

2024-25 Board of Directors' Lodge Grant Program

The Moose International Board of Directors has continued the Lodge Grant program this year in order to assist more lodges throughout the Fraternity. **Applications for the 2024-25 Lodge Grant Program will open on Monday, July 8th, 2024 and close on Friday, August 9th, 2024.** This year, the projected time frame for announcing the next \$1,500,000 cumulative grant award recipients is late August/early September.

Please read the following information in order to improve your lodge's chances for securing a Board of Directors' Lodge Grant:

1. Attendance at the 2024 International Moose Convention is required. At least one member representing the lodge needs to be scanned into an official meeting of The Moose in New Orleans for the lodge to qualify for grant consideration.
2. Attendance at your Association 2023 Annual Meeting is required. *New for 2024-25*, at least one representative from your lodge must have attended your Association's 2023 Fall Annual Meeting.
3. Attendance at your Association 2024 Midyear Meeting is required. At least one representative from your lodge must have attended your Association's 2024 Midyear Meeting.
4. All Fraternal lodges represented at the 2024 Convention, the 2023 Association Annual Meeting and the 2024 Association Midyear Conference are eligible to apply, even if you have received a grant in the past.
5. Lodges can begin applying on Monday, July 8th, with the final date for submitting an application being the close of business (CT) on August 9th. No extensions will be granted. ***Note that the International Moose Convention falls within this time frame and lodge attendance at this meeting will be determined following its close. The application period is situated here, during this period, to allow lodges the time to complete projects in the Fall once recipients have been determined.
6. The application for the program is electronic and can only be accessed by the lodge administrator within the drop-down menu in LCL.web. There are no hard copies of the application that can mailed, emailed or faxed.
7. **The Moose International Board of Directors has raised the total grant fund from \$1M to \$1.5M in 2024-25.** Grants will still be dispersed in quantities between \$500 and \$25,000.
8. Funds are to be used to repair, replace or upgrade current equipment and facilities which will make the Lodge more appealing/functional to current and future members. (i.e. – replacement of a water heater; roof repairs; new seating for the social quarters; replacement of worn carpeting; new signage; installation of a POS system; parking lot repair, etc.) Funds will not be granted to pay taxes, loans, past bills, or other financial obligations of the Lodge. Repairs and upgrades cannot be retroactive.
9. These are not loans – there is no monetary payback required. The Lodge will be required to sign a statement if a grant is awarded, however, pledging to become more Fraternal by following the tenets set forth by Moose International regarding Lodge activities, fraternal giving and Heart of the Community activities.

10. Always submit specific bids for each of the projects listed on your application. Attach the bid to your proposal (PDF files work best). If for some reason you cannot, you must still list specific costs from the bid within the application. If selected, you will be required to supply the bid upon which the application was based. Applications without specific costs attached will not be considered. Further, grants will not be funded if you submit estimated costs with no justification.
11. Have some skin in the game. Very few lodges will receive the capped amount of \$25,000 as the Board of Directors seeks to help as many lodges as possible throughout the Fraternity. If you *do* submit a request for \$25,000, or for any amount for that matter, please note how your lodge has – or is going to – contribute to the project either financially or through volunteer labor. If your project costs exceed the \$25,000 cap, you are more likely to be considered if you indicate whether partial funding of the project through a grant will allow you to move forward, with additional funding coming from the lodge or other sources.
12. If you list several projects on your application, always identify specific costs for each project and the order of importance to which you attribute each project on your list. Partial grant funding is common within this program. Many of the awards during the previous years were for one or more projects listed within a single grant request, but may not include all requests listed by the lodge.
13. Projects need to be completed by April 30, 2025. In rare cases where weather or extenuating circumstances are a factor, however, Moose International may grant an extension at its discretion, but only if the lodge has contacted Moose International at least one month prior to the close of the fiscal year. Final bills should be submitted to Moose International as close to April 30th or earlier for projects completed in April, or subsequent months, when approved for an extension.
14. Do not wait to start your project. It is assumed that you applied for the grant to fulfill a need. Lodges that wait eight months to replace items like tables and chairs, or flooring for example, when the grant money is available immediately may be re-evaluated. The exception is when the grant funds cover only a partial amount of the project and the lodge must raise the remaining money.
15. If a lodge submits a project during the application period and completes the project before the grants are awarded, then that project is disqualified from consideration.
16. Size of the lodge makes little difference as long as you can show that you operate as a true fraternal unit. Grants have been approved for lodges ranging from 30 members to 2,500 members, but not for any that currently operate as little more than a bar.
17. Your fraternal record is taken into account when considering grants, including membership trends; contributions through Moose Charities; Heart of the Community activity, etc.
18. Applications will be reviewed by the Territory Manager, the Regional Manager, Moose International staff, and the Board of Directors. Applications may be denied at any time during this process based on the request of the field staff or fraternal history of the Lodge.
19. Make sure your Territory Manager or Regional Manager thoroughly understands the projects for which you are requesting funds and how completion of the projects will enhance the lodge. The Field Staff will be making the first recommendations for grant awards.
20. All proceeds granted by the Board of Directors will be forwarded directly to the vendor. The lodge must approve the work that was done and forward the invoice and authorization to Moose International. Moose International will also pay deposits on projects when requests for payment

are submitted with a proper proposal/quote. Payments will NOT be made to a lodge that pays the vendor(s) directly unless it has received prior written permission from Moose Intl. to do so.

21. Lodges do not need to have a contractor work on their projects unless required by law in their area. Volunteers can complete all or part of the projects and the grant funds can be used to purchase the materials for the project.
22. If lodges are purchasing materials from a hardware/materials store such as Home Depot or Lowe's, they should contact Moose International in advance to discuss procedures, as each home store has changed policies recently regarding third-party checks.
23. Grant monies can be used to pay deposits or material orders in advance of the project, as well as paying invoices once the project has been completed, as long as the requests are accompanied by a statement of authorization.
24. Lodges that send invoices to Moose International without a statement of authorization to pay, will not be considered for payment until the authorization is received. A sample statement of authorization will be included in the letter that grant recipients receive.
25. Do not have vendors contact Moose International directly. The projects and contracts are between the lodge and its vendors, and all questions and billing should remain local.
26. **If awarded a grant, you must read the instructions sent to you and follow the guidelines; otherwise no payments will be made for your projects.**
27. A follow-up report, including before and after photographs, is required for all projects.
28. Finally, don't wait until the last minute to submit your application. While it has no bearing on whether you are approved for a grant or not, issues in regards to completing the application caused much distress among those who waited.
29. Questions may be directed to Kurt Wiebe, CMO or Brian Schimek in the Membership Department; Phone – Kurt - 630-966-2226/Brian – 630-966-2257; Email – kwiebe@mooseintl.org or bschimek@mooseintl.org.