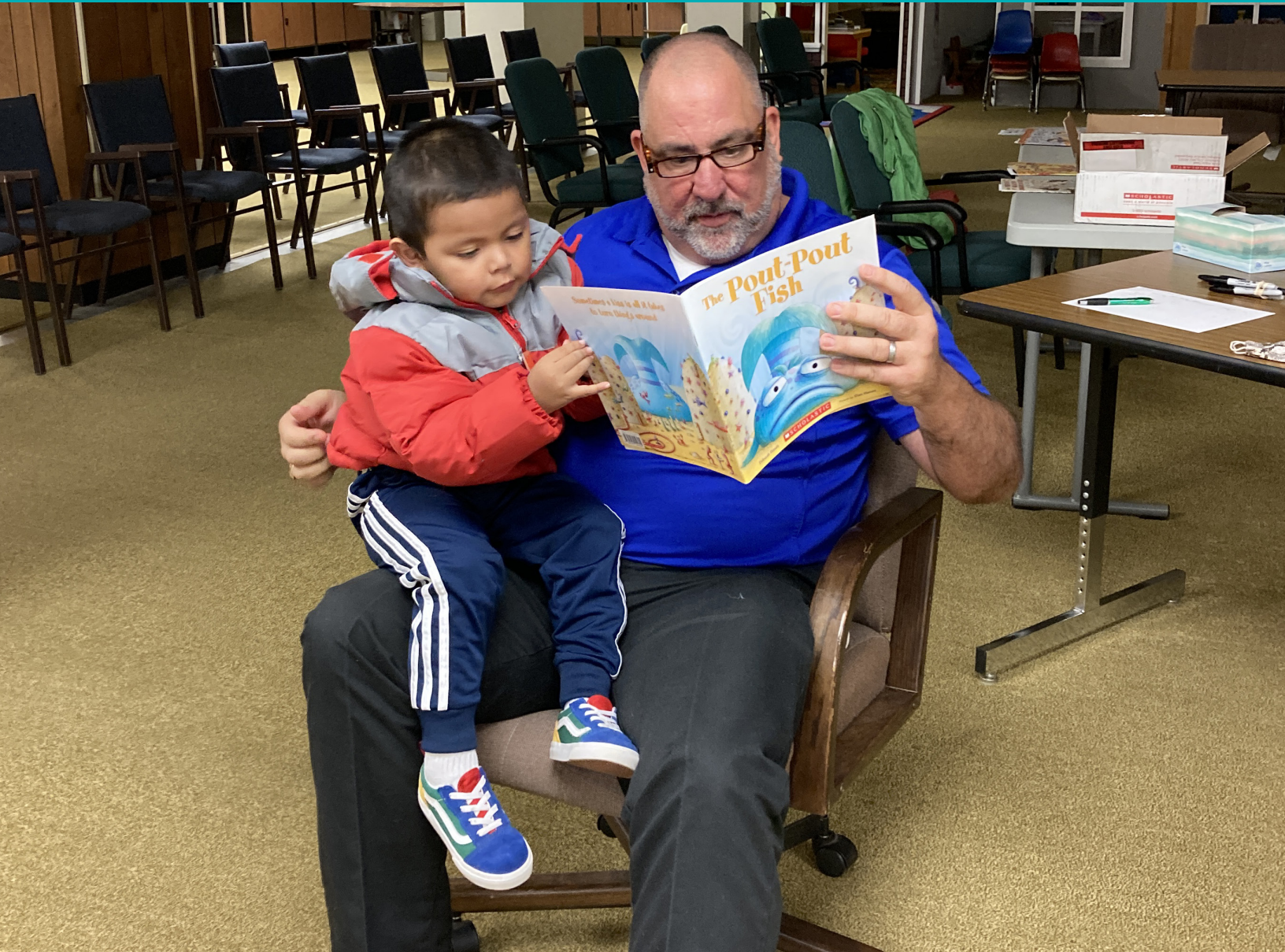




Elks  
National  
Foundation, Inc.

