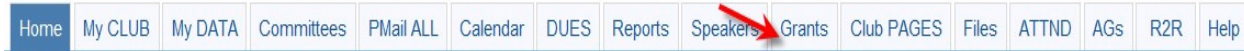
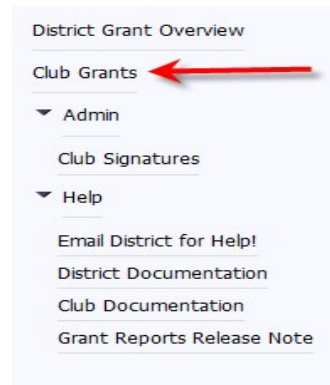


### ENTERING YOUR GRANT

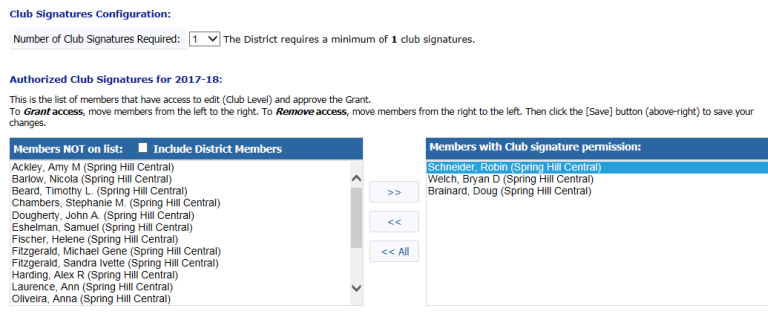
- The preparer of the grant must be a level 3 or higher to access the Grants tab. If the club member is not a level 3, please change them to a level 3 to work on the grant.
- Log into the District Database (make sure to use your club number when logging in).
- Click on the Grants Tab



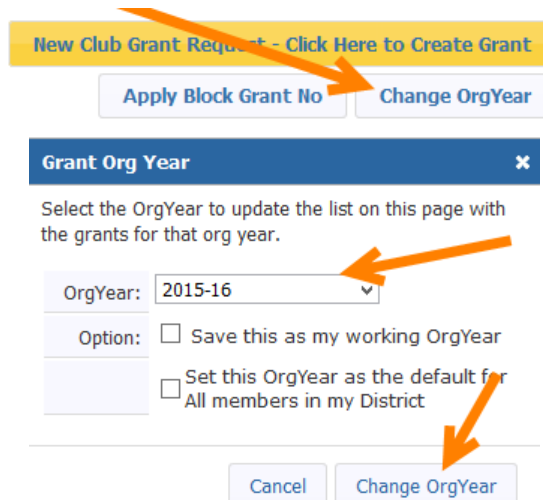
- Click on the Club Grants on the left side menu



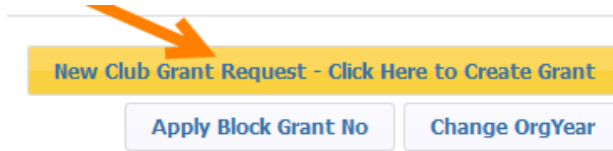
- Click on the Club Signatures under Admin, and create authorized signers.



- Change Org Year to the year you are applying for.



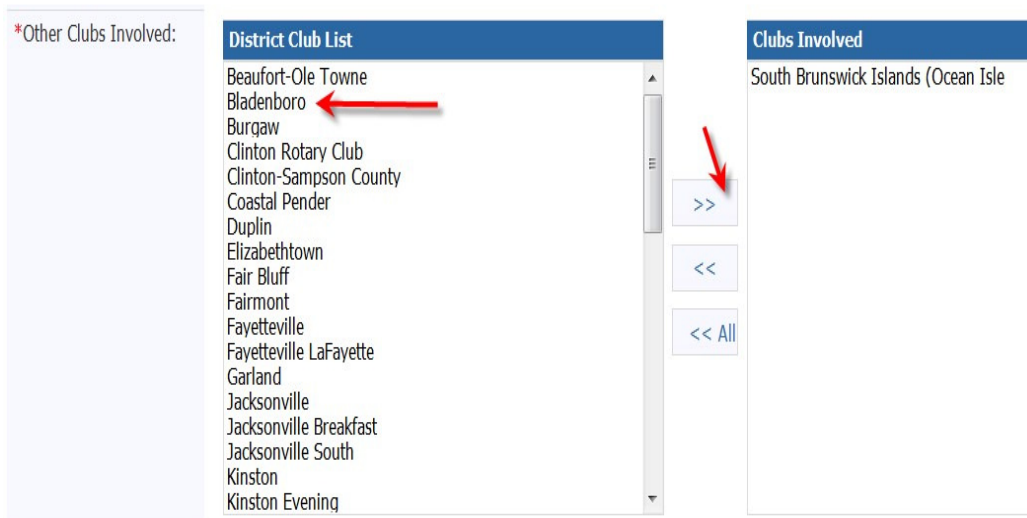
- Once the correct year is selected, click on New Grant Request



