

GENERAL GRANT APPLICATION



Return completed form to:
Alberta Elks Foundation
Box 445
Bentley AB T0C 0J0

Please Print Clearly And Use Black Ink

File Number: _____ Type of Grant: Community Project _____ Personal Assistance _____

Elks # _____ Royal Purple Elks # _____

Lodge Applying: _____

Lodge Address: _____ Postal Code: _____

Contact E-mail: _____ Phone Number: _____

Name and Location of Project: _____

Purpose of Project (Recreational, Educational, etc.) _____

Expected Benefit of Project: _____

Time Line for Project (Start and Finish Dates) _____

List directors or personas responsible for the project; their titles, terms of office, qualifications and any other pertinent information:

GENERAL GRANT APPLICATION – CONTINUED

Total Cost of Project:	\$ _____
Funds from sources other than Elks/Royal Purple Elks: (Government funding, other service groups, etc.)	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Supporting Lodge Contribution	\$ _____
Grant Request from Foundation	\$ _____
Total Funds Raised	\$ _____

What is the Fundraising Status (all funding in hand, waiting for grants, pledges only, etc.):

Name and Address of Recipient or Supplier: _____
_____ Postal Code _____

Please attach any supporting documents you feel pertinent to this application (Doctor's reports, supplier quotes, etc.).

We, the undersigned, hereby make application for financial assistance from the Alberta Elks Foundation and we declare:

- 1) That any assistance awarded will be used only for the purposes as stated in this application;
- 2) That we accept all the conditions governing awards as established by the Trustees of the Alberta Elks Foundation;
- 3) That we make this declaration conscientiously believing it to be true and knowing that it is the same force and effect as if made under oath;
- 4) That we have read and abide by all the conditions as outlined in the attached regulations.

Exalted Ruler/Honoured Royal Lady Secretary Date

Checklist: _____ Completed Application _____ Copy of Minutes _____ Cost Estimates
 _____ Supplementary Support Information _____ Personal Assistance Form (if needed)

GRANT APPLICATION REGULATIONS

1. All applications for grants shall be made on the forms prescribed by the Board of Trustees and issued by the Secretary.
2. All applications must be prepared and sponsored by a member Lodge of the Elks or Royal Purple Elks within the jurisdiction of the Alberta Elks Association.
3. Any application exceeding \$2,000 must be submitted to the Secretary of the Foundation and must be received at least thirty (30) days prior to the date of the Annual General Meeting to be eligible for consideration at that meeting.
4. Financial assistance to a Lodge project shall not exceed \$5,000 per project.
5. Financial assistance to a Lodge project will be limited to not more than the Lodge financial contribution to the project. The Board of Trustees will have the authority to consider extenuating circumstances in regard to this regulation if requested by a Lodge making an application.
6. The Foundation will not grant funds to Lodges for the purchase, repair or maintenance of equipment for Elks' facilities.
7. The Foundation contribution will be issued to the recipient or the company supplying the goods or services.
8. All applications for assistance shall include a copy of the Lodge minutes where the project is adopted by the Lodge and showing approval was given to make a request for assistance.
9. An itemized Financial Statement of the project must be included with the application.
10. Applications for funding assistance on continuing specific projects will be considered only once in any three (3) year period.
11. In cases of personal assistance applications, application part two (2) must be completed and all required documents must be included.
12. A photocopy of the Lodge contribution or evidence of the Lodge contribution is to be forwarded to the Foundation Office.