

Finding the Fun in Final Report Forms





Webinar Information

Troubleshooting

- If you can't hear me, turn up the volume.
- To ask a question, type it into the chat box on the right.
- If you get disconnected, click on the email link again and reenter the meeting.
- Issues? Call the CIP at 773/755-4730.
- A recording of this webinar will be posted tomorrow at enf.elks.org/cipresources



2016-17 CIP Updates

In 2016-17, the Elks National Foundation will allocate \$9.8 million to fund the Community Investments Program. Here are some highlights:

- **The Bonus Continues:** Every Lodge in which more than 15 percent of its members donated to the ENF in 2015-16 will be eligible for a bonus of \$500 when applying for a Gratitude Grant.
- **Increase of Impact:** This year saw an increase of \$100,000 to the Impact Grant pool, which brings the total funds available for Impact Grants to a record \$600,000.



Gratitude Grants

- \$2,000 grants available to Lodges that meet the GER's per-member goal for giving to the ENF. Lodges where more than 15 percent of its members donated at least \$10 to the ENF in 2015-16 qualify for a bonus of \$500.
- For local, charitable activities that serve community members.



Beacon Grants

- \$2,000 grants available to every Lodge.
- For an ongoing, charitable, Elks-driven community project that is new the first time the Lodge applies.
- CANNOT be a donation of funds or supplies, must have an active component.



Promise Grants

- \$2,500 grants available to the first 500 Lodges that apply with a qualifying Elks-led youth event.
- Provide an opportunity for Elks to be positive role models for youth in need.
- CANNOT be a donation of funds or supplies, must have an active component.



Freedom Grants

- \$2,000 grants awarded to the 180 Lodges whose projects are judged to best serve the needs of veterans and/or active-duty military members.
- Meaningful Elk involvement is strongly encouraged, and increases chances of approval.



Impact Grants

- \$2,500 to \$10,000 grants to run Elks-led service projects in the community.
- CANNOT be used as a large donation of funds or supplies.
- All Lodges welcome to apply to this competitive grant



Final Report Forms

Who needs 'em? We do. Here's why.

- 1) As a 501c3 organization, we are required to show that our funds are spent charitably. We must have documentation of how funds are spent.
- 2) We want to know how things went! We share ideas, success stories, and guidance with other Lodges. Your victories and even your challenges can help other Lodges with their grant projects.
- 3) Fame! We use these forms to write stories and spread the word about the charitable works of Elks and the ENF.



Dates and Deadlines

- Final Report Forms arrive as a hard copy with the grant check and approval letter.
- Grant funds must have been used by **July 31**.
- Lodges have from the time they receive the grant check and report until **August 31** to turn in the Final Report Form.



Tawas Area, Mich., Lodge No. 2525 uses its Promise Grant to host a community service project for youth involved with the court system.



FAQs

- The boxes provided on the form are small. Do I have to use them?
- My grant included multiple projects. Should I write multiple Final Report Forms?
- Can I email or fax my report in?
- I've lost my form. Where can I find a new one?

Forms

2015-16 Final Report Forms Due August 31

Click the links below to download an editable Final Report Form.

[Beacon Grant](#)

[Freedom Grant](#)

[Gratitude Grant](#)

[Promise Grant](#)

**enf.elks.org/
CIPresources**






Form Basics

A) Contact Information

- Name, Address, Phone Number, Email

B) Grant logistics

- Date of grant use, Number of Elks hours, Number of youth attending, Number of people attending, Total dollars spent