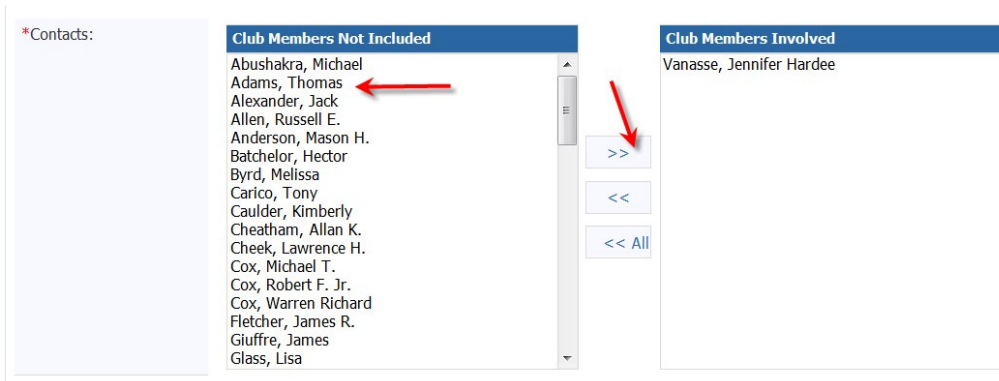
- There are three pages to complete on the New Grant Request
  - Details
  - Contacts
  - Application



- Details
  - This page contains general information about the grant.
  - Simply complete each field. Nothing can be left blank. If there is no answer, put "na".
  - Give a brief description regarding the project.
  - If there is more than one club involved in the project, you will move those clubs over to the right side of the page.
  - IMPORTANT:** The Project Name is limited to 50 characters including spaces. The Country is limited to 50 characters including spaces. The City is limited to 50 characters including spaces.



- **Contacts**
  - This is a list of the club members who will be working on the preparation of the grant and are responsible for collecting receipts, money, closure, etc. Simply move the names from the left to the right side. You can have as many names here as needed. Keep in mind, all those listed will receive any automated emails that go our regarding the grants.



- **Application**
  - This page is the application itself. Each section must be completed and the two boxes at the bottom need to be checked. Please make as detailed as possible. The project objectives will automatically appear on the final report so be very careful when entering this information and make it as thorough as possible.

Yes, I Understand and accept the terms of the Club Statement Agreement.

**Trustee Guidelines & Matching Grant Awards Terms & Conditions**

By signing this grant request, I confirm that our Rotary Club is requesting a District Gra approved guidelines and the Terms and Conditions of Matching Grant Awards. All of the

Yes, I Understand and accept the terms and conditions.

- Click on Save – You now have a draft grant



- Two new tabs will now appear on the top of the page, Budget & Documents.

Edit Grant: test [2016-17] ID=2273

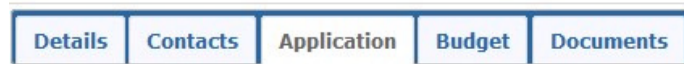
Grant Status: **Draft** (1)  
 Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
 This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

Club: Collect Grant Signatures Save

LVL-7: Change Grant Status



- A complete budget is required. Complete both the income and expense section. These will be adjusted with actuals when it is time to complete the Final Report.
- Funding should include all sources, including outside sources. Include name of the source and the amount you will be receiving.
- Expenditures should be itemized and include any estimated expenses for the project.
- If you have any letters of commitments, copies of quotes and other documentation, please upload them under the Document Tab. Signed MOU's can also be uploaded here.
- Click on the Document Tab



- Add documents by clicking on the upload file or add a folder and then upload files in the folder.

Upload File Add Folder

Navigation: Home

Action	Type	File Name	Modified	Size	Attributes
	Folder	Backup	2014-02-23 10:36:19	0 KB	
	File	GrantApplication.html	2014-02-23 10:36:19	9 KB	
1 Directory   1 File			Directory Space Used:	9 KB	

- Browse your computer for the file and click on add. Do not use any type of punctuation in the naming of your documents.

