



- 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 **Don't miss these stories below.**

DACdb Mobile Now in Stores

DACdb Mobile can now be found in Google Play and Apple App stores. Use this QR code to download the app to your mobile devices. This app is free to you to use. Let us know how it works for you!



<http://web2application.com/w2a/sl.php?an=29248>



info@danieschwartz.com

.....

LOGIN

Remember Me: ☐ DO NOT check this on public systems (e.g., libraries, internet cafes)

Forgot Password?

Forgot Username?

ezLink

[Click here for old login page](#)



Scroll to see the stories.



DacDb Contact Information

if you have never done this and require assistance, contact Jerry Wilkerson,
jrwsdw542@att.net
707-365-8671

CLICK ON DISTRICT TAB

DAC db District and Club Database

Home Find My DATA My CLUB **DISTRICT** Support Admin

DISTRICT NAVIGATION

- Members
- Club Positions**
- District Comm Chairs
- District Leadership
- District Files
- District Setup

ROTARY DISTRICT 5160 FUNCTIONS

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using ☒ = The top 6 functions will **appear on the DISTRICT Shortcuts menu** in the same order

 District Grants	 AREA	 Find Member
 District Committees	 eMeeting	 District Engagement
 PMail	 PText	 Reports

CLICK ON DISTRICT GRANTS BUTTON

DAC db District and Club Database





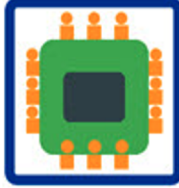




Home Find My DATA My CLUB DISTRICT Support

DISTRICT NAVIGATION

- Members
- Club Positions**
- District Comm Chairs
- District Leadership
- District Files
- District Setup

ROTARY DISTRICT 5160 FUNCTIONS

Select a function. Remove/ADD ICONS by dragging and dropping. Remove/Add ICONS using ☒ = The top 6 functions will appear on the DISTRICT Shortcuts menu in the same order

 District Grants	 AREA	 Find Member
 District Committees	 eMeeting	 District Engagement
 PMail	 PText	 Reports

ADD GRANTS BUTTON TO DASHBOARD

Home Find My DATA My CLUB DISTRICT Support / Training Admin Rotary District 5160 - Chico Schwartz, Danie

DISTRICT NAVIGATION

ROTARY DISTRICT 5160 FUNCTIONS

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICONs using Configuration.
✓ = The top 6 functions will **appear on the DISTRICT Shortcuts menu** in the same order arranged here.

Members
Club Positions
District Comm Chairs
District Leadership
District Files

PMail Reports District Grants Calendar District Finance Find Member Clubs District Newsletters

District Survey District Committees District Sponsors District FILES Members AREA Zone Directory YPP

Setup

Configure the Icon Actions that are displayed here. Drag and drop the icons names in the "order" in which you want them appear.

Icons Displayed:
Select and position the icon names and the order in which you want them displayed (long list may be continued on the 2nd line):


PMail	Reports	Calendar	Finance	FindMember	Clubs	AccountNews	Survey	Committees	Sponsors	AccountFilesNe	Members	Area	ZoneDir	YPP
-------	---------	----------	---------	------------	-------	-------------	--------	------------	----------	----------------	---------	------	---------	-----

Available Icons:
District Actions:







CRM	eMeeting	Engagement	ezBulletinNew	Ignite	Waivers	Websites	Grants
-----	----------	------------	---------------	--------	---------	----------	--------

Set Club Default Reset My Configuration **Set My Configuration**

START A DISTRICT GRANT

[Home](#)[Find](#)[My DATA](#)[My CLUB](#)[DISTRICT](#)[Support / Training](#)[Admin](#)




GRANT NAVIGATION

-  Grant Overview
-  Budget Overview
-  Grant Dashboard
-  District Grant View
-  AREA Grant View
-  Club Grants View

Club Chico Grants [2023-24]

A summary is shown below of all grants submitted to the D
When more than one club is working on together on a Grant
Click on \$ below, to fund the Club grant. This will open a c
entered.

Club Process

<input type="checkbox"/>	Action	Project Name
<input type="checkbox"/>	  	Pipeline To Success - Sample Grant

NEW CLUB GRANT REQUEST – CLICK HERE TO CREATE A GRANT

y DATA My CLUB DISTRICT Support / Training Admin

Rotary District 5160 - Chico



schwartz, Danie

Club Chico Grants [2023-24]

search..



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 Amount and Check No can be entered.

New Club Grant Request - Click Here to Create Grant

Apply Block Grant No

Change OrgYear

Club Process

Rotary



NEW CLUB GRANT REQUEST – CHANGE GRANT YEAR

Club Chico 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 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 *Amount* and *Check No* can be entered.