# COMMUNITY INVESTMENTS PROGRAM



2022-23  
BEACON GRANT  
TOOLKIT

# BEACON GRANTS: HOPE FOR THE COMMUNITY

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For more information, visit [elks.org/cip](https://elks.org/cip).



## BEACON GRANT OVERVIEW

The pandemic forced communities to adapt, and Beacon Grants were no different. In 2022-23, the Beacon Grant will be offered to every Lodge with the flexibility to provide more opportunities to assist communities as we learn to live with COVID-19.



Indio, Calif., Lodge No. 1643



Applications open on **April 1, 2022.**

Applications close on **January 17, 2023.**

Projects must be completed by **March 31, 2023.**

### CIP TIP!

Remember, every Lodge is eligible for a Beacon Grant.

Apply as soon as possible to make the biggest impact on your community!



Oshkosh, Wis., Lodge No. 292

## FLEXIBILITY

As we learn to live with the pandemic, if doing an active project is not feasible this year, **donations are permissible** to a partner organization the Lodge usually works with or to an organization providing COVID relief. Please keep in mind that donations for items not related to COVID relief, like sports equipment, are not permitted.

## NEW! AMOUNT

To help further the impact on Lodge communities, Beacon Grants have increased to **\$4,000**. That's a 14 percent increase from 2021-22!

Additionally, Lodges can opt to merge the Beacon Grant with a Spotlight Grant, making a total of \$6,000 available for a Beacon Grant project.



## PROJECT PLANS

Typically, the Beacon Grant can only be used for one annual project. Again this year, the Beacon Grant can be split between two projects.

Additionally, if the pre-pandemic Beacon Grant project is not feasible, or the Lodge wants to do a project more closely tied to COVID relief, the Lodge can switch projects. Make sure to specify the reason for the change in your application.

# GENERAL CIP GUIDELINES

While the Beacon, Freedom, Gratitude, Impact and Spotlight Grants have individual guidelines, the following apply to all Community Investments Program grants. Take a look before applying to see if your project will qualify!

## 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
- Eliminate prejudice and discrimination
- Lessen neighborhood tensions
- Combat community deterioration



Cass County, Mo., Lodge No. 2791

## CIP TIP!

All CIP grants must serve the Lodge's local community and specific populations, like people experiencing homelessness or facing food insecurity, survivors of abuse, students living in households below the poverty line, people with disabilities or individuals facing other barriers.

## Grants may not be used for:

- Fundraisers
- General community events
- Poster and/or essay contests
- The benefit of Lodge members or families
- State Major Projects/National Elks programs
- Salaries for Lodge employees or volunteers
- Projects that have already happened
- Scholarships
- Memorials
- Youth awards nights
- Appreciation meals and/or events
- Lodge maintenance and/or repairs
- Hoop Shoot and/or Soccer Shoot
- Donations to individuals

**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 with logos, paid newspaper advertisements and/or other non-essential merchandise. Donations of funds should not incur any administrative expenses.



# BEACON GRANT GUIDELINES

Beacon Grants are intended for projects that are Lodge-led, ongoing and active. This year, we have retained the flexibility to allow Beacon Grants to be used for Elks to better serve their communities while we learn to live with the pandemic. This means that Lodges can keep their usual project, change projects to respond to issues heightened by the pandemic, or, if it is still not safe, donate directly to a past partner organization or an organization providing COVID relief. Check out this quick graph to see how the Beacon Grant compares to the Gratitude and Spotlight Grants!

	Beacon	Gratitude	Spotlight
Donations to organizations providing COVID relief	✓	✓	✓
Ability to split the grant between two projects	✓	✓	✗
Ability to split the grant between three or more projects	✗	✓	✗
Sponsoring general sports leagues (buying equipment, etc.)	✗	✓	✗
Dictionary Projects	✗	✓	✗

Want to do a Dictionary Project-type program but are not eligible for a Gratitude Grant? Consider an active literacy project that inspires a love of reading, like hosting a young adult book club or a summer reading program!



Funds can only be donated to **certified 501(c)(3) organizations** as defined by the IRS. Donations cannot go toward individuals, for-profit companies, unincorporated organizations or 501(c)(4) organizations.

