



Elks
National
Foundation, Inc.

COMMUNITY INVESTMENTS PROGRAM



2022-23
SPOTLIGHT GRANT TOOLKIT

SPOTLIGHT GRANTS: SHINING A LIGHT ON NATIONAL ISSUES

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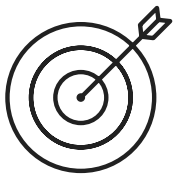
For more information, visit elks.org/cip.

SPOTLIGHT GRANT OVERVIEW

The Spotlight Grant provides Lodges the opportunity to shine a light on important issues facing nearly every American community. In 2022-23, those areas of focus are the effects of the COVID-19 pandemic, family literacy, and homelessness among our nation's veterans.

Every Lodge is eligible for this \$2,000 grant. The Lodge does not need to meet the GER's per-member-giving goal to receive the Spotlight Grant. Lodges can choose to use the Spotlight Grant one of three ways: donating funds or supplies to provide COVID-19 relief, merging their Spotlight Grant with Beacon Grant funds, or using one of the six outlined project plans.

Applications open on April 1, 2022, and close January 17, 2023.



FOCUS AREA

The Spotlight Grant **cannot** be split among multiple project plans. Spotlight Grants can be used to:

- merge with a Beacon Grant project
- complete one of the six project plans the CIP has outlined
- provide COVID relief



MERGE WITH BEACON GRANTS

Merge the Spotlight Grant with a \$4,000 Beacon Grant to increase the Beacon Grant project to \$6,000.



PROJECT PLAN

Lodges can select one of six ready-made projects. Lodges must demonstrate a need and implement the project in their community as outlined. Projects must include a significant family literacy activity or directly support veterans experiencing or at risk of homelessness.

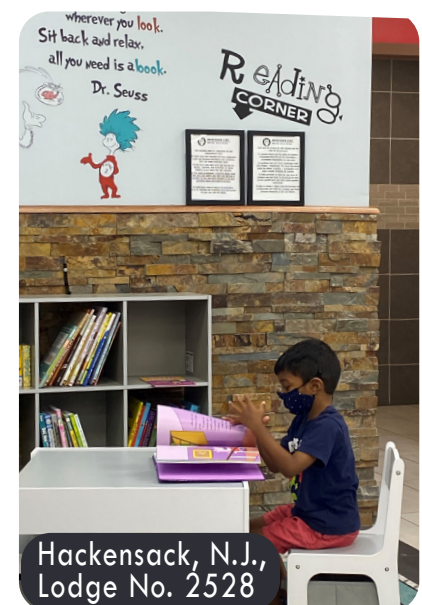


COVID-19 RESPONSE

Usually, hands-on Lodge involvement is required for Spotlight Grant projects; Lodges oversee project details and grant funds. As we continue to live with COVID-19, Lodges can opt to donate supplies or funds to nonprofit organizations dealing with the fallout of the pandemic, like food pantries.



New Albany, Ind.,
Lodge No. 270



Hackensack, N.J.,
Lodge No. 2528

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



Edmond, Okla., Lodge No. 2578

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.

CIP TIP!

Need an idea for a grant project? Search the [CIP Grant History](#) to see approved applications and Final Reports from Lodges.



Tewksbury-Wilmington, Mass., Lodge No. 2070

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.

Important Dates

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

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

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



West Shore, Pa., Lodge No. 2257



Albuquerque, N.M., Lodge No. 461

CIP TIP!

Remember, every Lodge is eligible for a Spotlight Grant.

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

SPOTLIGHT GRANT GUIDELINES

In 2019-20, the Spotlight Grant debuted with off-the-shelf projects designed to give every Lodge the opportunity to shine a light on two important issues facing nearly every American community—family literacy and homelessness among our nation’s veterans. To address the ongoing pandemic, the CIP introduced flexibility to allow the Spotlight Grant to be used as a donation to organizations providing COVID relief. Spotlight Grants must be used for **one** of the outlined project plans. Check out this graph to see how the Spotlight Grant compares to the Beacon and Gratitude Grants!

	Spotlight	Gratitude	Beacon
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 do not have a Gratitude Grant? Consider an active literacy project like Community Baby Shower, Suds and Stories, or Warm Welcome to the Library!



East Providence, R.I., Lodge No. 2337



Washington, Mo., Lodge No. 1559

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

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 or at **773/755-4730**.