Make a Club Grant Request - Click Here to Create Grant

Apply Block Grant No

Change OrgYear

Club Process

<input type="checkbox"/>	Action	Project Name	Proj No	Lead Club Name	Status	Fund Amount	Requested DDF	Other Funding	Project Budget
<input type="checkbox"/>		Pipeline To Success - S				0.00	11,000.00	6,000.00	17,000.00
No Grants: 1						0.00	11,000.00	6,000.00	17,000.00

Grant Org Year

Select the OrgYear to update the list on this page with the grants for that org year.

OrgYear: 2023-24

Option:

- ☐ Save this as my working OrgYear
- ☐ Set this OrgYear as the default for All members in my District

Cancel

Change OrgYear

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.**



CLUB SIGNATURE ERROR

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".

OK

the sponsor club is designated (*) below.

ADD CLUB SIGNATURES

All clubs MUST have two club signatures in order to create a grant.

1. President EE









2. Lead Grant Chair

ADD CLUB SIGNATURES

GRANT NAVIGATION

-  Grant Overview
-  Budget Overview
-  Grant Dashboard
-  District Grant View
-  AREA Grant View 
-  Club Grants View
-  Grant Secure Files

Admin

-  Grant Overview
-  District Access List
-  District Signatures
-  Club Signatures
-  Club Grant Writers
-  Email Notifications
-  Club Certification
-  Global Grants



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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.

Change OrgYear

Save

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 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 Leadership Role (ex. P,T,S)

Members NOT on list:

Ahlswede, 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)

>>>

<<<

<<< All

Members with Club signature permission:

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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.

Change OrgYear

Save

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 by Leadership Role (ex. P,T,S)

Members NOT on list:

Russell, Levi (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)

>>>

<<<

<<< All

Members with Club signature permission:

Schwartz, Danie (Chico)

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BACK TO NEW CLUB GRANT REQUEST



Save

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

Delete flag for Grants (Note: Level-7+ Function)

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:



Target completion date for this project.

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

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.

Save

Details

Clubs Involved

Contacts

Application

Enter the **other** Clubs involved with this project below. The primary Club must remain on this list. The DDF from the other Clubs participating can be aggregated into the total requested for this project on the DETAIL tab. After the initial project is created, the DDF funding can be adjust up to the maximum.

* Primary Club: Chico

*Clubs Involved:

Club List

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)

>>

<<

Clubs Involved

Chico (431)

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CONTACTS ON GRANT

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.

Save

Details

Clubs Involved

Contacts

Application

Select the members to be included in automatic email updates about this Grant. If you changed or added clubs involved with this Grant, save the Grant first before picking from the list.

*Contacts:

Members NOT on list: <input type="checkbox"/> Include District Members
Ahlswede, Kevin (Chico)
Allen, Robert E. (Chico)
Andel, Candace (Chico)
Anderson, Ed (Chico)
Andreasen, Darryl J. (Chico)
Austin, Tom (Chico)
Aviles, Philip (Chico)
Avrit, Curtis (Chico)
Barker, Anita (Chico)

>>
<<
<< All

Members on Contact List:
Schwartz, Danie

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

Details	Clubs Involved	Contacts	Application
---------	----------------	----------	-------------



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	<input type="text"/>
Primary Contact	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Secondary Contact	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

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	<input type="text"/>



GRANT APPLICATION – CLUB QUALIFICATIONS

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. ☒ YES ☐ NO

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

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

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GRANT APPLICATION



Save

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

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

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

Lead Club	<input type="text"/>
Primary Contact	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>
Secondary Contact	<input type="text"/>
Phone	<input type="text"/>

Rotary



BUDGET



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.

Save

Club: Collect Grant Signatures

Details Clubs Involved Contacts Application **Budget** Documents

Budget Income Items

Add Income Source

Action	Item Name ▾	Club ▾	DDF	Amount ▾	Created ▾	Modified ▾
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		\$0.00	(DDF Request: \$0.00 , Other Funding: \$0.00)	

Budget Expense Items

Add Budget Expense

Action	Item Name ▾	Club ▾	Amount ▾	Created ▾	Modified ▾
Expense Total:			\$0.00		

Budget Summary

Description ▾	Amount ▾
Total Income (DDF+Club Funding):	\$0.00
Expenses Items:	\$0.00
Cash Flow (Income - Expense):	\$0.00



DOCUMENTS



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.

Save

Details

Clubs Involved

Contacts

Application

Budget

Documents

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

NEW 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.

