

COMMUNITY INVESTMENTS PROGRAM



2022-23
GRATITUDE GRANT TOOLKIT

GRATITUDE GRANTS: MEETING A LOCAL NEED

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For more information, visit elks.org/cip.

Overview

Gratitude Grants are the ENF's way of saying thank you to every Lodge that meets the GER's permember-giving goal to the ENF. These \$2,000-\$3,500 grants offer an opportunity for Elks to think about how best to serve and strengthen their communities. Start planning today!



ELIGIBILITY

If the Lodge met the 2021-22 per-member-giving goal of \$4.80, it is eligible to apply for a 2022-23 Gratitude Grant starting April 1, 2022.



GRANT USE

Gratitude Grants can be used to fund an active project or as a donation of funds to a partner organization. They can also be split between multiple projects.



IMPORTANT DATES

Applications open April 1, 2022, and close January 17, 2023. Applications must be submitted before the project can take place, and projects must be completed by March 31, 2023.

At its base, Gratitude Grants are worth \$2,000. However, Lodges are eligible to receive up to three \$500 bonuses based on ENF giving metrics.



PER-MEMBER-GIVING GOAL BONUS

Lodges in which more than 15 percent of their members donated at least \$10 to the ENF in the 2021-22 fiscal year will be eligible for a bonus of \$500.



FIDELITY CLUB BONUS

Lodges in which five percent of the prior year donors were members of the Fidelity Club, the ENF's sustaining giving program, will receive \$500.



CHAIR CHALLENGE BONUS

New! Lodges that attain a score of 550 points or higher in the 2021-22 Chair Challenge will be eligible for an additional \$500 bonus.

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 Combat juvenile delinquency
- Advance education and science, but not through scholarships
- Lessen the burdens of government
- Combat community deterioration

- Eliminate prejudice and discrimination
- Lessen neighborhood tensions



CIP TIP!

All CIP grants must serve the Lodge's 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.

MEETING A NEED IN THE COMMUNITY

In the CIP grant application process, the first step is deciding which local population you would like to serve. Check out some ideas and examples of how Lodges supported their communities below.



Animal Welfare



Education



Physical Fitness



Literacy

"Fifty-three percent of children living in households below the poverty line and middle-income households cannot read and understand a story by the end of primary school. This is why we want to aid our local library in funding programs to combat poverty and improve children's chances to succeed."

—Mechanicville-Stillwater, N.Y., Lodge No. 1403



Recovery Support



Food Insecurity



Socioeconomic Issues



School Supplies

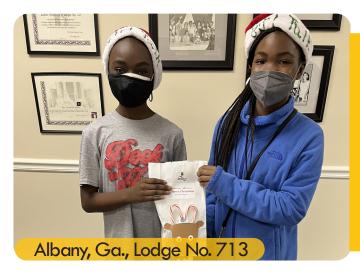
CIP TIP!

You know your community best—start by getting a group of Lodge members together and brainstorming who you can help.

INSTAGRANTS

Looking for project ideas? Consider adapting one of these highly successful Gratitude Grant projects in your own community.

Funding the Arts



PROJECT OVERVIEW

Arts and music programs are often underfunded and can be the first to suffer from budget cuts. Elks can create opportunities for students to exercise their creative sides and express themselves through the arts.



STEP 1

Get Started

Determine where there is an opportunity for an arts program. If programs are offered by local schools, contact principals and teachers to see how they can be improved or supported. Officials may ask for instruments, painting or drawing supplies, or other materials that are not included in their budgets or funding.



STEP 2

Make it a Success

Consider focusing on different mediums. Supporting visual art, music, and dance programs helps the students to explore and find their favorite way to be creative.



STEP 3

Make it Your Own

At the end of the school year or program cycle, hold an exhibition or performance night at the Lodge celebrating and exhibiting the artwork. It is a great way to show members the role the Lodge can play in the community and encourages students to be proud of their work.



Port Townsend, Wash., Lodge No. 317 donated its Gratitude Grant to a local children's theater program.

Special Olympics



PROJECT OVERVIEW

Athletics are an avenue for many kids to exercise and spend time with their peers. Individuals with developmental disabilities can especially benefit from the physical aspect and the socialization that team sports offer. Elks can help youth with disabilities feel more confident and part of their community by supporting the Special Olympics or similar programs.



