



## **Beacon Grant Frequently Asked Questions**

### **Who is eligible to apply?**

All Lodges are eligible to apply for a Beacon Grant! Eligibility is not dependent on meeting the GER's per-capita goal for donations to the ENF.

### **When will Beacon Grant applications become available?**

Beacon Grant applications are available now. 2013-14 Beacon Grant applications are due March 31.

### **How can Beacon Grants be used? Are there any restrictions?**

Beacon Grants must be used for a new, ongoing, Elks-led, charitable activity. Beacon Grant funds cannot be used as a donation of funds or supplies. A Beacon Grant project must include meaningful, hands-on Elk involvement. Beacon Grants cannot be used to offset costs of charitable activities the Lodge already holds.

Ideally, Lodges will use their Beacon Grant for the same successful, ongoing project each year. If your Lodge received a 2012-13 Beacon Grant, it should use a 2013-14 grant to build upon that project. If your Lodge did not receive a 2012-13 Beacon Grant, it must use the Beacon Grant to start a new charitable project.

ENF grant guidelines stipulate that grant funds cannot be used to host fundraisers, essay or poster contests, youth awards banquets, Hoop/Soccer Shoot events, appreciation dinners or to fund scholarships. Please keep these guidelines in mind when applying for any ENF grant.

### **What does it mean for a Beacon Grant project to be ongoing?**

Ideally, this means that your Lodge's Beacon Grant project is one that is important to the community and can be identified as an Elks project. We are looking for projects that Lodges can commit to running at least on an annual basis. Beacon Grant projects can also be held on a bi-annual, monthly or weekly basis.

Ongoing does not include one-time projects that will continue to endure without Lodge assistance down the road. For example, building a flagpole using Beacon Grant funds does not qualify because the same flagpole cannot be constructed by the Lodge year after year.

### **Can the Beacon Grant be used to expand a project my Lodge already holds?**

Yes. A Lodge may use a Beacon Grant to expand an already-existing project, but only if the full \$2,000 in Beacon Grant goes toward expansion.

Here are some things to consider:

- The application must clearly show how the project will be expanded upon. This means that details about how the project has been run in the past, and how the Lodge intends to expand the project must be clear.
- The budget must also clearly reflect this expansion. The full grant must go towards expanding the project and cannot replace costs. If the Lodge's project is being expanded upon, we would expect the budget for the project to be over \$2,000.

### **Can the Beacon Grant be used in conjunction with other grants?**

Yes. Beacon Grant funds can be used in conjunction with a Gratitude Grant or a Promise Grant, as long as the activity meets the guidelines of each grant. In addition, the budget for each grant needs to reflect this on both applications as well. So, if the Lodge were to use the Beacon Grant with the Gratitude Grant, the budget on both applications needs to be at or above \$4,000.



# Elks National Foundation

## **Can I split the Beacon Grant between two projects?**

No. Beacon Grant funds cannot be split between two projects. All \$2,000 must be for the same new, ongoing, Elks-led, charitable activity.

## **Can I use the Beacon Grant as a donation?**

No. A Beacon Grant may not be used as a straight donation. Beacon Grant projects must include meaningful, hands-on Elk involvement.

## **Will Beacon Grant funding be available next year for the new project my Lodge is starting?**

Yes. Your Lodge should count on using the Beacon Grant for the same project each year.

## **Where can I find more information about Beacon Grants?**

Complete Beacon Grant guidelines can be found here: <http://www.elks.org/enf/community/BeaconGrants.cfm> .

You may also view a 30-minute webinar about Beacon Grants, guidelines and tips on submitting applications by clicking here: <http://www.elks.org/enf/community/news.cfm?StoryID=79186> .

## **After applying for a Beacon Grant, I received an email asking for more information. Does this mean my project is rejected?**

No. Because this is a newer grant, the majority of Lodges will receive a follow-up email. Often, these emails simply request more information, or ask the Lodge to alter part of the grant. If a Lodge submits an application that does not at all qualify, the ENF will follow up with the Lodge and offer them a chance to apply again with a different activity.

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

Any and all changes to approved Beacon Grant activities must be approved by the ENF in advance. We ask that the Lodge alert the ENF Programs Department to these changes via email or over the phone. Grant changes within appropriate guidelines can then be approved.

## **My grant activity is complete. What now?**

Tell us about it! When the activity is complete and the grant funds are spent, it's time to submit a Final Report Form to the ENF. This form is mailed to each Lodge with the grant check and approval letter. If you've misplaced the form, simply contact the ENF.

The Final Report Form should include receipts and documentation of how all grant funds were spent, as well as information about the event. Attachments, photos, thank you notes and other information is always welcome.

## **How can I spread the word to the community?**

Use the News Release Generator to spread the word about your Lodge's good deeds to the community. Visit our website to get started, <http://www.elks.org/ENF/mediabrochures/prgenerator.cfm>.

*For the complete guidelines, please visit <http://www.elks.org/enf/community/BeaconGrants.cfm> or contact the ENF Programs Department at [ENFPrograms@elks.org](mailto:ENFPrograms@elks.org) or 773/755-4730.*