

## Beacon Grant Application Instructions

Beacon Grants become available July 1. Beacon Grant applications are online only. These grants offer Lodges a chance to develop an ongoing, charitable Elks-driven community project. Beacon Grants are not intended to help Lodges offset charitable projects they already hold. Rather, this is an opportunity to do something new or expand on an existing Lodge charitable project.

A Lodge can use its \$1,000 Beacon Grant in conjunction with a \$2,000 Gratitude Grant and/or a \$2,000 Promise Grant, to maximize the ongoing project's effectiveness.

Here are the steps in the Beacon Grant application process.

- 1) **The Lodge should discuss the project.** When the Lodge has decided on a use for the Beacon Grant, the Lodge Secretary or ENF Grants Coordinator should then complete the application, available at [www.elks.org/enf](http://www.elks.org/enf). The application asks for a description of the activity; the event date; how the Elks will participate in the event; and how the Lodge plans to promote event in the community. An estimated budget is also required.
- 2) **The Lodge Secretary or ENF Grants Coordinator signs into elks.org.** Once signed in, navigate to the online grants homepage, [www.elks.org/enf/grants](http://www.elks.org/enf/grants). Choose Beacon Grant, and click proceed to application. This link will take you to the first page of the Beacon Grant application. *(If your Lodge receives a message about being out of compliance, it means your Lodge needs to turn in paperwork pertaining to previous ENF Grants. Contact [ENFPrograms@elks.org](mailto:ENFPrograms@elks.org) if this is the case.)*
- 3) **The Lodge Secretary or ENF Grants Coordinator will enter the information into the online form,** and then approve and submit the application. That's it! The Primary Contact will receive an email verifying that the application has been submitted.
- 4) **The ENF will review the submitted application.** If there is a problem with the application, ENF staff will contact your Lodge. If the application is approved, an approval letter, grant check and Final Report Form will be mailed to the Lodge.
- 5) **Once your Beacon Grant activity has taken place, fill out the Final Report Form.** Tell us all about the event, and include receipts for all grant funds. This Final Report Form is required. Lodges that do not complete this form will not be eligible for future grants.
- 6) **Send us pictures (digital preferred), newspaper articles and other coverage of the event.** We love spreading the word about Lodge's good works, and good pictures are a must.

Questions? Contact us at [ENFPrograms@elks.org](mailto:ENFPrograms@elks.org), or at 773/755-4730.