• District 5160
How to use DACdb for Grants!

Danie Schwartz, Grants Manager
Chico Noon Rotary Club
District Online Grant Application

• www.DACdb.com
• Login to DACdb
if you have never done this and require assistance, contact Jerry Wilkerson, jrwswd542@att.net
707-365-8671
CLICK ON DISTRICT TAB
CLICK ON DISTRICT GRANTS BUTTON
ADD GRANTS BUTTON TO DASHBOARD
START A DISTRICT GRANT

Club Chico Grants [2023-24]

A summary is shown below of all grants submitted to the District. When more than one club is working on together on a Grant, click on $ below, to fund the Club grant. This will open a box to enter.

Club Process

<table>
<thead>
<tr>
<th>Action</th>
<th>Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pipeline To Success - Sample Grant</td>
</tr>
</tbody>
</table>
NEW CLUB Grant Request – Click Here to Create a Grant
NEW CLUB GRANT REQUEST – CHANGE GRANT YEAR

Make sure that you are in the correct OrgYear when writing your grant.

For this year, it is 2022-2023. Click OrgYear, then the current year to work on a new grant application.
www.dacdb.com says

At least 2 Club Signatures must be authorized before creating a Grant. Select "Admin" in the left sidebar menu and then "Club Signatures".

the sponsor club is designated (*) below.
All clubs MUST have two club signatures in order to create a grant.

1. President EE
2. Lead Grant Chair
## ADD CLUB SIGNATURES

### Chico Club Grant Signatures: [2023-24]

**Authorized Club Signatures for: 2023-24:**

A summary of the Club Signatures approvals is shown below.

| Number of Club Signatures Required: | The District requires a minimum of 2 club signatures. |

This is the list of members that have access to edit (Club Level) and approve the Grant.

To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Then click the [Save] button (above-right) to save your changes.

**Club Signatures Configuration:**  
- [ ] Include District Members  
- [ ] Add Club Leadership Role (ex. P,T,S)

**Members NOT on list:**
- Ahlswe, Kevin (Chico)
- Allen, Robert E. (Chico)
- Andel, Candace (Chico)
- Anderson, Ed (Chico)
- Andreasen, Danny J. (Chico)
- Austin, Tom (Chico)
- Aviles, Philip (Chico)
- Avrit, Curtis (Chico)
- Barker, Anita (Chico)
- Bassett, Melanie (Chico)
- Bellin, Georgie Ann (Chico)
- Bennett, Dale J. (Chico)

**Members with Club signature permission:**
- [ ]
- [ ]
- [ ]
- [ ]
- [ ] All
Chico Club Grant Signatures: [2023-24]
Authorized Club Signatures for: 2023-24:

A summary of the Club Signatures approvals is shown below.

| Number of Club Signatures Required: 2 |

The District requires a minimum of 2 club signatures.

This is the list of members that have access to edit (Club Level) and approve the Grant.
To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Then click the [Save] button (above-right) to save your changes.

**Club Signatures Configuration:**
- [ ] Include District Members
- [ ] Add by Leadership Role (ex. P,T,S)

**Members NOT on list:**
- Russell, Len (Chico)
- Saboury, Sima (Chico)
- Sakuma, Mary (Chico)
- Schafer, Walter E. (Chico)
- Schulenburg, Frank (Chico)
- Selland, Diana Castillo (Chico)
- Shelton, Todd D. (Chico)
- Short, Heather (Chico)
- Shover, Michele Jayne (Chico)
- Simic, Alberta M. (Chico)
- Smith, Michael (Chico)
- Snyder Lando, Anastacia (Chico)
- Sorensen, Mark (Chico)

**Members with Club signature permission:**
- Schwartz, Danie (Chico)
Grant Status: **New Grant Request**  Fill out the Grant information shown below. Click “Save” when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded.