Upload File

Add Folder

Navigation: Home

Action	Type	File Name	Modified	Size	Attributes
		Backup	2021-03-22 21:55:50	0 KB	
		Documents	2021-03-22 21:55:50	0 KB	
		Images	2021-03-22 21:55:50	0 KB	
		GrantApplication.html	2021-03-22 21:55:50	30 KB	
3 Directories 1 File			Directory Space Used:	30 KB	

Rotary



COLLECT CLUB SIGNATURES



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.

Save

Club: Collect Grant Signatures

Details

Clubs Involved

Contacts

Application

Budget

Documents

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

NEW 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.

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Upload File

Add Folder

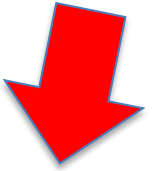
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3 Directories 1 File			Directory Space Used:	30 KB	

Rotary



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.

[Revert To Draft](#)

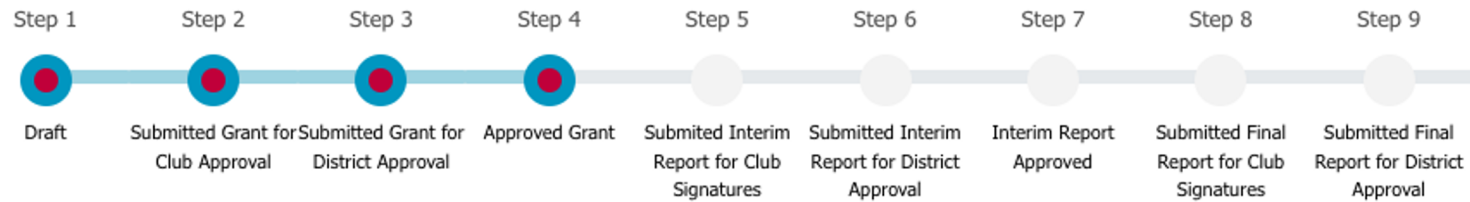
[Club: Sign Grant Application](#)

[Details](#) [Clubs Involved](#) [Contacts](#) [Application](#) [Budget](#) [Documents](#) [Activity Log](#) [Signature Log](#)

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.



COLLECT CLUB SIGNATURES



Details Clubs Involved Contacts Application Budget Documents Activity Log **Signature Log** Interim

Submitted Grant for Club Approval

Submitted By

Heithecker, Steven D.

Rotary Foundation Chair

06/16/2022 01:11 PM

Position

Date

Grant Application Club Signatures

Club Durham Signatures (2 of 2 Received)

Hoiland, Eric

President,President-Elect

06/16/2022 02:30 PM

e/Signature

Position

Date

Heithecker, Steven D.

Rotary Foundation Chair

06/16/2022 02:29 PM

e/Signature

Position

Date

Submitted Grant for District Approval

Submitted By

Hoiland, Eric

President,President-Elect

06/16/2022 02:30 PM

Position

Date

Rotary



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 current 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.



Save Interim Report

Details

Clubs Involved

Contacts

Application

Budget

Documents

Activity Log

Signature Log

Interim Report

Final Report

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.

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INTERIM AND FINALLY REPORTS

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.

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- Frequently asked questions & answers



F.A.Q & AND 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.

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.

Save

Club: Collect Grant Signatures

Details

Clubs Involved

Contacts

Application

Budget

Documents

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.

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3 Directories 1 File			Directory Space Used:	30 KB	

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.



F.A.Q & AND ANSWERS

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.



F.A.Q & AND ANSWERS

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.



F.A.Q & AND ANSWERS

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.



F.A.Q & AND ANSWERS

Browser tabs: WSJ Market Data, Orland, CA 10-Day Weather Forecast | Weather..., Foundation - Rotary District 5160, DACdb.com, https://rotary5160.org/wp-content/uploads/202...

Navigation: Home, My DATA, My CLUB, DISTRICT, Support / Training

Rotary District 5160 - Orland, Gustafson, Arne

GRANT NAVIGATION

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- AREA 0 Grants
- Club Grants View
- Grant Secure Files
- Admin
- Help**
- Release Note -- Funding
- Submitting a Club Grant
- Email District for Help!
- District Documentation
- Club Documentation
- Grant Setup

Getting Started Videos

- Grant 1 Video
- Grant 2 Video

My CLUB Shortcuts

DISTRICT Shortcuts




Club Orland Grants [2023-24]

search..

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

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 Amount and Check No can be entered.

Club Process

	Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
<input type="checkbox"/>	  	Pipeline To Success - Sample Grant	15801	Benicia Chico Orland (*) Woodland Sunrise	Draft	0.00	11,000.00	6,000.00	17,000.00
No Grants: 1						0.00	11,000.00	6,000.00	17,000.00

Rotary



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



GRANT SUPPORT

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)



Rotary

Good luck on
your grant!