 Elks National Foundation, Inc.		ENF OFFICE USE
COMMUNITY INVESTMENTS PROGRAM 2015-16 BEACON GRANT FINAL REPORT FORM		State&No.: Date Rec'd:
<p>Directions: To be eligible for future grants, Lodges must complete and return this form along with copies of itemized receipts for all grant expenses to the Elks National Foundation no later than August 31, 2016. All sections of this two-page form must be completed. If you prefer to type this report, download a copy of the form at www.elks.org/enf/community/BeaconGrants.cfm. Keep a copy the completed form for your Lodge records. Mail completed form to Attn: Programs Department, Elks National Foundation, 2750 N.Lakeview Ave., Chicago, IL, 60614-2256.</p>		
LODGE INFORMATION		
Lodge Name _____ State _____ Lodge No. _____		
PROJECT MANAGER CONTACT INFORMATION (Please note any changes)		
Name _____ Phone Number _____		
Email Address _____ Phone Number(2) _____		
GRANT PROJECT DETAILS		
Date(s) of Use _____ Number of Elks involved _____		
Total number of youth served _____ Total number of veterans served _____ Total number of people served _____		
Number of Elks hours spent _____ Total Dollars Spent _____		
EXPENSES		
<p>Directions: List descriptions and amount of reasonable expenses (copies of receipts must be attached) up to \$2,000 for the grant project. Only pre-approved grant-related receipts will be allowed. Receipts must be itemized. Examples include store receipts, purchase orders, invoices, etc. Lodge vouchers and check copies written to members do not qualify.</p> <p>We reserve the right to seek reimbursement from the Lodge if the expenses do not coincide with the approved budget and objective of the grant. If the Lodge has funds remaining after the project, contact the Grants Office. Lodges may not donate remaining grant funds.</p>		
Date	Description	Total
Grand Total		
PUBLICITY		
<p>Photos, newspaper coverage, or promotional materials submitted may be used for Lodge highlights in ENF publications or online. By including photographs, the Lodge certifies that it has the permission of the subjects to use and reproduce their name and/or likeness and to circulate the same for any and all purposes reasonably related to the conduct and promotion of the Elks National Foundation. Please include captions with photos.</p> <p>Did the Lodge receive any publicity? <input type="checkbox"/> Yes (If yes, please attach materials.) <input type="checkbox"/> No</p> <p>Please check the materials that are attached.</p> <p><input type="checkbox"/> Newspaper article <input type="checkbox"/> Newsletter article <input type="checkbox"/> Thank you/ Acknowledgement <input type="checkbox"/> Other materials</p> <p><input type="checkbox"/> Photos <input type="checkbox"/> Digital Photos were emailed to LodgeGrants@elks.org</p> <p>Did the Lodge gain any members because of the project? <input type="checkbox"/> Yes If yes, how many? _____ <input type="checkbox"/> No</p>		



Expenses

List descriptions and amount of all project expenses.

- What did the Lodge spend the funds on?
- All expenses should match what was approved on the application.
- Be sure the expenses total, at least, the amount given to the Lodge.
- Attach documentation of how the funds were spent. This means receipts, invoices, copies of checks, thank you letters, etc.
- If you will be returning any funds, send a check with the Final Report Form and note "Grant Refund" in the memo line.



Project Description

1. Please describe your Lodge's grant activity.

- Give a good overview of the project. Be as clear as possible.
- Include basic details: who, what, where, when and why.
- Reference the approved application.

a) What local need was met?

- What charitable need did the Lodge fulfill?



Planning and Activities

2. Please explain how Elks were involved.

- Beacon Grants require Elk involvement. Make sure this question is answered thoroughly.
- Promise Grants require involvement with youth. Be clear about how Elks were involved in the youth activities.
- Gratitude Grants don't require involvement, but if Elks were involved, we'd love to hear about it.



Feedback and Evaluation

3. What were the project's successes?

- Statistics, stories and quotes!
- Focus on the good, and the not-so-good



Traverse City, Mich., Lodge No. 323 uses Freedom Grant funds to partner with Operation Home Front to prepare their local Coast Guard base for the holidays.



Cont'd

4. How did the Lodge react to the project? What feedback did you receive from Lodge members and the community?

- Did the Lodge receive any publicity?
- How did the community react to the activity?
- How did Lodge members react?



Attachments

1) Receipts

- Attach itemized receipts showing how the full amount of grant funds used. **Reports without financial documentation will be considered incomplete, and the Lodge will be out of compliance until the necessary documentation is submitted.**