STEP 1 Get Started

Contact your local schools or Special Olympics chapter to see how the Lodge can contribute. Administrators or coaches can identify the areas that would have the greatest impact.



STEP 2 Make it a Success

Participation fees for athletes can cover everything from uniforms to pay for referees throughout the season. To lessen costs for families, consider donating directly to the league. Please be aware grant funds cannot be paid directly to individuals. Be sure to make the same opportunities available to both boys and girls who are interested in playing sports.



STEP 3

Make it Your Own

Host a dinner at the Lodge for the athletes! Lodge members can also assist with sporting events by working registration or providing snacks for the athletes and spectators. Going beyond a financial donation will be rewarding both for the athletes and for the Elks who can personally see the project's impact.



Combatting Food Insecurity



PROJECT OVERVIEW

Food insecurity affects every county in America. According to Feeding America, 38 million Americans, including 12 million children, experience food insecurity. The pandemic has exacerbated this, and food pantries are in need of assistance now more than ever. Elks can help fight food insecurity by supporting local soup kitchens, food pantries and food banks.



STEP 1

Get Started

Begin by contacting your local food bank, pantry, or soup kitchen to see how the Lodge can be of assistance. Some organizations may ask for volunteer help at their food distributions, and some may ask for donations of food, supplies or funds. Any of these are acceptable uses of a Gratitude Grant.



STEP 2

Make it a Success

If Lodge members can actively volunteer at the soup kitchen, food bank or pantry, all the better. If not, the organizaiton can use a donation of funds or supplies to feed the most people possible.



STEP 3

Make it Your Own

The Lodge can support the local organizations by repairing or replacing equipment, helping cook or serve meals, or even elect to serve meals at the Lodge. If a regular has a birthday coming up, bring a cake to the pantry. Along with the food donations, essential hygiene items are also always needed.

Supporting Seniors



PROJECT OVERVIEW

Older folks, especially those in nursing homes, have faced new health concerns and decreased socialization as a result of the pandemic. While some senior homes have taken steps back toward normalcy, many are still taking every precaution. Nursing homes continue to need supplies to keep residents safe and fresh opportunities and ideas to increase socialization. This is where the Elks come in!



STEP 1

Get Started

Consult with the activities director at the local nursing home to assess real needs. Working with the staff will help ensure that your support has the greatest, most lasting impact.



STEP 2

Make it Safe

Nursing homes and senior living facilities have had to take extra precautions with visitors since the onset of the pandemic. While it may not be possible for Elks to be as involved as they may like with the residents, the Lodge will still be able to provide meaningful support. Some homes are allowing for more visitors and activities for residents, while others may request food or supplies.



STEP 3

Make it Your Own

Include gifts with your donation of essentials to brighten the receipients' day. Whether it is comfort items like blankets or slippers, or recreation items like board games or puzzles, the thought might mean as much as the donation.

Sample Applications

Do you have a project in mind but are unsure how to complete the application? Check out a few Gratitude Grant applications from 2021-22 to get an idea.



Huntington, N.Y., Lodge No. 1565

Food pantry support projects are popular and often require no more than a check donation. However, the Huntington Lodge goes above and beyond in its close relationships with and support of more than a dozen local food pantries.

QUESTION Describe the Lodge's charitable project. How is the Lodge serving a specific, local population with this grant?

As a result of our previous involvement with local food pantries for local residents and veterans alike, we have established excellent rapport with their management teams. Because of this, we are fully equipped to support their needs through the efforts of our members and the use of grants provided. Our plan is to continue to focus on areas of support for our community, as we have done in the past, by providing the food and supplies that continue to be in high demand. We feel strongly that our involvement will continue to make a great impact on the residents who have been most affected by the pandemic.

QUESTION

02

How was the need determined? Why is this an important community need? How will the Lodge identify and serve the intended audience?

Our past experience with the more than 15 food pantries in our local area has given us the opportunity to see firsthand how the requests continue to grow and the range of residents seeking support has not diminished. Since we have continued to communicate with these food banks, pantries and agencies, we are in a perfect position to serve them on the highest level.

QUESTION

03

How, if at all, will the Lodge adapt project activities due to the pandemic? Are Lodge members able to be safely involved in this project? What are their duties and responsibilities?

