



## GENERAL GRANT APPLICATION

Foundation File # \_\_\_\_\_

Read the following information prior to applying.

### LODGE REQUIREMENTS

#### Foundation Grant Regulations:

- 8.2.1 All applications submitted for grants shall be prepared and sponsored by a Member Lodge within the jurisdiction of the Alberta Elks Association.
- 8.2.2 Requests from Member Lodges for Lodge projects and personal assistance grants shall be submitted to the Foundation Office utilizing forms prescribed by the Board of Trustees and issued by the Secretary.
- 8.2.3 All applications shall include a copy of the Lodge minutes where the purpose of the grant application is adopted by the Lodge and showing approval was given to make the request for assistance.
- 8.2.4 All applications for all Lodge projects and personal assistance shall be limited to an equal contribution from the Lodge. The Board of Directors shall have authority to consider extenuating circumstances in considering applications.
- 8.2.5 Requests for grants exceeding \$2,000 shall only be considered at the Annual General Meeting by the Membership and shall be submitted to the office of the Foundation thirty (30) days prior to the Annual meeting.
- 8.2.6 Financial assistance to a Lodge project shall not exceed \$5,000 per project.
- 8.2.7 Requests for grants and assistance for \$2,000 or less shall be forwarded to the Foundation office and shall be evaluated and approved by the Board of Directors.
- 8.2.8 The Board of Directors will have five days to review the request and then comment back to the Secretary-Treasurer with their comments indicating as to why or why not they support the request.
- 8.2.9 On-going Lodge projects requiring funding shall only be considered by the Foundation **once** in any **three-year period**.
- 8.2.10 Applications for Foundation grants **will not** be considered for the purchase, repair or maintenance of equipment for Elks or Elks Royal Purple facilities.
- 8.2.11 Verification of the Lodge and other participants contributions shall be forwarded to the Secretary-Treasurer immediately following the conclusion of the project.

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### Foundation Regulations - Regular Grant Applications:

- 8.3.1 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.
- 8.3.2 The Foundation contribution will be issued to the recipient or the company supplying the goods or services.
- 8.3.3 An itemized Financial Statement of the project must be included with the application.
- 8.3.4 In cases of personal assistance applications, Application Part Two must also be completed and all required documents must be included.
- 8.3.5 A photocopy of the Lodge contribution or evidence of the Lodge contribution is to be forwarded to the Foundation Office.

## PROCESSING TIME FOR APPLICATIONS

If the application is for an individual/person to receive a cheque from the Foundation, and not a supplier, **AGLC must** approve the funds first.

### Foundation Processing Time:

Once the application and **all required information is received** (should it not require AGLC prior approval) the Secretary will send the information to the Board of Directors for review.

- 8.2.8 The Board of Directors will have **five (5) days** to review the requests and then comment back to the Secretary-Treasurer with their comments indicating as to why or why not they support the request.

### Alberta Gaming, Liquor and Cannabis (AGLC):

1. Alberta Gaming, Liquor and Cannabis (AGLC) **does not** approve an individual/personal cheque to be written to an individual/person **without prior approval**.
2. Approval can take up to 5 - 7 business days from AGLC.

Once AGLC approves or denies the request, the application and all required information will be forwarded by the Secretary-Treasurer to the Board of Directors for review.

**GENERAL GRANT APPLICATION**

**LODGE INFORMATION**

<b>Lodge Name &amp; Number:</b>	
<b>Mailing Address:</b>	
<b>Contact Phone Number:</b>	
<b>Email:</b>	

**COMMUNITY PROJECT**

<b>Project Name:</b>	
<b>Location of Project:</b>	
<b>Project Start and Finish Dates:</b>	

**Purpose of Project (Recreational, Educational, etc.) PLEASE be specific, as this information may need to be sent to AGLC for prior approval:**

**Expected Benefit of Project:**

**Person(s) or Organization responsible for the project:**

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**RECIPIENT or SUPPLIER INFORMATION**

<b>Name of Recipient or Supplier:</b>	
<b>Address:</b>	

**FINANCIAL REQUEST INFORMATION**

<b>Cost of Project or Amount Required:</b>	\$
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**Fundraising Status:**

- All funding in hand
- Pending other funding or grants (complete below)
- Pledges only (complete below)
- Not available

**Funds from sources other than Elks/Royal Purple Elks: (Government funding, other service groups, other pending funding, pledges etc.)**

1.	\$
2.	\$
3.	\$
4.	\$
<b>Total Funds Raised or Requested:</b>	\$

<b>Lodge Contribution Amount:</b>	\$
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<b>Contribution Amount Requested from Foundation:</b>	\$
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*\*\*Please attach any supporting documents you feel pertinent to this application. (Doctor's reports, supplier quotes, etc.)*

**GENERAL GRANT APPLICATION**

**DECLARATION AND AGREEMENT**

We the undersigned hereby make application for financial assistance from the Alberta Elks Foundation as attached and 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 regulations.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Exalted Ruler/Honoured Royal Lady Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Secretary or Secretary/Treasurer Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_