2) Publicity

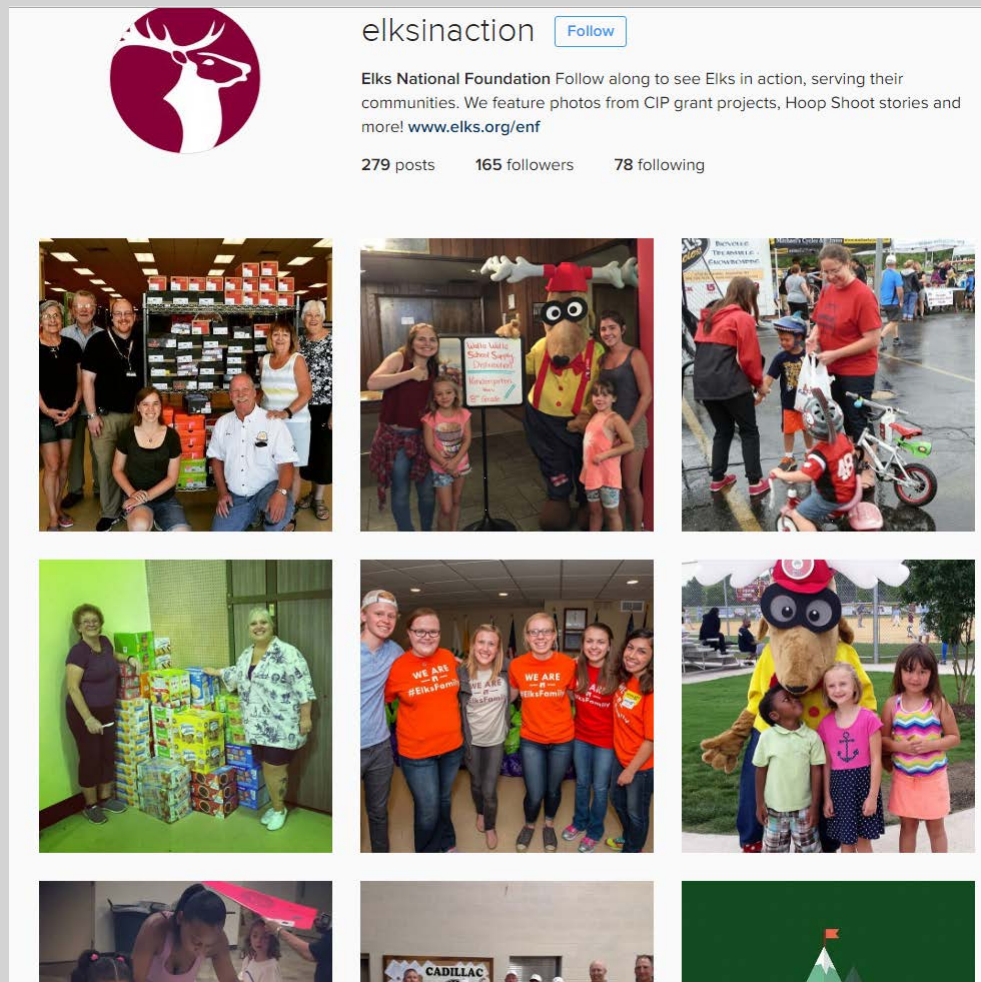
- Attach newspaper articles, Lodge newsletter , recognition from partner organizations, thank you notes from community members and more. Show us how the community responded to the project.



Cont'd

3) **Photos!** Photos catch people's attention, and really help us to publicize grant projects. Take photos whenever possible.

- Action shots are best.
- Close-up photos tell a better story.
- **Please email all photos!**





ENF Publicity Opportunities

We feature grant activities pulled from Final Report Forms in:

- Our Annual Report
- Quarterly Newsletter *Heartbeat*
- Convention materials
- ENF Board of Trustees updates
- Testimonials
- Facebook, Instagram & Twitter posts
- ENF Blog
- Elks in Action
- CIP Field Guide



Elks in Action

[Elks Home](#) > > [CIP Central](#) >



Finding Community with a Freedom Grant

Belonging to a Lodge means belonging to a community. And when you walk into Tampa, Fla., Lodge No. 708, you walk into a community that opens its doors not only to members, but to those who have served our country and need an extra hand up.

The Lodge uses a Freedom Grant to run a year-long project for residents at the James A. Haley V.A. transitional living facility. Lodge members use grant funds to help residents with immediate material needs, including rain gear and computer hardware for school and job searches. In addition, the Elks run a dinner about once a month for about 64 residents.



"We provide an opportunity for these formally homeless veterans to socialize in a caring, supportive environment," says project manager Rita Smith. "Almost every night, we had so many show up that there were no seats left in our dining room—there were always big hugs all around when they left."



Tampa's successful grant project is just one of 180 funded by a Freedom Grant last year. The active, ongoing events serving veterans in one of the five areas of increased need made the application a strong, fundable grant project.

Want in on the action? Not sure where to start? [Check out our veterans webpage](#) for project ideas and links to resources. Don't forget to watch our film series [One Last Stand: The Fight against Homelessness](#) for even more inspiration.

Freedom Grant applications close on July 31 at 12 p.m. (noon) Central Time. [Read up on the guidelines, and submit an application today!](#)

The Elks National Foundation ensures our veterans are never forgotten. In 2016-17, the ENF granted \$1.46 million to serve veterans through the Elks National Veterans Service Commission, and pledged \$1 million to help the commission end veteran homelessness. For more information about the Veterans Service Commission, visit elks.org/vets.



Elks In Action

[Elks Home](#) > > [CIP Central](#) >



Back to Basics

At the local elementary school in Winter Haven, Florida 83 percent of the students are living in poverty. Throughout the school week, students receive free breakfast and lunch, but this is not always the case on the weekends. This is where Winter Haven, Fla., Lodge No. 1672 stepped in to help fight childhood hunger.

"They were provided breakfast and lunch at school but had nothing on the weekends until the Elks began to supplement the pantry," stated CIP Project Manager Vicki Kirkland.



Using a Promise Grant, the Lodge set-up a weekly pantry full of basic necessities—food and hygiene products—for students to visit on Fridays. Each week 30 to 40 Elks purchase, deliver and distribute food, juice, toothpaste, shampoo, soap, and other needed hygiene products.