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

LITERACY

As teachers across the U.S. will tell you, especially those in under-resourced neighborhoods, many students come to their classrooms each year reading well below grade level. According to the [National Children's Book and Literacy Alliance](#), 65 percent of fourth graders do not read at a proficient level. An estimated 61 percent of families living in households below the poverty line have no age-appropriate books in their homes. Mobilize members to fight these statistics and improve academic outcomes by choosing one of the three projects provided through the Spotlight Grant.

**Full project plans are available on Page 10.*



Warm Welcome to the Library

01

Partner with the local library to provide coats to children without access to warm winter gear and introduce families to all that their neighborhood library branch has to offer. This project can be done in partnership with Operation Warm.

Suds & Stories

02

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



Community Baby Shower

03

In many under-resourced communities, there is an increased need for diapers and books. Host a community baby shower to provide baby supplies, board books and early literacy workshops to parents.

VETERAN HOMELESSNESS

According to the U.S. Department of Housing and Urban Development, on any given night, nearly 40,000 veterans experience homelessness. Each with a different story, they all shared a common pledge: to support and defend this country. Their service is complete; now, it's the Elks' turn to serve. In partnership with the Department of Veterans Affairs, the Elks pledged to help end veteran homelessness and ensure that all veterans have the safe, stable home they deserve. The Lodge can choose one of three projects to support veterans through the Spotlight Grant.

Welcome Home

04

Most veterans transitioning from homelessness move into their new homes with nothing. Elks can help veterans establish their homes by building Welcome Home Kits, which give veterans all the items they need to make a house a home.



Stand Down

05

A Stand Down provides a central location to distribute supplies and services to veterans experiencing homelessness. Provide assistance and resources at a Stand Down in your community

Adopt-A-Haven

06

Identify an emergency shelter or transitional housing facility specifically for veterans in the community with which you can start a lasting relationship. Support them with activities such as completing maintenance, providing dinners, or holding regular social events.



COVID-19 RELIEF

Usually, donating a Spotlight Grant would not be permissible, but the CIP is again adapting a flexible approach. A Lodge can consider a more active use of funds, e.g. purchasing food and supplies and delivering items to a shelter or food pantry. However, donating directly to an organization in the community that is better equipped to serve populations affected by the pandemic will be allowed. The funds must directly support pandemic relief and cannot be split between multiple projects.



Fairview Heights, Ill.,
Lodge No. 664

PROJECT OVERVIEW

With the pandemic affecting millions across the nation, the need for relief continues to be great. This type of relief could be in the form of food, shelter, personal protective equipment (PPE), direct monetary donations, and more. Work with a partner organization to determine the greatest need in your community and use the Lodge's Spotlight Grant to offer support.



STEP 1

Find a Partner Organization

Many communities have seen an uptick in individuals and families seeking support from food pantries, homeless or domestic abuse shelters, and other services. Reach out to food pantries, shelters, and other organizations providing pandemic relief and determine how the Lodge can assist.



STEP 2

Determine Lodge Input

Review your community's local safety guidelines and see if it is safe enough for Lodge members to shop for supplies or distribute supplies the you aim to reach. If not, consider donating the funds directly to an organization. Many nonprofits offer online donations, so consider donating online rather than in person with a check.



STEP 3

Make it Your Own

Lodges can use this time to show up as pillars in the community. Consider posting online or inviting media outlets to the project. Invite the partner organization and constituents to the Lodge for a meal.

As always, send the CIP photos and stories. Use the hashtag #ElksAlwaysCare on social media to see other Lodges stepping up to build stronger communities.

WARM WELCOME TO THE LIBRARY

This unique service project not only provides children with cold weather necessities, it also introduces kids and their families to all that their neighborhood library branch has to offer. This project can be done in partnership with [Operation Warm](#). When partnering with Operation Warm, 150 children receive a coat and up to two new books at each library event.



Holland, Mich.,
Lodge No. 1315

PROJECT OVERVIEW

This program connects families with their local library and provides libraries with the opportunity to showcase their services and programs. By giving each child a brand new coat when they attend the event, a Warm Welcome to the Library program fulfills an urgent need, while simultaneously encouraging literacy and learning at local libraries.