**Details** | **Clubs Involved** | **Contacts** | **Application**
---|---|---|---

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: 
* Deleted: No
* RI Project No: 0 (By default, this will be set to the internal Grant No assigned)
* Priority: Medium
* Org Year: 2022-23 (Level-7+ can change the OrgYear, if necessary)
* Round: 1 (e.g., 1 or 2)
* City: 
* State: 
* Country: 
Target Completion Date: 
Area of Focus: 
- Promoting Peace
- Fighting Disease
- Promoting Clean Water, Sanitation and Hygiene
- Saving Mothers and Children
- Supporting Education
- Growing Local Economies
- Environment
- COVID-19
- Disaster Relief
- Other:
Enter all clubs involved in the project.

* Primary Club: Chico

**Clubs Involved:**
- Alamo (423)
- Albany (424)
- Anderson (425)
- Antioch (426)
- Benicia (427)
- Berkeley (428)
- Brentwood (429)
- Burney-Fall River (430)
- Chico Sunrise (57824)
- Clayton Valley/Concord Sunrise (24610)

[Save]
All contacts listed here will be who receives emails regarding the grant!

If they’re not listed here, they will not receive emails regarding the grant.
GRANT APPLICATION – FILL IT OUT COMPLETELY

Fill out the detailed grant [0] application form below.

2023-24 DISTRICT Grant Application - District 5160

- All information in this application must be complete for your project to be considered for a District Grant DDF Allocation.
- For uploaded documents, save as PDF before uploading.
- Please limit the descriptive comments to no more than 300 words or 10 lines of text

Applicant

Lead Club

Primary Contact

Phone

Email

Secondary Contact

Phone

Email

1 - Club Cooperation - Participating clubs are listed in the CLUBS INVOLVED tab. Here describe type of participation

Type of Support

Number of Clubs

Financial & Manpower
### 2 - Club Qualifications

Has one member of your club attended the January 29th, 2022 Rotary Foundation Day?

- [ ] YES
- [ ] NO

The grant application cannot be accepted without the Club Memorandum of Understanding, signed by the 2022-23 and 2023-24 Club Presidents and filed as part of this application.

Once this application is saved, click on the Documents tab -then "Documents" - to upload the MOU. Once complete, return here to change from NO to YES

- [ ] YES
- [ ] NO

You are required to enter your TRF goals into Rotary Club Central. Has that been completed?

- [ ] YES
- [ ] NO

Is your club current on taxes and RI & District dues?

- [ ] YES
- [ ] NO

Has your grant request been approved by the Club's Board of Directors, President, and President-Elect?

- [ ] YES
- [ ] NO

Have the Primary and Secondary Club contacts read the 2022-23 Rotary District 5160 District Designated Funds, District Grant and Global Grant Policy and understand that the District Grant application process and any Grant resulting from your application will be governed by these guidelines?

- [ ] YES
- [ ] NO
Grant Status: **New Grant Request**  
Fill out the Grant information shown below. Click "Save" when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded.

### 2020-21 DISTRICT Grant Application - District 5160
- All information in this application must be complete for your project to be considered for a District Grant DDF Allocation.
- For uploaded documents, save as PDF before uploading.
- Please limit the descriptive comments to no more than 300 words or 10 lines of text

### Applicant

<table>
<thead>
<tr>
<th>Lead Club</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Secondary Contact</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>
### Budget Income Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Item Name</th>
<th>Club</th>
<th>DDF</th>
<th>Amount</th>
<th>Created</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There is NO income source defined. Add the DDF amount being requested and other funding Income sources above.

**Income Total:** 0 out of 1 club(s) contributed

### Budget Expense Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Item Name</th>
<th>Club</th>
<th>Amount</th>
<th>Created</th>
<th>Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expense Total:** $0.00

### Budget Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Income (DDF+Club Funding):</td>
<td>$0.00</td>
</tr>
<tr>
<td>Expenses Items:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Cash Flow (Income - Expense):</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Grant Status: **Draft**  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.

The documents tab allows for management of all documents related to this grant.

**Important:** To VIEW a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.

**Do not upload files with file names containing special characters (e.g., ",;::*%@$!).** Rename your file locally and then upload it.

