

# **TABS FOR TOTS APPLICATION**

Alberta Elks Foundation



REACHING OUT TO OTHERS

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

**Please Print Clearly; Use Black Ink**

File Number

Sponsoring Lodge & Number

Lodge Address

Postal Code

Contact E-mail

Phone Number

Hospital

Contact Name

Contact's Phone Number

Equipment Being Sponsored

Equipment Purpose and Description (attach literature if available)

Total Cost of Equipment

Amount Requested

Other Contributors if Applicable

Exalted Ruler/Honoured Royal Lady

Secretary

Date

## **CRITERIA FOR TABS FOR TOTS APPLICATIONS**

1. All applications must be sponsored by an Elks or Royal Purple Elks Lodge.
2. All applications must include authorization from the sponsoring Lodge to make the application; i.e. copy of the motion.
3. Any project in excess of \$5,000 will be determined to be a capital project and will not be considered by the Trustees.
4. Applications for items intended for delivery rooms, nurseries, or paediatric wards will only be accepted for consideration by the Trustees.
5. All applications, in excess of \$2,000, must be submitted to the Foundation Office no later than May 1<sup>st</sup> of each year, to be eligible for consideration by the Foundation Trustees.
6. Applications \$2,000 or less will be considered by the Trustees throughout the year.
7. Consideration of any application will be at the discretion of the Trustees.
8. First consideration will be given to those areas that have not received a contribution in the previous two (2) years.
9. It is suggested that all applications in excess of \$2,000 be considered a joint donation to be shared with the sponsoring Lodge and the Foundation Tabs for Tots.
10. Priority will be given to non-regional hospital and health unit applications.
11. Proper support information and additional materials to accompany the application is strongly suggested to assist the Foundation Trustees in their consideration of each application.