrants@elks.org.

CIP Grants Dashboard

The home of grant applications and final reports

elks.org/cip/dashboard



Find the status of an application or report with these check-marks

Click to view applications and reports from previous years

⚙ CIP Grants Dashboard

Current Grant Year: 2019

Prior Year Applications

		2019 Application			2019 Final Report		
Year	Grant	Started	Submitted	Processed	Started	Submitted	Processed
2019	PROMISE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Grant application approved.			Final Report Overdue! Deadline: 01/20/2019		
		View Application			Resume Final Report		
Year	Grant	Started	Submitted	Processed	Started	Submitted	Processed
2019	GRATITUDE	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Grant application approved.			Final Report Deadline: 04/29/2019		
		View Application			Resume Final Report		

Click to fill out an application

Find the Final Report deadline in red

Click to fill out a report, upload receipts & photos



Final Reports are now **online**. This means no more trips to the post office or waiting to see if the form made it to our office!

Lodges fill out Final Reports and upload receipts and photos in the same location as applications: **elks.org/cip/dashboard**.

REQUIREMENTS

Every grant has a required Final Report.

A brief overview of the grant project and itemized receipts for purchases made with grant funds must be uploaded.

Final Reports are completed and submitted online. The report must be approved by the ENF in order for the Lodge to be in grant compliance.

TIMELINE

Lodges have **30 days** after the date of grant completion to submit the Final Report. This date is provided by the Grants Coordinator on the grant application. It will be listed in red on the grants dashboard.

Lodges will be out of compliance if a Final Report is not submitted within **60 days** from the date of grant completion, and will remain out of compliance until the Final Report is submitted.

RESOURCES

For more information, visit **enf.elks.org/FinalReports**.

Everything You Need

enf.elks.org/cipresources



CIP Program
Toolkit

A step-by-step guide to
charitable grant projects



Webinars

An archive of CIP grant
presentations



Calendar

Printable calendar of deadlines



Veterans
Resources

Resources for planning a project
for veterans



Grants
Coordinator

Instructions for appointing a
Grants Coordinator



Final Report Forms

Links to old paper-based Final
Reports for delinquent Lodges



CIP Participation
Report

Track the grant use of all Lodges

STAY IN TOUCH

with the

COMMUNITY INVESTMENTS PROGRAM



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elks.org/cip



enf.elks.org/social



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