Select File:  No file selected.

Option:  Replace file?

- At this point, SAVE your grant. You can never save too often!



- Double check all your work before you collect the signatures. You can always delete the grant at this point.

## SIGNING & SUBMITTING A GRANT

- The District designates how many signatures from each club are needed. Our district requires one signature. If other clubs are involved with your grant, you need one signature from each club.
- Signer one will click on edit grant (the pencil)

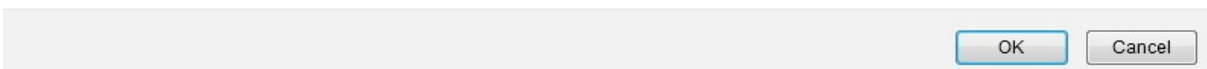
Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget
 	TEST Grant #4	445	South Brunswick Islands (Ocean Isle Beach)	Draft	\$1,000.00	\$0.00	\$0.00	\$1,000.00
Totals:					\$1,000.00	\$0.00	\$0.00	\$1,000.00

- He/she will click on Club: Collect Club Signatures

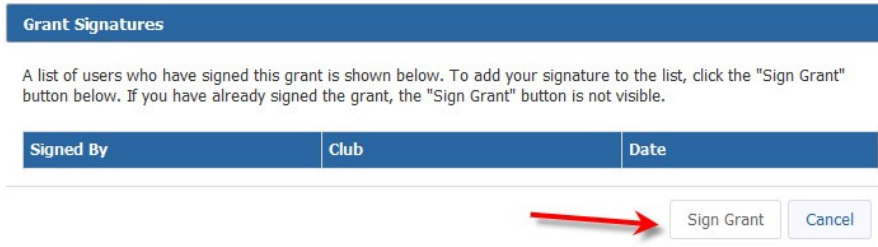


- The following message will appear

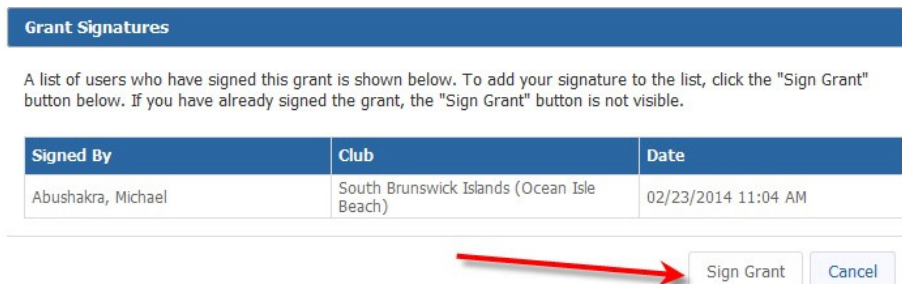
Please confirm - you are about to start the process to collect the club signatures on this Grant application. If you continue, the next step is for the Club to get the required number of signatures so the Grant can be submitted to the District for Approval. OK, to Continue?



- He/she will click OK. The click on Club:Collect Club Signatures again. A new box will appear that says "Sign Grant"



- The second signer is now ready to sign the grant. They will follow the same steps as above. Edit the grant, click on Club:Sign Grant Application. The club signature box will appear again, but this time they will see the first signer's name and date on the box, then they will click on sign.



- This needs to be done for each club participating in the grant. Once all signatures have been collected, the grant must be submitted for District approval.

**IMPORTANT!**

1. Once the grant signature collection has begun, there may be no changes to the grant. IF a change in the grant needs to be done, the grant must be changed back to DRAFT status!!!! Very IMPORTANT! If it isn't changed back to DRAFT status, the changes you make will NOT save!
2. Reverting back to DRAFT status to make changes, wipes out ALL signatures, so the signature process must begin again.



- The status of your grant will now say “Submitted Grant for District Approval”

Action	Project Name	Proj No	Club	Status
	TEST Grant #4	445	South Brunswick Islands (Ocean Isle Beach)	Submitted Grant for District Approval
				Totals:

- The District will now review the grant. You can no longer make any edits to the application. However, you can add additional documents to the grant and add information to the expense tab. You can also “revert back to draft” if you need to start over.
- If the District requires more information, you will receive a note from the District Grant Chair. The grant will be changed back to draft if additional information is needed. You can then add the additional information and re-sign the grant.