



## **Community Investments Program**

### **What is the Community Investments Program?**

The Community Investments Program, or the CIP, offers grants to Lodges to build stronger communities. In 2014-15, the Elks National Foundation will invest \$8.5 million in Elks communities through Lodge grants, to help Elks meet local needs.

### **Who can apply for CIP grants?**

CIP grants are available to Elks Lodges only. Lodges may partner with other organizations to hold charitable projects, but grants may not be issued to any organization other than an Elks Lodge.

### **What are the grants in the Community Investments Program?**

There are five Community Investments Program grant components. Visit the CIP webpage for specific information about each grant and its unique requirements, <http://www.elks.org/ENF/community/>.

Beacon Grants are \$2,000 grants available to each Lodge. These grants offer Lodges an opportunity to develop an ongoing, charitable, Elks-driven community project.

Gratitude Grants are \$2,000 grants available to Lodges that meet the National President's per-member goal for giving to the ENF. These grants can be used to meet a variety of local needs.

Promise Grants are \$2,000 grants available to the first 500 Lodges that apply to hold a youth event.

Impact Grants are competitive grants of up to \$10,000 designed to help Lodges make a visible, significant and ongoing difference in their communities.

Lodge Assistance Grants help Lodges secure monetary donations from local businesses for specific Lodge charitable projects.

### **What should my Lodge do with these grants?**

ENF Grants offer Lodges an opportunity to serve the community, and should be focused on serving people in need. Grant projects should all under one of the following broad categories, defined as charitable by the IRS.

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

### **When can my Lodge apply for these grants? When are they due?**

Beacon Grants, Gratitude Grants and Promise Grant applications are online now. (Note that Gratitude Grants become available to Lodges on a rolling basis, as Lodges meet the per-member goal for giving to the ENF.)

A 2014-15 CIP calendar is included below.

June 17, 2014 - Impact Grant applications are available online.

July 1, 2014 – Promise Grant applications available online.

July 1, 2014 - Beacon Grant applications available online.

July 1, 2014 - Gratitude Grant applications become available online to qualifying Lodges.

July 31, 2014 - All approved 2013-14 Beacon, Gratitude and Promise Grant funds should be spent.

Aug. 31, 2014 - All Beacon, Gratitude and Promise Grant Final Report Forms are due.

Sept. 2, 2014 - Impact Grant applications must be submitted online by Noon, Central Time. *No exceptions.*

Mar. 31, 2015 - Beacon Grant applications are due to the ENF.

Mar. 31, 2015 - End of the 2014-15 fiscal year. All donations must be received by the ENF.

Apr. 1, 2015 - New fiscal year (2015-16) begins.

May 31, 2015 - Gratitude Grant applications are due online.



# Elks National Foundation

## **Are all Lodges eligible to apply for these grants?**

All Lodges are eligible and encouraged to apply for Beacon Grants, Promise Grants and Impact Grants. Gratitude Grants are only available to Lodges that have met the GER's per-member goal for giving to the ENF. The 2014-15 goal is again \$4.60 per member. Last year, more than 85% of Lodges reached the goal.

## **Can my Lodge receive more than one of each grant per year?**

Each Lodge may only receive one of each grant per year, except for Lodge Assistance Grants. Lodges applying for Lodge Assistance Grants must contact the ENF beforehand.

## **Is there somewhere I can check to see which grants my Lodge received?**

Yes! Lodges can check their grant status on the ENF's Reports and Standings page, <http://www.elks.org/ENF/reports.cfm>. Click on the CIP Participation Report.

## **My Lodge is listed as "out of compliance." What does that mean?**

Most of the time, Lodges are out of compliance for not submitting the required Final Report Forms with appropriate documentation for CIP or Veterans Service grants awarded in prior fiscal years. When all required forms are submitted, Lodges will be back in compliance.

Lodges may also be out of compliance for being delinquent on Grand Lodge per-capita and insurance assessment dues (Section 16.010), or for using prior grant funds in a manner not consistent with the approved project activities or grant guidelines.