### Navigation: Home

<table>
<thead>
<tr>
<th>Action</th>
<th>Type</th>
<th>File Name</th>
<th>Modified</th>
<th>Size</th>
<th>Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Backup</td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
<tr>
<td>![AB]</td>
<td>![AB]</td>
<td>Documents</td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
<tr>
<td>![AB]</td>
<td>![AB]</td>
<td>Images</td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
</tbody>
</table>

3 Directories | 1 File
Grant Status: **Draft** 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.

The documents tab allows for management of all documents related to this grant.

To **VIEW** a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.

**DO NOT** upload files with file names containing special characters (e.g., ";";*:%@$). Rename your file locally and then upload it.

### Navigation: Home

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<th>Size</th>
<th>Attributes</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><strong>Backup</strong></td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Documents</strong></td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Images</strong></td>
<td>2021-03-22 21:55:50</td>
<td>0 KB</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GrantApplication.html</td>
<td>2021-03-22 21:55:50</td>
<td>30 KB</td>
<td>Directory Space Used:</td>
</tr>
</tbody>
</table>

3 Directories | 1 File
COLLECT CLUB SIGNATURES

Grant Status: Submitted Grant for Club Approval  This Grant is locked and you are unable to change the information, clubs, contact and application in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from 1 Club:
- 0 of 0 lead club signatures made
- Only 0 of 2 total signatures made.

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.
## Collected Club Signatures

### Submitted Grant for Club Approval

**Submitted By**
- Heithecker, Steven D.

**Rotary Foundation Chair**
- Position

### Officer Signatures

- **Club Durham Signatures** (2 of 2 Received)
  - Hoiland, Eric
    - e/Signature
  - Heithecker, Steven D.
    - e/Signature

- **President, President-Elect**
  - Position
  - Date 06/16/2022 02:30 PM

- **Rotary Foundation Chair**
  - Position
  - Date 06/16/2022 02:29 PM

### Submitted Grant for District Approval

**Submitted By**
- Hoiland, Eric

**President, President-Elect**
- Position
- Date 06/16/2022 02:30 PM
COLLECT CLUB SIGNATURES

Grant Status: **Approved Grant**  This Grant is **locked** and you are unable to change the information, clubs, contact and application in its state. However, you may continue to add expenses, upload files and file reports. The Club needs to complete an Interim and/or Final report as required and submit for Club signatures and then District approval.

We did not find an existing **Interim Report** report to edit. A NEW Interim Report report can be found below. When you have entered the requested information, click the **Submit Interim Report** button at the top right. A PDF of the report will then be found under the Document Tab with today's date.

**Note:** The variables `{%variable name%}` will be entered by the system when the report is saved.
The process is the same for both interim and final report. The following is a description of the process. If you need more assistance, DACdb includes a PDF document and a video that will walk you through the process step by step.

• In DACdb, click on the District Grants icon.
• Access Club Grants View.
• Click on the ChangeOrgYear button and select the year the grant was initiated.
• You will see a “pencil” icon at the right side of the grant. Click on the pencil to access the grant application.
• Open the Interim/Final Report Tab
• Complete the Report and upload the required documents.
• Collect the signatures and submit the report for District approval.
• Send an email to John Martin to let him know the report has been submitted.
• The interim report must be approved by the District before a final report can be filed.
• Frequently asked questions & answers
How do I get an electronic signature?

Once all Budget information has been entered and preliminary documents have been uploaded (MOU), you are now ready to Collect Club Signatures.

We require two signatures, so this will be done twice.

Click on Club Signatures and an auto-generated email will go to both signees on the grant.
F.A.Q & AND ANSWERS

Why can’t I see the signatures?

If you can’t see the signatures, signature tab, submission – etc., it’s because you’re not an official signer and do not have proper access. You need to chat with your club president to make you a signer. Only a signer can see the signature tab.

How do I know my application got submitted?

