



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 within the jurisdiction of the Alberta Elks Association.
3. Any application exceeding \$2000 must be submitted to the Secretary of the Foundation and must be received at least thirty days (30) days prior to the date of the Annual Meeting to be eligible for consideration at that meeting.
4. Financial assistance to a Lodge project shall not exceed \$5000 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 project is adopted by 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 2 must also 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.