

Promise Grant Application Instructions

Promise Grants become available July 1. Promise Grant applications are online only. Promise Grants are available to the first 500 Lodges that pledge to host a youth event, and are worth up to \$2,000! Remember, Promise Grants are for events involving both youth and Elks—they are more than donations of funds or supplies. So get out and support the youth in your community!

Here are the steps in the Promise Grant application process.

- 1) **The Lodge should discuss the project.** When the Lodge has decided on a use for the Promise Grant, the Lodge Secretary or ENF Grants Coordinator should then complete the application, available at www.elks.org/enf. As in the past, the application asks for a description of the youth event; 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. Choose Promise Grant, and click proceed to application. This link will take you to the first page of the Promise 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 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 Promise Grant event 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, or at 773/755-4730.