When prompted about the Lodge's response to the project, Vicki said, "Our Lodge reacted by donating money and time to keep it going. It was an overwhelming response from members and the community."

With committed volunteers such as Vicki and her fellow Elks, there's no doubt their community will continue to grow stronger every day. If your Lodge is interested in strengthening its

community and securing the future of local youth, [apply for a Promise Grant today!](#) They're available now to the first 500 Lodges that apply with a qualifying youth project.

Elks are committed to America's future. To build the character and competence of local youth, the Elks National Foundation awards \$2,500 Promise Grants to the first 500 Lodges that pledge to host an eligible youth event. To find out more about Promise Grants and the Community Investments Program, visit enf.elks.org/PromiseGrants.

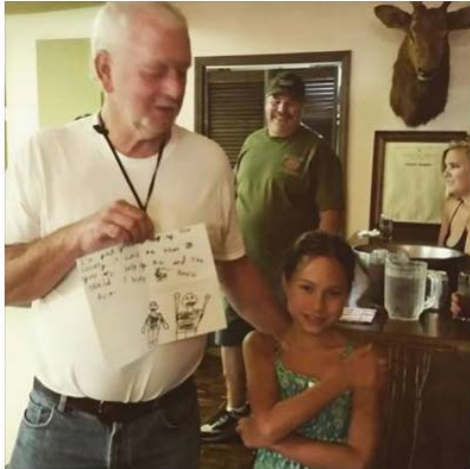




ENF Facebook



Statesville, N.C., Lodge No. 1823 uses a Beacon Grant to put on monthly dinners for residents at the V.A. Hospital in Salisbury. Here, a guest poses with the young author of a thank-you card passed out to veterans at one of the dinners. To learn more about Beacon Grants, click here: enf.elks.org/BeaconGrants.



Like Comment Share



Elks at the Ashland Elks Lodge, BPOE #944 utilized five Community Investments Grants to address needs within their community! #elksinaction Read this article to see how Elks worked to secure grants and find inspiration from these go-getters: <http://www.dailytidings.com/article/20160617/NEWS/160619841>



Ashland Elks Lodge secures five grants to aid community

The Ashland Elks Lodge has been diligently working hard for the betterment of our community. The Elks National Foundation offers five grants that the Elk
DAILYTIDINGS.COM | BY MARY MCCLARYASHLAND ELKS LODGE NO. 944

Like Comment Share



Winona, Minn., Lodge No. 327 is helping to inspire new gardeners every day! The Lodge uses an Impact Grant to build and maintain garden beds at the Winona County Developmental Achievement Center. To learn more about Impact Grants, click here: enf.elks.org/ImpactGrants.



Like Comment Share



Publicize!

Once your Lodge's Grant project is approved, spread the word! Here are some tips on how to do so.

- Before and after the event, spread the word.
- Use your Lodge newsletter, its Facebook page, its Twitter account, the community bulletin board, or an email list to inform the public.
- Invite Elks Scholars to join!
- **Photos!**
- Get feedback, and write it down.
- After the event, use our news release generator.
- All of these resources can be found at our CIP Resources page, enf.elks.org/CIPresources



CIP Tips for the Road

- Get the report in early! The sooner you're able to, the better.
- Copies of receipts are best, things get lost in the mail.
- Be sure your Final Report Form clearly details your project!
- **No folders or binders.**
- Look out for a Final Report Form confirmation email.
- Information on other charitable projects is nice, but not necessary to include.



You Can Plan a Pretty Picnic

- We understand that unexpected things happen. Cancellations, low turnout, failed partnerships, rescheduling due to weather, etc.
- Please call us if something changes, or if the Lodge has grant funds remaining.
- We are happy to work with Lodges to find solutions.



CIP Resources

Visit:

**[enf.elks.org/
cipresources](http://enf.elks.org/cipresources)**



A step-by-step guide to developing a charitable grant project



Printable calendar of important grant deadlines



Links to all CIP grant Final Report Forms and tips for reporting



Report that tracks grant use of all Lodges

Guide for Lodges that are new to the grant process



Frequently Asked Questions



News Release Generator



Webinars



Lodge Grants Beginners Guide



More Webinars

- **Thursday, September 15:** *Toolkit Tell-All*
- **Wednesday, October 5:** *Beyond the Basket*
- **Thursday, November 17:** *Read All About It! Publicizing your Projects*
- **Monday, December 12:** *Creating Strong Partnerships*
- **Wednesday, January 25:** *Beacon Grant Basics*



Contact Us!

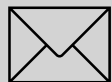
Have questions? Need some guidance? Contact the Lodge Grants office. We'll help you turn your idea into a great project!



elks.org/cip



773/755-4730



LodgeGrants@elks.org