

# Spotlight Grants

Community  
Investments  
Program





# Important Dates

- Applications will be accepted through January 17, 2023.
- Projects need to be completed, and all funds must be spent by March 31, 2023.



# General CIP Guidelines

## Grants should follow IRS-defined charitable categories:

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

## Grants may not be used for:

- Fundraisers or memorials
- General community events
- Poster and/or essay contests
- Appreciation meals and/or events
- Youth awards nights or scholarships
- The benefit of Lodge members or families
- Hoop Shoots, State Major Projects, or National Elks Programs
- Salaries for Lodge employees or volunteers
- Projects that have already happened
- Donations to individuals



# Spotlight Grant Basics

- This \$2,000 grant is available to every Lodge that is in grant compliance.
- It can be used for one of seven ready-made projects.
- Pandemic flexibility is still in affect.
- Projects focus on three issues facing every American Community.
  - *Family literacy*
  - *Veteran homelessness*
  - *Covid relief*
- Cannot be split between multiple projects.



# Warm Welcome to the Library

- Partner with the local library.
- Provide coats to children and introduce families to all that their neighborhood library branch has to offer.
- Can be done in partnership with Operation Warm, but not required.



# Suds & Stories

- Make the local laundromat a center for childhood literacy and development.
- While guests do their laundry, entertain their children with literacy activities.





# Community Baby Shower

- Provides baby and early childhood material to mothers and families in need.
- Consult with local hospitals, women's shelters, and other organizations that can help you pinpoint the areas of highest need.
- Consider purchasing supplies such as diapers, baby formula, blankets and children's books.
- This project requires a literary aspect.



# Welcome Home

- Help make a house a home by providing household furniture and supplies to veterans transitioning from homelessness.
- Contact groups such as the VA, which can identify when and where veterans are transitioning into permanent housing.
- Supply basic home goods such as furniture, appliances and cutlery, or home items that are requested.





# Stand Down

- Stand Downs are events coordinated by local V.A. Medical Centers and other service providers that offer various services and resources.
- Purchase supplies like clothing, tents or hygiene supplies, or cook a meal for the veterans that attend.



# Adopt-a-Haven

- Partner with an emergency shelter or a transitional housing facility specifically for veterans.
- Offer positive social and material support through maintenance projects, monthly dinners or other social events.





# Covid-19 Relief

- A donation of funds or supplies to organizations providing Covid relief.
- Reach out to homeless shelters, food pantries, domestic violence shelters, and other organizations providing pandemic relief and determine how the Lodge can assist.
- If your Lodge is doing a food assistance project, do not wait until the holidays to provide support.





# Merging a Spotlight Grant

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- Beacon Grants can be merged with a Spotlight Grant to make a \$6,000 Beacon Grant.

Merge Spotlight + Beacon

- Spotlight Grants can also be supersized with a Gratitude Grant, making a Spotlight Grant worth between \$4,000-\$5,500.
- Or combine all three for a Beacon Grant worth between \$8,000-\$9,500.

# Final Reporting

- Be sure to keep your receipts!
- For donation receipts, we need either:
  - A copy of the cashed check, which can be acquired through your bank.
  - A thank you letter from the organization that received the donation (typed on official letterhead, with the amount donated specified).





# Staying in Compliance

- Overdue Final Reports
  - Due 30 days after project completion
  - Out of compliance after 60 days
- Malfeasance
- Delinquent Dues
- Compliance status can be found at [enf.elks.org/cipreport](https://enf.elks.org/cipreport).



# Spotlight Grant Toolkit

- Includes
  - CIP general guidelines
  - Spotlight Grant guidelines
  - Sample applications from real Lodges
  - Individual project plans
  - Final Report information
  - FAQs



# Questions?

- The CIP office is here to help you throughout the grant process, from the application to the Final Report.
- We can be reached by phone at 773/755-4730, or by email at [LodgeGrants@elks.org](mailto:LodgeGrants@elks.org).

Thank you for using CIP grants to make a difference in your community!