STEP 1

Find a Library

Before applying for this project, contact your public library to review the program objectives and get its buy-in. Once the Lodge's public library agrees to participate, visit Operation Warm's [Community Partner Registration Page](#) to make an account and review a step-by-step guide for hosting a successful event. Or choose to purchase coats as a Lodge! **Please note:** This program costs approximately \$4,000 to complete with Operation Warm. Consider using other CIP grants in conjunction with the Spotlight Grant to complete this project.



STEP 2

Identify Your Participants

Work with local connections to identify families and invite up to 150 children to attend the event. Examples of organizations to reach out to include the YMCA, Boys & Girls Club and Head Start.



STEP 3

Help Children Get Properly Fitted

Coordinate staff and volunteers to help the event run smoothly. Examples of volunteer duties include helping children get properly fitted for a coat, registering children for library cards, or leading various activity stations. The roles are entirely dependent on the needs of the Lodge and its event.



STEP 4

Make it Your Own

Invite a balloon artist or puppeteer, or create a make-believe dress-up area with a mirror and props. Activities will make your Warm Welcome to the Library event a memorable experience.

SUDS & STORIES

The research is clear: Parents of very young children who talk to, read to, and engage with them as often as possible help build literacy skills at an early age—an educational foundation that can give kids a jump-start on future academic success. Parents of very young children usually have to do a lot of laundry, and families living in households below the poverty line may bring their kids with them to laundromats.



Arcadia, Fla.,
Lodge No. 1524

PROJECT OVERVIEW

Using a Spotlight Grant, Lodges can transform the local laundromat into a center for early childhood development and children's education. While guests do their laundry, children are safely engaged and entertained with supervised activities including music, reading, coloring, face painting, and more.



STEP 1

Identify a Local Laundromat

Before planning an event, locate a local laundromat that is willing to partner with the Lodge. The business owner may want to contact the [LaundryCares Foundation](#), which frequently seeks out laundromats to host [free laundry day events](#) and provides literacy resources to under-resourced communities. To ensure attendance, Lodges should consider laundromats within walking distance for families with transportation restrictions and close to motels, affordable housing, shelters or city transit stops.



STEP 2

Identify Your Participants

Identify families by working with the YMCA, Boys & Girls Club, Head Start, Big Brothers Big Sisters and other similar organizations.



STEP 3

Determine Laundry Logistics

After securing a laundromat, determine the number of washers and dryers on site and the average cost per load. Make sure you have all the funds you need to make this successful. The Lodge also needs to decide how long to hold the event (e.g. two hours), if it will limit the number of loads per family, and what supplies it will offer.



STEP 4

Make it Your Own

In order to qualify, the event must include a literacy component geared toward children. Some ideas include hosting a story time, providing free books to all children who attend, and other literacy-building activities.

COMMUNITY BABY SHOWER

Access to books is an important factor in children's literacy, yet in many of the same under-resourced communities where the need for infant supplies is high, so is the need for books. Research shows that in under-resourced communities, there is an average of one book per 300 children. This is in stark contrast to middle-income communities, where, on average, there are 13 books in a single home.



York, Neb.,
Lodge No. 1024

PROJECT OVERVIEW

Basic supplies like diapers and wipes prevent health issues and ensure babies can be enrolled in childcare, which impacts their parents' ability to work or attend school. A Community Baby Shower with an early learning initiative boosts the foundation for parents to raise healthy, active readers.



STEP 1 Identify Your Participants

Before applying for this project, contact local hospitals, women's shelters, or other organizations that provide services to new parents to invite them to the Community Baby Shower.



STEP 2 Make it a Success

Inform co-workers, friends, family members, and neighbors about the event and encourage them to donate. The most needed items are: diapers (all sizes), wipes, formula, blankets, onesies, bottles, and of course, children's board books.



STEP 3 Partner with Your Community

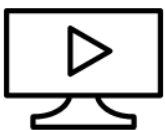
Consider partnering with local agencies, vendors, or community groups that can provide workshops on topics such as growth and development, healthy foods and nutrition, pre-term labor, safety and play.



STEP 4 Make it Your Own

Remember the Lodge's project must incorporate literacy. Consider partnering with local libraries, schools, or universities that can provide information and resources for parents to help develop literacy skills in young children. If this is a family-friendly baby shower, include literacy activities for children in attendance.

WATCH!



View [Hyannis, Mass., Lodge No. 1549's Community Baby Shower video](#) for ideas!