As a result of our previous experiences with our local pantries, we have been able to establish safe and efficient ways to purchase and deliver our parcels. By setting up appointments in advance, purchasing the most-needed items, packing them in individual parcels, loading them in the trunk of the cars for easy removal, and providing masks and sanitizers to the members, we ensure easy and safe deliveries. With this in place, our volunteers have no hesitation in joining us in this effort. Their duties will include each step as mentioned above.

QUESTION

04

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

Our goal is to assist as many residents as our time and funding will allow, and our success will be determined when we are no longer needed as a result of our efforts.

BUDGET

05

Grant funds should be focused on project essentials and serving people in need. Up to 10 percent of your Lodge's grant budget can be allocated 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.

Item		Estimated Cost
Canned/packaged food		\$1,000
Healthcare/cleaning items		\$1,000
	TOTAL	\$2,000

BUDGET NARRATIVE

The purchase of canned and non-perishable food is essential to ensure a long shelf life. We anticipate using \$1,000 for this purpose. Essential hygiene items such as detergent, cleaning supplies, sanitizers, soap, paper goods, etc. will also be supplied, totaling \$1,000. These items have been discussed with the agencies and pantries we have been in contact with, and they have been suggested as a result of the organizations' needs and priorities.



Escondido, Calif., Lodge No. 1687

There are 440,000 children living in foster care on any given day. Children living in foster care move frequently and experience little stability. Elks can use the Gratitude Grant to support children and young adults living in foster care. The Escondido Lodge partnered with a support agency for children living in foster care to prepare young people to move into their own apartments.

QUESTION

01

Describe the Lodge's charitable project. How is the Lodge serving a population in need with this grant?

Foster care (also known as out-of-home care) is a temporary service provided by state governments and private organizations for children who cannot live with their families. Children living in foster care may live with relatives or with unrelated foster parents. Foster care can also refer to placement settings such as group homes, residential care facilities, emergency shelters and supervised independent living. Escondido Lodge will partner with Just in Time for Foster Youth in San Diego, Calif., to support youth exiting the foster care system establish their first homes.

02

QUESTION How was the need determined? Why is this an important community need? How will the Lodge identify and serve the intended audience?

Just in Time for Foster Youth envisions a future in which every youth leaving the foster care system has a community of caring adults waiting for them after 18. They believe consistent, long-term help from the heart is the foundation for the success of our youth so they can thrive and enjoy productive, satisfying lives. According to the most recent federal data, there are currently more than 400,000 children in foster care in the United States. They range in age from infants to 21 years old (in some states). The average age of a child in foster care is more than 8 years old, and there are slightly more boys than girls.

QUESTION

03

How, if at all, will the Lodge adapt project activities due to the pandemic? Are Lodge members able to be safely involved in this project? What are their duties and responsibilities?

Escondido Elks will use this grant to purchase housewares, kitchen supplies, and bedding for six youths moving into their first apartment. Then a group of Elks and other volunteers will load all the selected items into a truck and help the youth move in and get settled into their newly furnished home!

QUESTION

04

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

Just in Time for Foster Youth knows there's no place like home, especially a comfortable, cozy, and welcoming space for youth exiting the foster care system to call their own. "My First Home" transforms empty apartments into safe, stable, and supportive places to live with new home goods and necessities, and for donations of large items, like couches, tables and dressers, and other gently-used furnishings from our caring community. This helps the youth establish a fundamental first step toward building a secure future. We will interview youth who have transitioned from the system and program supervisors to receive feedback regarding program success.

BUDGET

05

Grant funds should be focused on project essentials and serving people in need. Up to 10 percent of your Lodge's grant budget can be allocated 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.

Item	Estimated Cost
Household items	\$2,500

TOTAL \$2,500

BUDGET NARRATIVE

Escondido Elks will use this grant to purchase housewares, kitchen supplies, and bedding for six youths moving into their first apartment. This material will be stored at Just in Time's warehouse in San Diego prior to being distributed by Escondido Elks and associated volunteer groups.



Beaverton, Ore., Lodge No. 1989

Domestic violence affects every community. It is also an issue that has worsened since the beginning of the pandemic. Local shelters are in need, now more than ever, of food and supplies for those seeking safety, as well as aid for facility upkeep. The Beaverton Lodge saw this need and took action.

QUESTION

01

Describe your Lodge's charitable project. How is the Lodge serving a population in need with this grant?

