

Foundation File # _____

LODGE REQUIREMENTS

Foundation Grants - Appendix A

A2 For all Lodge Grants:

- 2.1 All applications submitted for grants shall be prepared and sponsored by a member Lodge within the jurisdiction of the Alberta Elks Association.
- 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.
- 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.
- 2.4 All applications for all Lodge projects and personal assistance shall be limited to an equal contribution from the Lodge. The Board of Trustees shall have authority to consider extenuating circumstances in considering applications.
- 2.5 Requests for grants and assistance for \$2,000 or less shall be forwarded to the Foundation office and shall be evaluated and approved throughout the year by the Trustees.
- 2.6 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.
- 2.7 Financial assistance to a Lodge project shall not exceed \$5,000 per project.
- 2.8 The Board of Trustees will review the request in a timely manner.
- 2.9 On-going Lodge projects requiring funding shall only be considered by the Foundation **once** in any **three-year period**.
- 2.10 Verification of the Lodge and other participants contributions shall be forwarded to the Secretary-Treasurer immediately following the conclusion of the project.

GENERAL GRANT APPLICATION

Foundation Regulations Appendix A

A3 Regular Grant Applications

- 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 regarding this regulation if requested by a Lodge making an application.
- 3.2 The Foundation contribution will be issued to the Lodge requesting the funds.
- 3.3 An itemized Financial Statement of the project must be included with the application.
- 3.4 A photocopy of the Lodge contribution or evidence of the Lodge contribution is to be forwarded to the Foundation Office.

A4 Personal Assistance

- 4.5 Due to Alberta Gaming Liquor and Cannabis (AGLC) regulations, the Foundation **cannot support travel** and **accommodation requests**.

PROCESSING TIME FOR APPLICATIONS

If prior approval to use gaming funds is required, AGLC approval time is 5 - 7 business days.

Once the application and **all required information is received** the Secretary will send the information to the Trustees for review.

Once the application is approved or denied the Lodge will be notified by email, the cheque and letter will be mailed.

GENERAL GRANT APPLICATION

LODGE INFORMATION

Lodge Name & Number:	
Mailing Address:	
Contact Name & Phone Number:	
Email:	

COMMUNITY PROJECT

Project Name:	
Location of Project:	
Project Start and Finish Dates:	
Purpose of Project (Recreational, Educational, etc.) <u>PLEASE</u> 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:	

GENERAL GRANT APPLICATION

RECIPIENT or SUPPLIER INFORMATION	
Name of Recipient or Supplier:	
Address:	
FINANCIAL REQUEST INFORMATION	
Cost of Project or Amount Required:	\$
Fundraising Status:	
<input type="checkbox"/> All funding in hand <input type="checkbox"/> Pending other funding or grants (complete below) <input type="checkbox"/> Pledges only (complete below) <input type="checkbox"/> 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.	\$
Total Funds Raised or Requested:	\$
Lodge Contribution Amount:	
Contribution Amount Requested from Foundation:	\$

*****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: _____