WELCOME HOME

When veterans transition into permanent housing, they often start with a blank slate. Welcome Home Kits are a great way to provide cleaning supplies, bedding, small appliances, and kitchen items that will help veterans be prepared and feel comfortable in their new homes. The ENVSC has a [great guide](#) to this program.



PROJECT OVERVIEW

Elks can help veterans establish their homes by building Welcome Home Kits. Generally, this kit would include some small furniture, kitchenware and cleaning supplies. Items can be new or gently used, donated or purchased.



STEP 1

Find Veterans in Your Area

Look for local veteran housing programs that will refer your Lodge to veterans moving into new homes. Find out if you will be able to deliver supplies directly to the veterans, or if you'll need to distribute kits through your partner organization. Every V.A. Medical Center has at least one person on staff who focuses on veterans experiencing homelessness, and larger V.A.s have distinct Housing and Urban Development departments to provide specific support services to this population. Many cities also have CRRCs, which are resource centers for veterans seeking housing assistance. Don't forget about independent nonprofit organizations that serve veterans, like Volunteers of America or Salvation Army.



STEP 2

Make it a Success

Secure a place to store household items you're collecting for donation. Consider if you'll need to rent a truck or find volunteer Elks to transport large items. If your plan exceeds \$2,000, consider making additional kits and submitting the receipts for reimbursement through the [ENVSC Welcome Home Kit Program](#).



STEP 3

Make it Your Own

When it's time to deliver the kits, throw a housewarming party for the veterans. If the kit recipients are anonymous, create hand written letters of appreciation to include with the donated items. Establish an [Adopt-A-Veteran program](#) with your Lodge to offer continuing support for veterans in their new homes. When building kits, keep the recipients in mind. Each veteran may have special requests (a radio, a coffee maker, sheets for a child's bed, etc.).

WATCH!



View [Hopkins, Minn. Lodge No. 2221's Welcome Home video](#) for ideas!

STAND DOWN

The original Stand Down for veterans experiencing homelessness was modeled after the Stand Down concept used during the Vietnam War. A Stand Down provided a safe retreat for units returning from combat operations to take care of personal hygiene, get clean uniforms, enjoy warm meals, receive medical and dental care, mail and receive letters, and enjoy the camaraderie of friends in a safe environment. Stand Downs provided soldiers the opportunity to renew their spirit, health, and overall sense of well-being.



Walla Walla, Wash.,
Lodge No. 287

PROJECT OVERVIEW

Stand Downs are one to three day events coordinated by local V.A. Medical Centers and other service providers to offer various services and resources such as clothing, health screenings, dental care, and benefits counseling for veterans experiencing homelessness.



STEP 1 Get Started

If there's already a Stand Down event in your community, this is your Lodge's opportunity to get involved in a big way. Reach out to the Stand Down point of contact to get started. If your community does not hold a Stand Down, create one!

To qualify for funding, Elks must be actively involved in volunteering at the Stand Down, and funds should be used to provide vital supplies or services for the veterans. For example, Elks can actively support dental services by volunteering to set up the area, scheduling appointments, or providing kits with dental hygiene supplies to veterans as they complete their visit.



STEP 2 Research What's Needed

Do your research! Talk to other volunteers about what they've learned from participating in past Stand Downs. Keep in mind that some items, like dress shirts or extra-large clothing, are often donated less frequently.



STEP 3 Make it Your Own

Distribute supplies in a reusable backpack or tote bag with your Lodge's name on it. To offer continued support, include invitations to meals or other events that your Lodge will provide for veterans.

ADOPT-A-HAVEN

This project is for Lodges that can identify an emergency shelter or transitional housing facility that serves veterans in their community. It can be difficult to transition out of homelessness, but Elks can help provide positive social and material support!



PROJECT OVERVIEW

The grant must be used to provide support such as Elks-led landscaping/painting/maintenance projects, providing dinner service for at least one week, running a workshop to teach a skill at the facility, or holding regular social events for veterans, like game or movie nights.



STEP 1 Get Started

Contact the facility's activities director or social services representative to assess real needs. Working with the staff will help ensure that your activity has the greatest, most lasting impact.



STEP 2 Recruit Volunteers

Let the activities director know that the Lodge is coming at least two weeks in advance. Since visitors may be rare, the activities director will probably add your visit to the calendar of events so that residents can look forward to it. Work with the Lodge's Veterans Committee to see which members would like to volunteer and schedule them accordingly.



