ELKS NATIONAL VETERANS SERVICE COMMISSION
FOCUS (aka WELCOME HOME) GRANT
2017-18 FINAL REPORT FORM

ENVSC OFFICE USE: *Date Rec'd:*

We can't wait to hear about how your Lodge used this grant to help end veterans homelessness. Please tell us all about it.

Directions: Lodges must complete and mail this form along with copies of itemized receipts for all grant expenses to the Elks National Veterans Service Commission by **August 31, 2018**. All sections of this two-page form must be completed. If you prefer to type this report, download an editable PDF at *www.elks.org/vets/volunteers.cfm*. **Extensions available upon request.**

Keep a copy of the completed form and copies of receipts for your Lodge records. Mail completed form with itemized receipts to: **Elks National Veterans Service Commission, 2750 N. Lakeview Ave., Chicago, IL, 60614-1889.**
For more information, email *Vets@elks.org* or call *773/755-4736*.

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_____ Total number of Elks involved_____ Total number of Elks hours spent _____

Total number of veterans served_____ Total Dollars Spent _____

EXPENSES

Directions: List descriptions and amount of reasonable expenses (copies of receipts must be attached) up to the amount granted for this 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.

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 ENVSC Office.
Lodges may not donate remaining grant funds.

Date	Description	Total
	Grand Total	

PUBLICITY

1. Did the Lodge receive any **publicity**? ❑ Yes (If yes, please attach materials or email link to Vets@elks.org) ❑ No
2. Did the Lodge use **social media** to publicize the project? ❑ Facebook ❑ Twitter ❑ Instagram ❑ Other _____ ❑ No
3. Did the Lodge **gain any members** because of the project? ❑ Yes If yes, how many? _____ ❑ No
4. Did the Lodge take **photos**? Please attach photos via CD or flash drive. Or, email photos to Vets@elks.org.

Photos, newspaper coverage, or promotional materials submitted may be used for Lodge highlights in ENVSC 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 Veterans Service Commission. Photo release forms are available for download at www.elks.org/volunteers/cfm.

PROJECT DESCRIPTION

Please describe your Lodge's grant activity in detail.

Does your Lodge maintain contact with the veterans served since this activity took place? If so, how?

PLANNING AND ACTIVITIES

Please explain how Elks were involved.

FEEDBACK AND EVALUATION

What were the project's successes?

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

REQUIRED SIGNATURES

Sign and date below to verify that the information provided is correct.

I hereby certify that the above claim is correct and legally chargeable to the Elks National Veterans Service Commission.

Signature: _____ Date: _____

Project Manager

Signature: _____ Date: _____

Exalted Ruler *(If the same as Project Manager, Secretary should sign.)*