# INSTAGRANTS

Struggling to figure out what to do? We've made it easy. Consider adapting one of these highly successful Lodge grant projects in your own community.

## Beyond the Basket



El Paso, Texas, Lodge No. 187

### PROJECT OVERVIEW

Many Lodges use the Beacon Grant to prepare Thanksgiving or Christmas food baskets for families facing food insecurity in their communities. The Beyond the Basket project encourages Lodges to participate in this food basket program all year long.



### STEP 1

#### Make the Decision

A lot of people are eager to give back during the holiday season. According to [United Way](#), the demand for volunteer opportunities far exceeds the need for volunteers during the holiday season. This means that grant funds may be better utilized at different points of the year to avoid waste during the holidays. After all, food insecurity exists all year long.



### STEP 2

#### Make it a Success

Contact local organizations such as food pantries, schools, hospitals and nonprofits, which will help identify people facing food insecurity.

Make lists of food that every family needs for a nutritious meal, and have Lodge members purchase items in bulk. Package and distribute the baskets accordingly!



### STEP 3

#### Make it Your Own

For a more personal touch, consider adding handwritten notes from Lodge members with the baskets. The past two years have brought on feelings of isolation that a simple handwritten note can help alleviate.



## Bed Building Projects



Bloomington, Ill., Lodge No. 281

### PROJECT OVERVIEW

A good night's sleep is integral to everyone's health. According to the [National Heart, Lung, and Blood Institute](#), sleep deprivation in children and teenagers is linked to poor academic performance, decreased cognitive function, and increased risk of depression and obesity. Building a bed for children without one can promote healthy sleeping habits.



#### STEP 1

##### Get Started

According to [Sleep in Heavenly Peace](#), more than two million children in the United States don't have a bed. Check in with partner organizations to see if the need is present in your community. Organizations like Sleep in Heavenly Peace have chapters across the country dedicated to teaching and mobilizing volunteers to build beds. Consider reaching out to see if there is a chapter near you.



#### STEP 2

##### Make it a Success

If there is not a Sleep in Heavenly Peace chapter near you, reach out to local organizations in your area.

Organizations like Boys & Girls Clubs, food pantries, schools, and homeless shelters may know of families in need of beds, or otherwise need this service themselves.

Reach out to local hardware stores and certified handymen to see if they are able to donate supplies, tools, or their time!



#### STEP 3

##### Make it Your Own

Look to see if there are any knitting groups in your area. Better yet, are there any knitting groups within your membership? Consider making a blanket to make the bed complete.

No knitters? No problem! [Tie blankets](#) are a no-sew alternative that is both time- and cost-effective.

## Local Gardens



### PROJECT OVERVIEW

In addition to increased access to fresh produce, community gardens provide several benefits, such as fostering positive community ties and improving neighborhood safety. By supporting local gardens, Elks help promote the health and well-being of their communities.



### STEP 1

#### Get Started

Determine if there is an opportunity for a garden. Who will the garden support? Examples of groups that may benefit from a partnership include schools, food banks, hunger relief organizations, nonprofits, and churches that prepare meals for people facing food insecurity. Form committees to accomplish tasks such as construction, marketing, youth activities, equipment storage or financial management.



### STEP 2

#### Make it a Success

Partner with local organizations to assist with daily support of the garden, such as routine garden maintenance, virtual cooking demonstrations and gardening

classes. Consider reaching out to a local hardware store or service organizations for additional support. Connect with organizations that focus on youth to direct them to a healthy activity to further stretch the impact of the community garden.



### STEP 3

#### Make it Your Own

Consider hosting online cooking classes to show how to prepare healthy meals with food from the garden. Does the Lodge have a signature meal? Modify it to feature foods from the garden that the community can cook at home.

Start a monthly garden social for community members to gather during harvest months!



## Backpack Programs



### PROJECT OVERVIEW

School supplies may be the last thing on parents' minds and wallets when sending their children back to school. That's where the Elks can step in. Host a backpack program to provide essential school supplies to children living in households below the poverty line.