STEP 3 Guide for Visits

Be a friend. Ask questions. Listen to the veterans' thoughts and concerns. Visit regularly. Send cards. Check in with phone calls. Invite veterans to be guests at Lodge meals and events. Remember birthdays, special events and holidays. Elks can coordinate a wide array of activities including hosting arts and crafts, planning a barbecue with musical performances, or even delivering toiletries to residents.



STEP 4 Things to Consider

Cards, small gifts, and donations of necessary supplies are common. Please clear all gifts with the facility beforehand. Additionally, many stores may offer a discount for a charitable project if you ask.

MERGING A SPOTLIGHT GRANT WITH A BEACON GRANT



Hollywood West, Fla., Lodge No. 2365

Lodges have the opportunity to merge the Spotlight Grant to increase their Beacon Grant 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!



El Cajon, Calif.,
Lodge No. 1812



Beacon, N.Y., Lodge No. 1493

For more information about the Spotlight Grant, please visit enf.elks.org/SpotlightGrants.

SAMPLE APPLICATIONS: COVID RELIEF



Livingston, Mont., Lodge No. 246
COVID Relief Application

QUESTION 01

Of the seven options available, why did the Lodge select this project? How does this project address a pressing community need?

We chose COVID-19 Relief as our way to address mental health and suicide prevention with our youth in the Park County community through an organization called Big Brothers Big Sisters (BBBS). According to a 2021 CDC report, there has been a 51% increase in emergency department visits for suicide attempts in 12 to 17 year old girls during the pandemic. In the 2020 Prevention Needs Assessment Survey, 40% of the surveyed Park County youth indicated they had seriously considered attempting suicide in the past year, and 34% indicated they had made a plan about how they would attempt suicide. The Park County numbers were higher than the state averages and the 2016 Park County data.

QUESTION 02

Will the Lodge partner with community organizations to implement the project? If so, how did the Lodge identify the community partner(s)? If not, how does the Lodge plan to reach its intended target audience?

The Lodge will donate the \$2,000 to BBBS in order for them to implement programming to address the difficulties our area youth are having due to isolation and the pandemic. The challenges from an isolating year are all layered on top of typical mental health needs. The National Council for Behavioral Health indicates that one in five teens has had a serious mental health disorder at some point in their life; 50% of all mental illnesses begin by age 14; and suicide is the second-leading cause of death for 15 to 24 year olds. However, research shows that suicide and other mental health issues can be prevented through increasing social connection and providing education about the signs of suicide risk and how to respond.

**QUESTION
03**

Detail what the Lodge will be doing, including when and where project activities will take place.

The Lodge will donate funds directly to BBBS due to COVID restrictions. BBBS facilitates these preventative measures to strengthen mental health and coping skills. In the community match program, BBBS matches an adult volunteer mentor (Big) with a local child (Little) aged 5 to 15. The matches typically spend time enjoying activities together three times a month, developing a positive, life-changing relationship for both the Little and the Big.

These programs make a difference. On average, community matches last 26 months while school-based matches average 16 months. No matter the length, each match is impactful. The most recent survey data (of follow-up surveys conducted from January 1, 2020, to date) indicate that 92% of youth in BBBS programs improved or maintained their feelings of connectedness in school and 91% of participants felt an improvement in their depressive symptoms, or their symptoms did not worsen.

BBBS will use the funds in the following ways: 1. Train mentors and community members in Youth Mental Health First Aid (YMHFA) 2. Expand the number of youth served in BBBS programs 3. Expand programming with opportunities for recipients to enjoy and benefit from the outdoors and the arts.

**QUESTION
04**

Given the goal of this project, how will the Lodge know it was successful?

We at the Livingston Lodge will know that by providing the funds to support these program operations, BBBS will be able to reach more youth and provide more programming. This will help youth in our community to have strong mental health and wellness and to help prevent potential suicides.

**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
Donation to Big Brothers Big Sisters	\$2,000

TOTAL	\$2,000
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SUDS AND STORIES



Rockland, Maine, Lodge No. 1008
Suds and Stories Application

QUESTION 01

Of the seven options available, why did the Lodge select this project? How does this project address a pressing community need?