We are supporting women and children that have been in an abusive situation and are now staying at a women's shelter. This is transitional housing that allows the mothers to take classes to prepare them to reenter the workplace. They stay in the shelter to get the proper training. We are planning a birthday bash to celebrate all of the children's birthdays at one time, as well as to provide necessary items to the mothers. We will also be providing school supplies and backpacks. Elks Care.

QUESTION



How was the need determined? Why is this an important community need? How will the Lodge identify and serve the intended audience?

This will show the mothers and their children that there are caring people in the community. They are in unfamiliar circumstances, and we strive to provide a supportive community as they navigate these changes.

QUESTION

03

How, if at all, will the Lodge adapt project activities due to the pandemic? Are Lodge members able to be safely involved in this project? What are their duties and responsibilities?

There will be 15-20 Elks members that will be involved with the plans for the party, getting presents, and putting on the party. The members will be shopping for the birthday presents, obtaining the pizza, ice cream and cake, as well as serving it to the mothers and children at the facility. Most members have been vaccinated. We have a large space to socially distance in as well.

QUESTION

04

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

Lodge members will be encouraged to attend the party and interact with the kids, developing a relationship between them and the Elks. The success will be measured when a mother is able to obtain a new job and then move into a house or apartment.

BUDGET

0.5

Grant funds should be focused on project essentials and serving people in need. Up to 10 percent of your Lodge's grant budget can be allocated 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.

Item		Estimated Cost
Birthday Gifts		\$1,000
Backpacks/school supplies		\$500
Food		\$300
Party supplies		\$200
	TOTAL	\$2,000

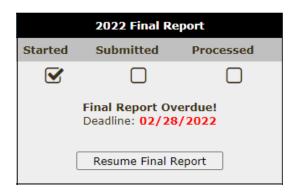
BUDGET NARRATIVE

As in the past years, we have requested lists from the mothers as to what their children would like for birthday presents, and we work hard to provide what they really want. In the past, these have been items such as pogo sticks, a Barbie doll house, headphones, bathtub toys, sandals, and some of the older children request gift cards so they can select their own birthday presents or clothing. Based on the number of children and mothers in the facility at the time of the event, we set a limit per child so it is equitable between them. For the mothers, we have provided lotions, bath gels, perfumes, etc., so they can also celebrate their birthdays along with the children.

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



Final Reports can be accessed through the <u>Grants</u> <u>Dashboard</u>. 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



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.



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.

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 Scanner 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.



Gratitude Grants in Action



York, Pa., Lodge No. 213 Farm Raising

The York Lodge helped repair damages caused by a flood at a local farm that works with veterans with PTSD to prepare them to rejoin the workforce.

Oshkosh, Wis., Lodge No. 292

Building Comfort

The Oshkosh Lodge partnered with Sleep in Heavenly Peace to build beds for those who do not have them. Along with donating a portion of its Gratitude Grant to the organization, Lodge members spent a day helping to assemble the beds.





Tucson, Ariz., Lodge No. 385
Bikes for Christmas

The Tucson Lodge gave away bicycles to children living in households below the poverty line. Along with the bikes, the Lodge gave out shoes, clothes and school supplies. The Lodge has held this holiday event for eight years running.

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-capitaassessment dues (G.L. Statutes, Section 3.020) are ineligible for CIP grants.

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.

MALFEASANCE



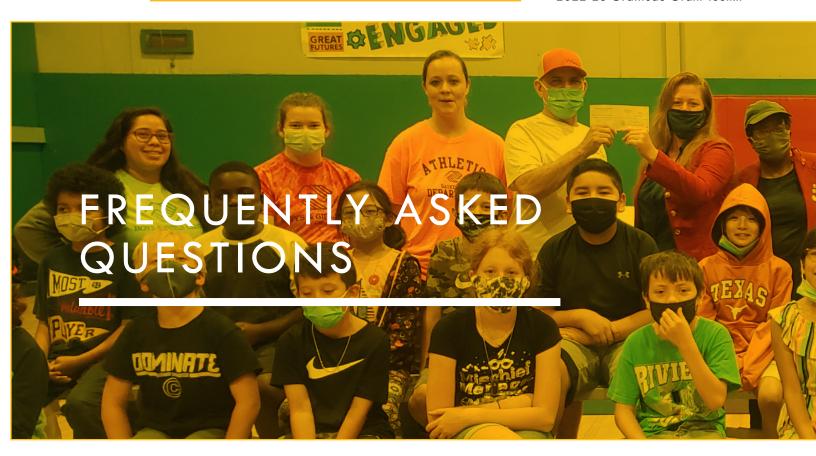
If a Lodge misuses its grant funds, it will become ineligible to apply for new grants for a period of time commensurate with the abuse.