### STEP 1

#### Get Started

Schools know their students well. Contact local schools to find out what items set students up for success, and rely on the school to identify students for the program. Talk to Lodge members to see who would be interested in purchasing and packaging supplies.



### STEP 2

#### Make it a Success

A strong and dependable group of volunteers will be essential to keeping your program organized and successful. Consider working with youth groups such as the Boy Scouts, Girl Scouts, Elks scholars and/or Antlers, who may also be available to volunteer with the program.



### STEP 3

#### Make it Your Own

After distributing the backpacks, consider hosting an Elks-led online story time or tutoring session. Jumpstarting learning in the summer could help give the students you're working with another boost for success.

Consider doing multiple school supply drives during the course of the year. School supplies tend to dwindle toward the middle or end of the school year, so spacing out distributions will keep students prepared for the entire year.

# SAMPLE APPLICATIONS



**Chattanooga, Tenn.,  
Lodge No. 91  
Dual Project Application**

## What is the Lodge's plan for its Beacon Grant?

### QUESTION 01

Due to ongoing needs in the community, Chattanooga Lodge No. 91 will continue two projects: 1) Our Veterans Project; partnering with the American Job Center, the V.A./Tennessee Veterans Center, and the local Homeless Coalition will help remove barriers for veterans to successfully gain and maintain employment in efforts to reduce homelessness. 2) Our successful "Lunch & Learn" Project with students attending the Catoosa Performance Learning Center (CPL), which addresses specific needs of the students in the areas of career choices, financial planning, arts, continued education, drug awareness, social interaction and communication.

### QUESTION 02

## Why is this the most important community need? Include relevant community statistics and details regarding partner organizations to support your assertion.

Since the pandemic, the number of individuals experiencing homelessness in Chattanooga has increased by 81%. This population also experiences barriers to obtaining adequate food, clothing, protection from weather, transportation, etc. Veterans in our area face additional significant barriers, such as personal barriers that make work or returning to work challenging; institutional barriers that are systemic challenges impairing the individual's ability to return to work and/or maintain employment; and relational barriers that involve how the individual veteran communicates with their employment environment. By coordinating with the three partnering agencies, we will be able to provide necessary items needed to gain and/or maintain employment, such as clothing, transportation, and other necessary personal items.



**QUESTION**  
**02 (cont.)**

With a typical enrollment of 110 students attending the CPL, 80% live in households below the poverty line, and 75% of these students have children enrolled in the CPL daycare program. The approximate graduation rate varied between 40-60%. During the pandemic, the graduation rate dropped to 20%. Our project will provide incentives to encourage students to make their education a priority, such as learning opportunities for real-life skills and professional training.

Both projects address specific, critical needs within the community: assisting youth to complete their secondary education and assisting veterans experiencing homelessness with career training, job placement, food and clothing.

**QUESTION**  
**03**

**Will Lodge members be meaningfully involved in this project? What are their duties and responsibilities?**

Both projects are led and coordinated by Lodge members, including the Exalted Ruler, Lodge Officers, past DD and both the Youth Activities Committee and Veterans Committee members. Throughout the span of the projects, over 60 Elk members will be involved in planning, participating in learning opportunities, hands-on experiences, and off-site and online events.

**QUESTION**  
**04**

**What is the goal of this project? How will the Lodge know it was successful?**

The two projects within this grant will improve the lives of students, veterans, and families by providing them with on-site and online opportunities that will enhance financial awareness, drug awareness, and career assistance.

We will be able to document our success of the projects through follow-up information provided by our partnering organizations on increased job opportunities, school attendance and graduation rate; as well as the number of youth, veterans and families served.

**BUDGET**  
**05**

**Grant funds should focus on project essentials and serving people in need. Only 10 percent of the grant budget can be allocated to administration, promotion, or publicity.**

Item	Estimated Cost
Meals and Supplies for Students	\$2,500
Clothing, Hygiene Products and Services for Veterans	\$3,000
<b>TOTAL</b>	<b>\$5,500</b>



Mount Vernon, Wash.,  
Lodge No. 1604  
Bicycle Safety Rodeo

### What is the Lodge's plan for its Beacon Grant?

#### QUESTION 01

The funds received in this grant would help us to obtain new and used bikes, make repairs, and get them into the hands of those who can use them. We will provide people with disabilities with an adaptive bike or more specialized equipment so that they can join other members of their family in outdoor trips.