Members of Lodge 1008 have contacted a local laundromat regarding preliminary interest in our Suds and Stories project. Members will contact Child Development Services (CDS), a local childcare facility that serves families living in households below the poverty line, and a local grammar school to recruit participants for the project. Lodge members will assist parents with access to payment and use of washing machines. Lodge members and school teachers will be doing the literacy portion of event. We will be purchasing books for children of different age groups. A Lodge member or teacher will engage children with the reading of the purchased books. The Lodge members will be working with Garden Island Laundry, the CDS program and media organizations.

QUESTION 02

Will the Lodge partner with community organizations to implement the project? If so, how did the Lodge identify the community partner(s)? If not, how does the Lodge plan to reach its intended target audience?

Our community consists of several small towns. The city of Rockland is the hub of all those small towns, and it also includes many affordable housing facilities. Some families residing in affordable housing live there to stay close to family member who is incarcerated in the area. The city of Rockland was home to many fish processing factories, and the closings of those factories has made a huge financial deficit to generations of workers. Although there are other employment opportunities within the community, many jobs only pay minimum wage and families struggle financially just to pay rent.

QUESTION 02 (cont.)

The laundromat is centrally located to several of the communities' affordable housing facilities. The CDS program located in Rockland is a childcare and early education program that offers supports to children with learning and behavioral disabilities from families living in households below the poverty line.

QUESTION 03

Detail what the Lodge will be doing, including when and where project activities will take place.

Elks members will set up the project. Members will assist parents with the laundry costs for this project. Other members will work with the children by reading with them while parents are present but attending to their laundry. Elks members will work on the public relations portion of this event, as well.

QUESTION 04

Given the goal of this project, how will the Lodge know it was successful?

The goal is to combine assistance with the cost of doing laundry to families living in households below the poverty line, while helping children learn to read. By assisting with the cost of laundry, parents can have a little more money in the home for other things that are needed, such as food or medications. The success shall be measured by the excitement and interaction of the children and parents. The final measure will be followed up with the CDS program managers and the laundromat management for feedback on how families benefited from the program.

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
Books	\$900
Laundry Supplies and Expenses	\$900
Snacks	\$200

TOTAL \$2,000

ADOPT-A-HAVEN



Temple, Texas, Lodge No. 138
Adopt-a-Haven Application

QUESTION 01

Of the seven options available, why did the Lodge select this project? How does this project address a pressing community need?

This will be our Lodge's third year supporting the Lee Crossley Veterans Community to provide a forever home and healthy lifestyle for veterans experiencing homelessness and veterans with disabilities in our community. As stated by Congressman John Carter, this community is the first of its kind. This community of 26 eco-friendly single-family homes is built for veterans with disabilities or veterans experiencing homelessness in Central Texas. There is a community center on the property that provides counseling as well as other community meetings and activities. Veterans nurture and maintain a community garden on the property, which fulfills a sense of accomplishment and pride in the beauty of the garden. Our Lodge will continue to host housewarming parties and Eco-Lunch 'n Learn events for the veterans at their Community Center—adding cooking classes and gardening support—to teach and support them in maintaining a healthy lifestyle.

QUESTION 02

Will the Lodge partner with community organizations to implement the project? If so, how did the Lodge identify the community partner(s)? If not, how does the Lodge plan to reach its intended target audience?

We work with the City of Temple, Keep Temple Beautiful, Habitat for Humanity, and more than 40 other companies, organizations and agencies. This year, we will also work with PatCo Construction, Citizens for Progress and the UnIncluded Club, a nonprofit that educates the public on urban agriculture.

QUESTION 02 (cont.)

Lodge Members Bob Patterson, Karen Stagner, and Bonnie Wilson will be Team Leaders for this project. An anticipated 50-60 Elks and DOE members will participate throughout the year.

QUESTION 03

How will Elks be meaningfully involved in this project?

Our continuing goal is to welcome and provide healthy living opportunities to the veterans at the Lee Crossley Veterans' Community. We will continue to welcome new veteran residents as they move into their new homes. This year, a community garden has been added and our members will be actively involved in helping with the garden. The focus will be on gardening and hosting healthy cooking classes for the community. Our members will be actively involved with the monthly cooking classes and purchasing the groceries. Each month, the veteran residents will gather in the Community Center to learn healthy cooking, using vegetables from the garden, supplemented with other groceries provided by the Lodge. Our members will continue to be actively involved and support this community in cultivating healthy lifestyles.

