

DISTRICT GRANT Instructions and Worksheet

Part 2 CLUB APPROVAL SIGNATURES

Now that your District Grant Application has been completed you will need 2 approving signatures.

- Each approver separately will need to login to DACdb to approve the grant.
- After the grant is submitted to the district, the district grant chair will review the application for any issues or general concerns.
- This person will communicate directly with the contact person(s) that were you previously identified in Part 1 step 9.
- If the application needs additional work or if the application was submitted as a Proposal, the district grant chair will unlock the application and the club can then enter/update or complete the necessary information.
- The club will then again need to obtain the 2 approving signatures.
- All fully completed applications will be reviewed by the District Grant Committee.
- Determinations will be made (project and money) as outlined in the Policies and Procedures Supplement.
- Clubs will be notified and the Grant status will be changed to the decision made and approved monies distributions will be displayed.

The District Grant process for the club is in three parts.

Part 1

You will complete the project details, application, budget items and identify contacts and signatories.

Part 2

The 2 club officers will need to log in separately and electronically sign the grant request

Next Steps

Your Assistant Governor will do a preliminary review of the grant request to insure all necessary information is provided. If incomplete the AG will email you with the necessary steps you will need to take to submit a valid grant request. All complete grant requests will then be reviewed by the District Grant Committee. The committee will mark the grant request as either approved or not and electronically sign the grant requests. At that time the Club will then be notified.

Part 3

When your project is completed you are required to submit a Final report. The Final report will include any details and outcomes. It will also contain a recap of all expenses, receipts, and supporting photos. For those projects that are not completed within the Rotary year, an interim report will also be required.

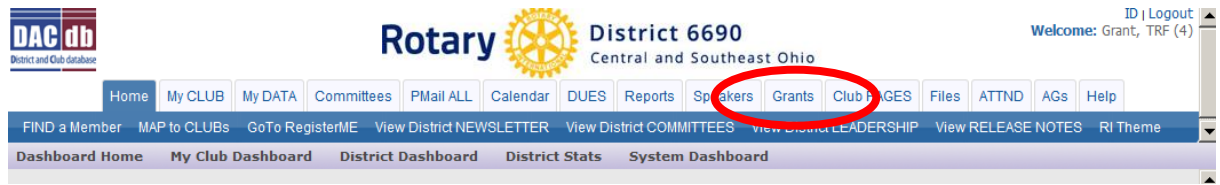
Final Steps

After reviewing a final report by the grant district chair, the chair will close the project. When the project close is generated, all the approval signatures will appear on the report.

1

First Approver now needs to Login to DACdb

select GRANTS



2

CHANGE ORG YEAR If Necessary

Club zGUEST Of District Grants [2014-15]



A summary is shown below of all grants submitted to the District from this Club.

When more than one club is working on together on a Grant, the sponsor club is designated (*) below.

Click on \$ below, to fund the Club grant. This will open a dialog where the Check No can be entered.

[Change OrgYear](#) [New Grant Request - Club's Click Here to Create Grant](#)

Other Status									
	Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget
		Sample Grant	398	Athens AM zGUEST Of District (*)	Accepting Club Signatures	\$500.00	\$0.00	\$2,000.00	\$2,500.00
Totals:						\$500.00	\$0.00	\$2,000.00	\$2,500.00

3

Status now shows SUBMITTED GRANT FOR CLUB APPROVAL

Click on PENCIL to select

Club zGUEST Of District Grants [2016-17]



A summary is shown below of all grants submitted to the District from this Club. When more than one club is working on together on a Grant, the sponsor club is designated (*) below. Click on below, to fund the Club grant. This will open a dialog where the Check No can be entered.

[Change OrgYear](#) [New Grant Request - Club's Click Here to Create Grant](#)

Other Status									
Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget	
	Sample Grant Test 1	413	zGUEST OF District	Draft	\$500.00	\$0.00	\$1,500.00	\$2,000.00	
	Sample Grant Test 2	414	zGUEST OF District	Submitted Grant for Club Approval	\$500.00	\$0.00	\$1,500.00	\$2,000.00	
Totals:					\$1,000.00	\$0.00	\$3,000.00	\$4,000.00	

4

Click on CLUB-SIGN GRANT APPLICATION

Edit Grant: Sample Grant Test 2 [2016-17] 114



Grant Status: **Submitted Grant for Club Approval (2)**
This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports.
Club signature status: 0 of 2 lead club signatures made, 1 of 2 total signatures made.

[Club: Sign Grant Application](#) [Revert To Draft](#)

Details | Contacts | Application | Budget | Documents | Activity Log | Signatures

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

*Project Name:

*RI Project Number: **414** (By default, this will be set to the internal Grant No assigned)

5

You will now get a pop-up window.

Click on SIGN GRANT

Grant Signatures

A list of users who have signed this grant is shown below. To add your signature to the list, click the "Sign Grant" button below. If you have already signed the grant, the "Sign Grant" button is not visible.

Signed By	Club	Date
Sign Grant Cancel		

6

Second Approver now needs to Login to DACdb

select GRANTS

Follow previous steps 2-3-4-5 for second approver to sign the grant

You can click on SIGNATURES

to review all those who have signed the application

Edit Grant: Sample Grant Test 2 [2016-17] >=414

Grant Status: **Submitted Grant for Club Approval (2)**
 This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports.
 Club signature status: 2 of 2 lead club signatures made, 3 of 2 total signatures made.
 The Grant can now be submitted to the District for Approval.

Club: Sign Grant Application Revert To Draft Submit Grant for District Approval

Details Contacts Application Budget Documents Activity Log **Signatures**

Submitted Grant for Club Approval

Club zGUEST Of District Signature	Member	Date
Grant, TRF e/Signature	Position	02/14/2014 10:58 AM Date

Grant Application Club Signatures

Club zGUEST Of District Signatures (2 of 2 Received)	Member	Date
One, Approver e/Signature	Position	02/14/2014 11:01 AM Date
Two, Approver e/Signature	Position	02/14/2014 11:03 AM Date

7

Second Approver can now click

SUBMIT GRANT FOR DISTRICT APPROVAL

Edit Grant: Sample Grant Test 2 [2016-17] 14

Grant Status: **Submitted Grant for Club Approval (2)**
 This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports.
 Club signature status: 2 of 2 lead club signatures made, 3 of 2 total signatures made.
 The Grant can now be submitted to the District for Approval.

Club: Sign Grant Application Revert To Draft **Submit Grant for District Approval**

Details Contacts Application Budget Documents Activity Log Signatures

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

*Project Name:

*RI Project Number: **414** (By default, this will be set to the internal Grant No assigned)

These screens show the completed grant application status once it has been submitted to the district for approval

Edit Grant: Sample Grant Test 2 [2016-17] 414



Grant Status: **Submitted Grant for District Approval (3)**
 This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports.
 This Grant has been submitted for approval by the District.

[Revert To Draft](#) [Reject Grant](#)

Details | Contacts | Application | Budget | Documents | Activity Log | Signatures

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

*Project Name:

*RI Project Number: **414** (By default, this will be set to the internal Grant No assigned)

Club zGUEST Of District Grants [2016-17]



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[Change OrgYear](#) [New Grant Request - Club's Click Here to Create Grant](#)

Other Status										
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Totals:						\$1,000.00	\$0.00	\$3,000.00	\$4,000.00	

NEXT STEP: Part 3 District Grant – Club Final Report Process