We will identify people who need adaptive bikes by partnering with local hospitals, physical therapists and the Special Olympics. We will also work with Family Promise to provide adults experiencing homelessness with a bike and safety gear to commute to work. If any of the children need bikes, we will work to provide a bike and helmet to them.

While it is important to get bikes into the hands of those who need them, it is equally important that our children be taught how to ride a bike safely. For this reason, we will be hosting a bike rodeo and providing protective helmets, reflective gear, bike locks and water bottles. We will also be working with local law enforcement to get bikes registered. Every participant will go home with a map of local bike trails so their parents will know where they can safely ride.

#### QUESTION 02

**Why is this the most important community need? Include relevant community statistics and details regarding partner organizations to support your assertion.**

For the past year, most Americans have been under a great deal of stress due to Covid. Exercise releases chemicals like endorphins, and serotonin that relieve anxiety and improves your mood. While many states are slowly lifting their Covid restrictions, there is still concern when in large groups. Bike riding allows families and friends

**QUESTION**  
**02 (cont.)**

to participate in an activity while still maintaining social distancing and experiencing the benefits of fresh air, thus reducing the risks of being exposed to Covid. Safe Kids Worldwide reports that “more than 70% of children ages 5-14 ride bikes. This age group rides 50% more than the average bicyclist and accounts for approximately 21% of all bicycle-related deaths. Nearly half of all bicycle-related injuries are sustained by children.” Teaching children how to safely ride is the first step in helping prevent an accident.

**QUESTION**  
**03**

**Will Lodge members be meaningfully involved in this project? What are their duties and responsibilities?**

We want to involve as many Lodge members as possible in this project. We will have three Elks on the Planning Committee, two Elks constructing ramps and obstacles for the bike safety rodeo, three Elks repairing bikes, three Elks transporting bikes, two Elks registering the bikes with the city and three Elks fitting helmets. Many more Elks will be assisting with community outreach, setup and tear down, preparing and serving refreshments, photographing the rodeo, and coordinating with partner organizations to identify children with disabilities for the adaptive bikes.

**QUESTION**  
**04**

**What is the goal of this project? How will the Lodge know it was successful?**

Our goal is to help as many people as possible enjoy the outside while promoting safety. Our biggest success will be gauged by the number of people with disabilities we are able to provide with adaptive bikes and other cycling tools. We also have the goal of getting more Elks members and our community involved in service. Just being able to show the community what the Elks really stand for by filling all the positions needed to pull these activities off will be a success.

**BUDGET**  
**05**

**Grant funds should focus on project essentials and serving people in need. Only 10 percent of the grant budget can be allocated to administration, promotion, or publicity.**

Item	Estimated Cost
Bicycles and Adaptive Bicycles	\$3,000
Helmets, Safety Equipment and Repairs	\$2,000
Obstacles for Safety Course and Refreshments	\$500
<b>TOTAL</b>	<b>\$5,500</b>



# MERGING A BEACON GRANT WITH A SPOTLIGHT GRANT



Lodges will continue to have the opportunity to merge the Beacon Grant with the Spotlight Grant to increase the budget to \$6,000.

Merge Spotlight + Beacon

To do this, click the green button on the Grants Dashboard shown above. This will allow the Lodge to merge the two applications. By clicking this button, the Spotlight Grant application will disappear from the Grants Dashboard and the Beacon Grant amount will increase to \$6,000. Complete the Beacon Grant application as normal. Be sure to use the full amount!



For more information about the Spotlight Grant, please visit [enf.elks.org/SpotlightGrants](https://enf.elks.org/SpotlightGrants).

# OUT OF GRANT COMPLIANCE

Lodges can find themselves out of grant compliance for three distinct reasons. See below for information on these reasons and how to get the Lodge back in compliance to apply for grants.

