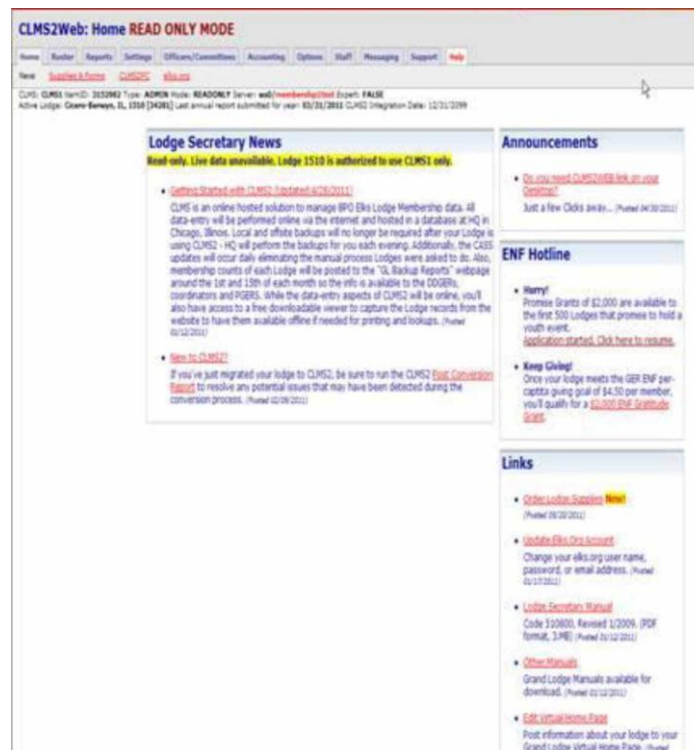


Gratitude Grant Application Instructions

Gratitude Grants are available to all Lodges that meet the GER's \$4.50 per-capita goal. Applications are available July 1, as Lodges reach the goal. **In 2011-12, Gratitude Grant applications are online only.** Lodges can use Gratitude Grants for any local, charitable cause, from hosting an after-prom party to buying supplies for a local shelter to donating to a local veterans group. With Gratitude Grants worth up to \$2,000 this year, the possibilities are endless! Here are the steps in the Gratitude Grant process.

- 1) **The Lodge should discuss the grant.** When your Lodge has decided on a use for the Gratitude Grant, the Lodge Secretary should then complete the online application, available at www.elks.org. As in the past, the application asks how the Lodge will use the grant; when the grant will be used; how the grant helps the community; and how the Lodge plans to promote the grant in the community. An estimated budget is also required.
- 2) **The Lodge Secretary signs into CLMS.** On the right-hand side of the home page, there will be a link to the Gratitude Grant application under ENF Hotline heading. This link will become available as soon as your Lodge reaches the per-capita goal. You can check your Lodge's progress by visiting our Reports and Standings page at www.elks.org/enf.
(The image below is of the CLMS2 home page. CLMS1 may look slightly different.)



- 3) **The Lodge Secretary will enter the information into the online form**, and then approve and submit the application. That's it! The Secretary will receive an email verifying that the application has been submitted.

(The image below is the homepage of the Gratitude Grant application.)

Gratitude Grants

Congratulations! Your Lodge has reached the GER's per-capita goal and is now eligible for a Gratitude Grant. Gratitude Grants are our way of saying thank you for your Lodge's generosity and are now worth \$2,000! Gratitude Grants can be used for any local, charitable cause. This is your Lodge's opportunity to serve the community. We encourage you to use the grant to raise your profile in the community. [Click here for more information and details on Gratitude Grants.](#)

Here are the four steps in Gratitude Grant process.

1. Complete and submit the application to ENF before May 31, 2012.
2. Upon approval, your Lodge will receive a formal letter, a grant check, and a required Final Report Form.
3. Use your Gratitude Grant.
4. Mail the Final Report Form, along with all grant-related receipts, to the ENF. **This is a required form. Lodges that do not complete this step will not be eligible for future grants.**

Please note that Gratitude Grant must take place between and July 31, 2012 and are subject to ENF approval. Gratitude Grants are intended to make a difference in the Lodge community by supporting a local cause. Gratitude Grants are not to be used to support a state major project or to repair a Lodge facility. Gratitude Grants may also not be used for scholarship programs.

For more information, please contact the Programs Department at ENFPrograms@elks.org or at 773/755-4730.

Dashboard

This is your Dashboard, where you can keep track of everything that you have done and everything you still need to do in the process of submitting your application.

Gratitude Grant

1. [Contact Information](#)
Verify your contact information and include a secondary contact, if applicable.
2. [Grant Description](#)
Explain what you plan to do with your Gratitude Grant.
3. [Budget](#)
Estimate the costs to hold your event.
4. [Preview & Submit Application](#)
Take a final look at your application before submitting it.

- 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 address.
- 5) **Once your Lodge has used the Gratitude Grant funds, complete the Final Report Form.** Tell us about how the grant was used, 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 or other news coverage you receive.** It helps us spread the word about all the great things Lodges are doing.

Questions? Contact us at ENFPrograms@elks.org, or at 773/755-4730.