You will get locked out and in DACdb it will tell you that it’s submitted. You should also get an email notification but this doesn’t always happen.
how do multiple people work on and edit the application?

The short answer is you can’t all be working on it and editing it at the same time. Ideally, it will have one person responsible for the application. Any other work should be done outside of the software.

Some people work on it in google documents or word and then copy/paste it but this can cause formatting issues.

The best scenario is to work on it in the application section and have others go in to edit it, after it’s in there as a draft.
Why did my signature disappear?

This typically happens when someone works on an application, changes it back to a draft and doesn’t resubmit it.

Any edits and changes made to an application must be resubmitted, that includes asking for new signatures.

I submitted my application without signatures, now what?

If you submit an application without signatures, your app will get locked and you can not unlock it to get signatures. Do not submit it until the application has been signed.
What happens if I have problems filling out my application?

There are multiple sources of information to guide you through the grant application preparation.

- The D5260 District Grant Video 2018 is located on the District 5160 webpage, under the Foundation tab. While the video is several years old, the grant preparation process is the same today as it was then.
- The District 5160 webpage has a section, under the Foundation tab, for “Foundation Day”. You will find a PowerPoint presentation called “How to use DACdb for Grants”. This provides screen shots of relevant parts of the District Grant Application.
- The Club Grants page in DACdb includes a “Help” section. There is a video titled “Submitting a Club Grant Application” and a PDF file titled “Club Documentation”. These two resources should answer any questions you may have.
### Club Orland Grants [2023-24]

A summary is shown below of all grants submitted to the District from this Club. When more than one club is working 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 Amount and Check No can be entered.

#### Club Process

<table>
<thead>
<tr>
<th>Action</th>
<th>Project Name</th>
<th>Proj No</th>
<th>Lead Club Name</th>
<th>Status</th>
<th>Funded Amount</th>
<th>Requested DDF</th>
<th>Other Funding</th>
<th>Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipeline To Success - Sample Grant</td>
<td>15801</td>
<td>Benicia Chico Orland (*)</td>
<td>Woodland Sunrise</td>
<td>Draft</td>
<td>0.00</td>
<td>11,000.00</td>
<td>6,000.00</td>
<td>17,000.00</td>
</tr>
</tbody>
</table>

No Grants: 1
F.A.Q & AND ANSWERS

Do we have to go through the signature collection and district approval process in both the Pre-Submittal and the Final Grant Application stages.

YES! Both the Pre-Submittal (due in May) and the Final Application (due in June) need to have signatures collected and be submitted to the district for approval. Do not wait until the last minute and make sure the authorized signers are available. Do not let your grant be rejected because you did not comply with the signature and submission requirements.
TIPS & TRICKS

Start early. Form a committee to develop grant ideas that you take to your club.

- Designate a lead person to manage the grant and prepare the application. You will find the process much easier if there is a single point of contact.

- **READ**! The training materials, the questions and supporting information in the application and the emails and other communications sent by the District Grant Team. Virtually all of your questions can be answered by reviewing the information that is summarized above.
TIPS & TRICKS

• Hit the “Save” button often. Remember, any work not saved at the end of a work session will be lost.

• Don’t wait until the last minute to enter your Club Foundation Goals in Rotary Central or to submit a Club MOU with all of the requested information complete. You may consider these items to be bothersome administrative tasks, but they are Rotary International requirements that must be completed in order for your grant application to be considered.
DISTRICT GRANT APPLICATION TIMELINE

• DRAFT SUBMISSION IS DUE ON MAY 24, 2023
• FEEDBACK PROVIDED IN EARLY JUNE
• FINAL SUBMISSION JUNE 1 TO JUNE 24, 2023
• GRANT REVIEW PANEL MEETS MID-JULY
HAVE QUESTIONS? NEED HELP?

For grant questions:
Arne Gustafson
arne5160.grants@gmail.com
(530) 966-0552

For technical questions:
Danie Schwartz
info@danieschwartz.com
(530) 636-0193 (Call or text)
Good luck on your grant!