## DELINQUENT DUES



Lodges that are delinquent on paying their Grand Lodge per-capita-assessment dues (G.L. Statutes, Section 3.020) are ineligible for CIP grants.

## MALFEASANCE



If a Lodge misuses its grant funds, it will become ineligible to apply for new grants for a period of time commensurate with the abuse.

## MISSING FINAL REPORTS

Before we send more grant funds to a Lodge, we need them to tell us how they used the funds they already received. Missing the deadline to submit a Final Report will cause a Lodge to go out of compliance.

Lodges have **30 days** after the date of grant completion to submit the Final Report. Lodges will be out of compliance if a Final Report is not submitted within **60 days** from the date of grant completion.

## CHECKING YOUR LODGE'S STATUS



Lodges can check on their grant compliance on the [CIP Participation Report](#).

Lodges can also contact the CIP office at [LodgeGrants@elks.org](mailto:LodgeGrants@elks.org) or at **773/755-4730**.

2022-23 Beacon Grant applications open **April 1, 2022!**  
Make sure your Lodge is in compliance to apply as soon as possible.

# FINAL REPORTING

You've done the project—now tell us about it! Final Reports give the Lodge the opportunity to share the success of a grant project by answering questions, uploading receipts and sharing pictures.

## Starting the Final Report

2022 Final Report		
Started	Submitted	Processed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Report Overdue!</b> Deadline: <b>02/28/2022</b>		
<input type="button" value="Resume Final Report"/>		

Final Reports can be accessed through the [Grants Dashboard](#). Final Reports must be submitted online. We cannot accept mailed, emailed or faxed Final Reports.

A check mark will appear in the corresponding boxes to show when a Final Report has been started, submitted and processed. Keep track of where your Final Report is on your Grants Dashboard!

Lodges have **30 days** after the date of grant completion to submit the Final Report. The end date of a grant is specified by the Grants Coordinator in the application. Need an extension? Contact us!



## CIP TIP!

Receipts too long? Cut them legibly in half and scan them side by side!

## Acceptable Receipts

We can only accept itemized receipts that include the store name, date, items purchased and total spent.

We **cannot** accept credit card statements, Lodge ledgers, reimbursement forms, checks to individuals, Excel spreadsheets or Word documents as receipts.

Stick to the application! We reserve the right to seek reimbursement from the Lodge if the expenses in the Final Report do not match the approved budget, grant year, and objective of the originally approved grant application.





## Donations



Biloxi, Miss., Lodge No. 606

### CIP TIP!

Make sure you do not put any receipts, especially checks, in the photos section of the Final Report. Submitted photos are open to the public.

Made a donation? For a receipt, we need either a copy of the cashed check, which can be obtained from your bank, or a thank you letter from the organization on an official letterhead with the date and amount donated specified.

Organizations do **not** have to send you receipts for what they purchased with the grant funds if your Lodge donated directly.



Fort Smith, Ark., Lodge No. 341

## No Scanner?

Here are some suggestions for uploading receipts if your Lodge does not have a scanner:

- Contact a local library or school to see if they have scanners available for public use.
- Ask other Lodge members if they have access to a scanner.
- Take a photo of the receipts with a smart phone or other device that has access to the internet. As long as the photos are legible and contain the full receipt, we will accept them.
- Look into free scanning apps for your smartphone, tablet or laptop. Some ideas include Google Drive, Dropbox, Cam Scanner4 and Genius Scan.
- Check with your local high school to see if any students need community service hours and would be able to volunteer and assist.



Cartersville, Ga., Lodge No. 1969



# 2022-23 FREQUENTLY ASKED QUESTIONS

## **Is my Lodge eligible to apply for the Beacon Grant?**

Yes. All Lodges are eligible for the Beacon Grant. Lodges do not need to meet the GER's per-member-giving goal to be eligible for the Beacon Grant.

## **When are 2022-23 Beacon Grant applications available?**

Applications for the Beacon Grant open April 1, 2022, and close January 17, 2023. The Lodge may use the Beacon Grant between the date the application is approved and March 31, 2023.