## **How can CIP grants be used? Are there any restrictions?**

Yes. Each grant must be used for strictly charitable causes, and may not be used to only benefit Elks and their families. Grants must be used in the local community, and may not be donated to national or state organizations, including State Major Projects. In addition, ENF grant guidelines stipulate that grant funds cannot be used to host fundraisers, essay or poster contests, youth awards banquets, Hoop/Soccer Shoot events, appreciation dinners or to fund scholarships. Please keep these guidelines in mind when applying for any ENF grant.

Beyond that, each grant has different requirements, so be sure to read about each grant before submitting the application.

## **My Lodge wants to use its grant to serve veterans. Are there any recommendations or restrictions regarding this?**

If your Lodge is using a Beacon Grant to serve veterans and military members in need, it must focus on one of these five areas of increased need.

- Employment
- Homelessness and Housing
- Military Families
- Health
- Educational Support

[Visit our veterans webpage](#) for more information and guidance.

## **Can a CIP grant be used to make a monetary donation?**

Only Gratitude Grants may be used to make monetary donations. However, even with Gratitude Grants, we encourage Lodges to do more than simply write a check to another organization. CIP grants offer Lodges an opportunity to serve the community, instead of give to the community. We want communities to see Elks in Action!



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## **Can my Lodge combine grants in support of one project?**

Yes, Gratitude, Promise, Beacon or Impact Grants may be combined, as long as the project meets each grant's criteria. Applications must be submitted separately for each grant, however.

## **Where are the applications? Who can complete a grant application?**

Applications are online only. They can be accessed by the Lodge Secretary through the CLMS system, or accessed through the grant webpage by the ENF Grants Coordinator.

## **What is an ENF Grants Coordinator?**

ENF Grants Coordinators can access online grant applications but are not allowed to perform any other secretarial functions. The coordinator must be a member of the Lodge. Ideally, this person should be computer savvy and involved with CIP Grants. Lodges may appoint more than one coordinator, or change the person assigned to this role at any time throughout the year.

## **How does a Secretary appoint an ENF Grants Coordinator?**

From the homepage, the Lodge Secretary should click the CLMS2Web Staff tab at the top, and then click on the link labeled 'Appoint ENF Grants Coordinator'. There will be a drop-down menu including all members of the Lodge who currently have Elks.org accounts. Select the name of the person and the appointment will be completed immediately. The new Coordinator will have full ENF Grant access privileges the next time he or she signs on using his or her existing elks.org user name and password.

## **My Lodge applied for a grant and received a follow-up email. Is this a rejection?**

No. The ENF follows up with many Lodges to ask for more information, clarify grant use and explain guidelines. Follow-up emails ensure clear communication between the ENF and Elks Lodges. Lodges that receive follow up emails are given the opportunity to edit the online application, and resubmit it to the ENF.

## **My Lodge received an approval email. What happens next?**

Your Lodge will soon receive an official approval letter, a grant check and a Final Report Form in the mail. It will be sent to the Lodge address, to the attention of the Primary Contact listed on the application.

## **My Lodge needs to change its grant use. What should I do?**

Any and all changes to approved grant activities must be approved by the ENF beforehand. This includes the use of any grant funds remaining after the approved grant activities are complete. We ask that the Lodge alert the ENF Programs Department to these changes either via email or over the phone. Grant changes within appropriate guidelines can then be approved.

## **My grant activity is complete. What now?**

Tell us about it! When the activity is complete and the grant funds are spent, it's time to submit a Final Report Form to the ENF. This form is mailed to each Lodge with the grant check and approval letter. If you've misplaced the form, simply contact the ENF. The Final Report Form should include receipts and documentation of how all grant funds were spent, as well as information about the event. Attachments, photos, thank you notes and other information is always welcome.

Impact Grants require Lodges to submit quarterly reports to the ENF. Impact Grant Project Managers will be contacted regularly, and provided with the necessary information.

## **How can I spread the word to the community?**

Use the News Release Generator to spread the word about your Lodge's good deeds to the community. Visit our website to get started, <http://www.elks.org/ENF/mediabrochures/prgenerator.cfm>.

Have another question? Contact the ENF Programs Department at [ENFPrograms@elks.org](mailto:ENFPrograms@elks.org) or 773/755-4730.