Tennessee Elks Association Community Outreach Grant Final Report

**LODGE NAME:** **LODGE NUMBER:**

**Instructions and Information**

Community Outreach Grant funds *must be used* only for the approved Community Outreach Grant project. If there are grant funds remaining at the conclusion of the project, contact the TEA Community Outreach Grant Committee to determine next steps. Lodges may not use the remaining grant funds for projects other than the approved Community Outreach Project.

Please forward completed forms (with required attachments) and all inquiries for information to: Mac Kidd

245 Loyd Road Pulaski, TN 37334 931-307-3176

kiddkovesheep@gmail.com

*Instructions*: This report may be completed electronically or printed and manually completed. If using electronic format, save this document to your computer; using the tab or arrow key to move between fields, enter all requested information; save the document again with the information that you added; print the completed document for signature by the Lodge’s Exalted Ruler or Secretary prior to submission.

*The submitted Final Report MUST*

*1.* *Be signed either by the Lodge’s Exalted Ruler* ***or*** *Secretary, and*

*2. Include copies of all receipts for grant-related expenses up to $1,000.*

**Contact Information**

**NAME:** **TELEPHONE:** **-** **-**

**STREET ADDRESS:**

**CITY:** **STATE:** **ZIP CODE:**

**EMAIL ADDRESS:**

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Tennessee Elks Association Community Outreach Grant Final Report

**Community Outreach Grant Project Information**

**DATE OF PROJECT:** **/** **/**

**NUMBER OF ELKS INVOLVED:** **ELK HOURS SPENT ON PROJECT:**

**NUMBER OF NON-ELK HELPERS:**

**NUMBER OF TARGET AUDIENCE PARTICIPANTS:**

**PARTNERING ORGANIZATIONS (IF ANY):**

**DETAILED DESCRIPTION OF COMPLETED PROJECT:**

**HOW DID THE GRANT BENEFIT YOUR LODGE?**

**DID THE LODGE RECEIVE ANY PUBLICITY FROM THE PROJECT?**

**Expenses**

**Copies of receipts for all related expenses up to $1,000 must be attached to the Final Report submission. Only receipts for grant-related expenses will be accepted. Receipt examples include store receipts, purchase orders, copies of checks, and receipt letters with the dollar amount included.**

**Grand Total of Receipts Attached to Final Report:**

**Required Signatures**

**I hereby certify that the above claim and attached expenses are correct and legally chargeable to the TEA Community Outreach Grant Fund.**

**EXALTED RULER** **DATE**

**SECRETARY** **DATE**

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