## **Can Beacon Grants be used as donations?**

Yes, but only if an active project is not feasible in your community. As a response to the COVID pandemic for the 2022-23 grant year, the Beacon Grant can be used as a direct donation.

## **Can my Lodge donate to any organization with the Beacon Grant?**

No. The CIP will only consider donations to the partner organization the Lodge has worked with in the past if the usual active project is not feasible, or to an organization providing COVID relief, like a food bank. We will not consider donations for the purchase of anything unrelated to COVID relief, like sports equipment.

## **How can Beacon Grants be used? Are there any restrictions?**

Beacon Grants must be used for local, charitable activities. Lodges should use Beacon Grants to actively serve the community. Ideally, grant use would go further than a donation of funds or supplies. The intent of the CIP is to help Lodges do more to serve their communities in new and meaningful ways.

In addition, CIP grant guidelines state that Lodges may not use grants to support State Major Projects,

national Elks programs, scholarships, Hoop and/or Soccer Shoot events, youth awards nights, poster and/or essay contests, appreciation dinners, fundraisers or general community events. Grants may not be used for Lodge maintenance and/or repairs, or to only benefit Lodge members and their families. Grant funds must support specific populations facing socioeconomic or other barriers, and grants cannot be donations of funds or supplies to individuals.

## **Can the Lodge switch Beacon Grant projects from last year?**

Yes. As a response to the pandemic, a Lodge can pause its ongoing Beacon Grant project and pivot to a project focusing on COVID relief.

## **How much are Beacon Grants?**

For 2022-23, Beacon Grants increased to \$4,000. Please use the full amount to impact your community as much as possible.





### Can we do two projects under the Beacon Grant?

Yes. As a response to the COVID-19 crisis, a Lodge can undertake up to two projects to use the full amount of their Beacon Grant funds for the 2022-23 grant year. Please keep in mind that one donation equals one project.

### How can the Lodge supersize a Beacon Grant with a Spotlight Grant?

There is a green button on the Grants Dashboard that will allow the Lodge to merge the two applications. By clicking this button, the Spotlight Grant application will disappear and the Beacon Grant amount will increase to \$6,000. This action cannot be undone.

### Can grant funds be used for publicity or administration expenses?

Grant funds should be focused on project essentials. However, up to

ten percent of the budget can be dedicated to administration, promotion or publicity. These expenses might include, but are not limited to, paid advertisements in the local newspaper/ on the radio, t-shirts or other non-essential merchandise. This expense must be included in the approved application.

### After applying to a Beacon Grant, I received an email asking for more information. Does this mean my application is rejected?

No. We follow up with the majority of Lodges. Often, follow-up emails simply request more information. If a Lodge submits an application that does not qualify, the ENF will follow up with the Lodge and offer a chance to apply for a different activity. When the CIP office sends a follow-up email, it opens up your Lodge's application for editing. All of your Lodge's previous work remains. Your Lodge can then access, modify and resubmit the application.

### My Lodge needs to change how we use our approved Beacon Grant due to COVID-19. What should I do?

We understand that there is uncertainty due to COVID-19. Any and all changes to approved Beacon Grant applications must be approved in writing by the ENF in advance. We ask that the Lodge alert the CIP Office of these changes via email at [LodgeGrants@elks.org](mailto:LodgeGrants@elks.org).

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

Tell us about it! After the grant has been used, complete the Final Report and upload all grant-related receipts and photos. Final Reports will be due 30 days after the anticipated grant completion date provided on your application. The Lodge will be locked out of applying for grants 60 days from that date until the report is submitted.

### For more information:

Complete guidelines can be found at [enf.elks.org/BeaconGrant](https://enf.elks.org/BeaconGrant).



# STAY IN TOUCH

with the

## COMMUNITY INVESTMENTS PROGRAM



Bedford, Va., Lodge No. 2844

**Phone**

773/755-4730

**Email**

[LodgeGrants@elks.org](mailto:LodgeGrants@elks.org)

**Website**

[elks.org/cip](http://elks.org/cip)

**Social**

[enf.elks.org/social](http://enf.elks.org/social)