QUESTION 04

Given the goal of this project, how will the Lodge know it was successful?

We will know we're successful by supporting veterans with disabilities or those experiencing homelessness as they build healthy lifestyles and find new outlooks on life. We also aim to strengthen our relationships with community businesses and organizations while keeping the name and reputation of the Elks as an organization that cares.

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
Food Items for Cooking Classes	\$2,000
Welcome Home Gifts for New Residents	\$150
Community Garden Supplies	\$150

TOTAL

\$2,300

FINAL REPORTING

Once the Lodge has done the project, 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"/>
<p>Final Report Overdue! Deadline: 02/28/2022</p> <p>Resume Final Report</p>		

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 coincide with the approved budget, grant year, and objective of the originally approved grant application.



Donations



Lake Oconee, Ga., Lodge No. 2849

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.



Milwaukie-Portland, Ore., Lodge No. 142

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.



Kenton, Ohio, Lodge No. 157



When will the Spotlight Grant application open?

The Spotlight Grant opens April 1, 2022. Applications close January 17, 2023. Projects must be completed by March 31, 2023.

My Lodge wants to partner with a local organization on our Spotlight Grant project. Is this a good idea?

Yes! Many project plans require partners. Partnerships help Lodges to pool resources, recruit more volunteers, share experience and gain more publicity.

What does Lodge-led mean?

Lodge involvement should be an integral part of the project. Elks should be in charge of grant funds as well as planning and running the project. If it is unsafe to do an active project, a donation to the partner organization would be allowed.

My Lodge has a few different ideas. Can we submit more than one Spotlight Grant?

No. Lodges may only submit one Spotlight Grant project idea for consideration each year. Consider using another grant for project ideas.

Can I split the Spotlight Grant between two projects?

No. All \$2,000 must be used to implement one project plan. Please be aware that one donation equals one project.

Can the Spotlight Grant be used in conjunction with other grants?

Yes. Spotlight Grant funds can be used in conjunction with all CIP grants as long as the activity meets the guidelines of each grant. A Lodge can merge a Beacon Grant with a Spotlight Grant, or supersize a Spotlight Grant with the Gratitude Grant. A Lodge can also do the same project with the Spotlight Grant and a Freedom Grant. Applications must be submitted separately and indicate that they will be used in conjunction when combining the Spotlight and Freedom Grants.

Can grant funds be used for publicity or administration expenses?

Grant funds should be focused on project essentials and strengthening your community. However, up to 10 percent of your Lodge's grant 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. These expenses must be listed in the budget of the approved application. Direct donations should not incur any publicity of administration expenses.

Can I change my Spotlight Grant project from year to year?

Yes, the Lodge may do a different project plan each year.

Will the focus of the grant change from year to year?

As community needs change, projects may be removed or added to best meet those changes.



How do I supersize a Spotlight Grant with a Gratitude Grant?

Fill out the application per usual. On the budget page, there will be a checkbox that you will need to select that states: “Yes, please combine my Lodge’s Spotlight Grant with a Gratitude Grant to increase our maximum grant request.” Make sure to request the full amount. Once approved, the Lodge will receive a supersized grant check.

How do I merge a Spotlight Grant with a Beacon Grant?

On the Grants Dashboard, there will be a green button that says, “Merge Spotlight + Beacon.” Once this button is clicked, the applications will combine and the Beacon Grant grant total will increase to \$6,000. The Lodge will only have to submit one application and one Final Report. Please keep in mind this action cannot be undone.

Can the Spotlight Grant fund the Dictionary Project?

No. The only qualifying projects are those outlined in the toolkit.

After applying for a Spotlight 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 CIP office 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 Spotlight 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 Spotlight Grant applications must be approved by the CIP in advance. We ask that the Lodge alert the CIP office of these changes via email at LodgeGrants@elks.org.

My Lodge did the Imagination Library project two years ago. Can I still do this project?

All Lodges that did the Imagination Library in 2019-20 will be grandfathered in. Unfortunately, no new Imagination Library projects will 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.

For more information:

Complete guidelines can be found at enf.elks.org/SpotlightGrant.

STAY IN TOUCH

with the

COMMUNITY INVESTMENTS PROGRAM



San Angelo, Texas, Lodge No. 1880

Phone

773/755-4730

Email

LodgeGrants@elks.org

Website

elks.org/cip

Social

enf.elks.org/social