

Adopt-a-Veteran Grant Program 2017-18

To: WV Elks Lodges
Cc: Lester C. “Ted” Hess, Jr., PGER
Date: August 9, 2017
Re: Veterans Grants by the WV Elks Association

The Adopt-a-Veteran Committee of the WV Elks Association is pleased to continue the assistance for Veterans events in the local Lodges. This announcement provides the details of how to apply, what types of programs qualify, how to get the money, and how to prepare a final report on your program.

Background

One of the primary missions of the BPO Elks is the care of the Veterans of our country. As part of this committee’s effort to continually increase the visibility of Veterans Programs in general, and the Adopt-a-Veteran Program in particular, a budget line of \$8,000 has been allocated to the WV Elks Adopt-a-Veteran Committee to be used specifically for assisting the local Lodges in implementation and delivery of Veterans programs. This money will be distributed to the local Lodges in the form of “mini-grants” modeled after the Gratitude Grant application form of the Elks National Foundation (ENF). Maximum available per event is \$250.00. The money will be provided upon the presentation of receipts of payment. This grant is meant as an award to assist. So, for example, a Lodge runs a dinner program to honor their Adopt-a-Veterans and incurs a cost of \$500.00 to feed 100 people a spaghetti dinner (Elks members and adopted veterans). You might propose a cost share, where you propose that the Adopt-a-Veteran committee provide an award of \$250.00, while your Lodge would only have to pay \$250.00 instead of the full \$500.00.

What do you need to do to get the money?

- Submit an application. The deadline will be November 1, after the mid-year convention in Morgantown.
 - The application form is attached
 - Or is available on-line at WVELKS.org
 - Submit the application to Burt Jennings, Committee Chair
 - Email to bkj426@yahoo.com
 - US Mail to Burt Jennings, 121 Elmhurst Drive, Wellsburg, WV 26070
- Wait for Committee approval – likely to be given by an email from me
- Plan your event and DO IT ! Have fun with the VETS !
- Fill out the final report form
- Submit the final report to Burt Jennings, Committee Chair
 - Attach the receipts (copies are ok)

Each of these is detailed below

Application Process

Soon, from the wvelks.org website, you can obtain an app form and the program information. OR, use the form provided in this communique. OR, email me and I will send you “word” documents and you fill them out on your computer, print, sign, scan, and email the documents back to me.

Application: The idea is to keep the paperwork and red tape to a minimum by having a minimalistic application form. Short answers to the questions of who, what, where, when, and why are required, along with the signatures of the ER and the Lodge Secretary. The applications are due to the committee chair (Burt Jennings) by Nov 1, 2017. Award announcements will be made shortly after this time, in able to allow appropriate planning for your activities.

Please submit applications to Burt Jennings, the chair of the WV Elks Adopt-a-Veteran Committee, by email (preferred) to bkj426@yahoo.com. Applications may also be mailed to: Burt Jennings, 121 Elmhurst Drive, Wellsburg, WV 26070.

Who: Any program that assists our Veterans. Befriend them, help them, feed them, cloth them, treat them to a picnic, a dinner, a ball game etc. These men and women gave a piece of their lives to defend **FREEDOM and LIBERTY**.

What: A guide for the types of programs that can be included are found in the Veteran’s Service Commission report. All of the Adopt-a-Veteran Final Reports from years past can be found at the WV Elks website (www.wvelks.org)

Where: Wherever our Veterans are at! In and around your town and community.

When: Any program for Veterans that your Lodge has conducted from May 1, 2017 up through an ending date of February 28, 2018 will qualify for this program.

Judging of the applications. Judging of the applications will be by the committee members. Results of the competition will be made available to the membership via email and publication in the state Newsletter/Magazine. As you can imagine, the size of the awards will be dependent upon the number of applications received and their quality.

Implementation: After the awards are announced, receipts must be provided to Burt Jennings for processing within the WV Elks Association financial system. If the event has already occurred, providing a receipt could occur immediately. If the event has not yet occurred, then the receipt must come following the event, but no later than February 28, 2018, in order to allow for processing and final report writing.

Final Report. A final report will be provided to the committee to ensure that the money was spent where it was requested and to provide evidence to the state association that the money was going to enhance Veterans Affairs. It is hoped that publicity can be generated from these events to help our

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Order. Inclusion of articles that have made the newspaper or references to television/radio coverage are particularly welcome in this report. Your Lodge's final report will then be combined together to provide a final report of the committee's activities at the State Convention next April/May. Again, the model for the final report is the Gratitude Grant, where minimalistic paperwork requirements exist.

Proposed Program Results:

Through the implementation of this program, it is the hope of the Committee that we can achieve

- Increased participation in Veterans Programs by local Lodges by encouraging discussions of activities for Veterans
- Increased participation by better publicizing the works of local Lodges and showing what things can be done to enhance the existing programs of the Grand Lodge

If you have any questions about how to submit a proposal, please do not hesitate to ask, either by email (bkj426@yahoo.com) or by phone (412-260-7590).