CHECKING YOUR LODGE'S STATUS



Lodges can check on their grant compliance on the <u>CIP Participation</u>
<u>Report.</u>

Lodges can also contact the CIP office at LodgeGrants@elks.org or at 773/755-4730.



How does a Lodge become eligible to apply?

Eligibility is based on whether the Lodge met the per-member-giving goal in the prior fiscal year. For example, if the Lodge reached the \$4.80 per-member-giving goal in 2021-22, you can apply beginning April 1, 2022.

When are 2022-23 Gratitude Grant applications available?

The Gratitude Grant application opens April 1, 2022, and closes January 17, 2023. The Lodge may use the Gratitude Grant between the date the application is approved and March 31, 2023.

Where can my Lodge check its permember-giving goal status?

Lodges can check their status via the current year Lodge per-member giving report on the ENF's Reports and Standings page, enf.elks.org/CIPReport.

How do I know if my Lodge is eligible for the \$500 Gratitude Grant bonuses?

Lodges in which more than 15 percent of its members donated at least \$10 to the ENF in 2021-22 (per the ENF Membership Support Report) will earn a bonus of \$500.

If at least five percent of the Lodge's donors give through the Fidelity Club (per the Fidelity Club Goal Progress Report), the Lodge will earn another \$500 bonus.

New this year! If the Lodge reached 550 points or more in the Chair Challenge during 2021-22, it will be eligible for an additional \$500. Chair Challenge scores can be checked at enf.elks.org/ChairChallenge.

These bonuses will be automatically added to your Lodge's Gratitude Grant application if your Lodge is eligible for any of them, and you will have the ability to request up to \$3,500. Lodges can find this information in the CIP Participation Report on the ENF's Reports and Standings page, at enf.elks.org/CIPReport.

How can Gratitude Grants be used? Are there any restrictions?

Gratitude Grants must be used for local, charitable activities.

CIP grant guidelines state that Lodges may not use grants to support State Major Projects, national Elks programs, scholarships, Hoop 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 serve specific local populations, and cannot be donations of funds or supplies to individuals.

Can a Gratitude Grant be used to make a monetary donation?

Yes. While active projects are encouraged, Lodges are welcome to donate funds to 501(c)(3) nonprofit organizations due to ongoing public health concerns.



Can a Gratitude Grant be used in conjunction with any other ENF grants?

A Lodge can combine its Gratitude Grant with its Spotlight or Beacon Grant. However, once merged, the Gratitude Grant will be absorbed into the other grant and will take on its guidelines.

How does my Lodge supersize with a Gratitude Grant?

In the budget section of your Spotlight and Beacon Grant applications, click the box that reads: "Yes, please combine my Lodge's Spotlight Grant with a Gratitude Grant to increase our maximum grant request."

Can our Lodge apply for more than one Gratitude Grant during the year?

No, a Lodge is only able to receive one Gratitude Grant during the period of April 1, 2022, to January 17, 2023.

My Lodge needs to change how we use our Gratitude Grant. What should I do?

Please contact the CIP office with your proposed changes. All changes to grant activities must be approved by the ENF beforehand. This includes the use of any remaining funds after grant activities are complete. We ask that the Lodge alert the CIP office to these changes via email. If your Lodge's grant changes are within guidelines, they may be approved.

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 by your Lodge. The Lodge will be locked out of applying for grants 60 days from that date until the report is submitted.

Where can I find more information about Gratitude Grants?

Complete Gratitude Grant guidelines can be found at enf.elks.org/GratitudeGrant.

Please be aware that the eligible amount listed in the budget section may not be accurate for the first few weeks of April as all the end-of-year donations are being totaled.

STAY IN TOUCH

with the

COMMUNITY INVESTMENTS PROGRAM



Phone 773/755-4730

Email

LodgeGrants@elks.org

Website

elks.org/cip

Social

enf.elks.org/social