

District 5160

How to use DACdb for Grants!

Danie Schwartz, Grants Manager
Chico Noon Rotary Club

**I want to apply for a District Grant.
What do I do?**

- 1. Read** the materials provided on the grants page of the District 5160 website.
- 2. Form** a committee to develop grant ideas.
- 3. Assign** application preparation to ONE person.
- 4. Access** the application (lead club only)

What is the timeline for the application?

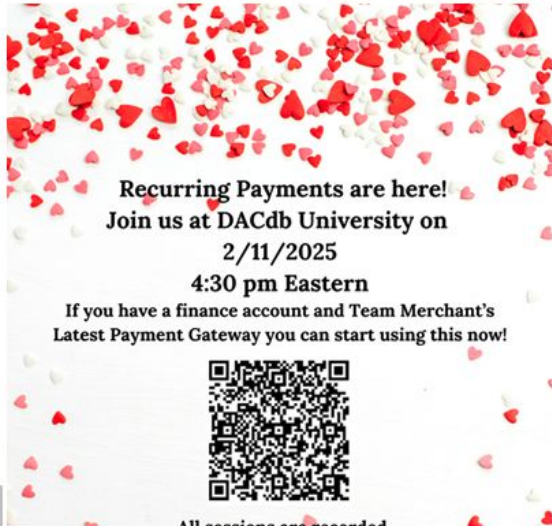
- **Start submission** as early as March 1
- **Draft submission** is due on May 22, 2025
- **Feedback** provided in early June
- **Final submission** due June 27.
- **Grant Review Panel** meets in Mid-July
- **TRF approves** our Districts block of grants
- **Clubs are notified** in August/September

The Application

Don't miss these stories below.

Recurring Payments are Here!

**ARE YOU USING FINANCE? DO YOU HAVE
TEAM MERCHANT'S LATEST GATEWAY?
JOIN US TO LEARN ABOUT ADDING
RECURRING PAYMENTS!**



Scroll to see the stories.

 **DACdb** LOGIN
A MEMBER MINDER PRO COMPANY

✉ info@danie schwartz.com

🔒




LOGIN

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

Forgot/Reset
Password?

Forgot
Username?

ezLink 

 securityMETRICS
CREDIT CARD SAFE

Completing the Application Using DACdb

DACdb.com

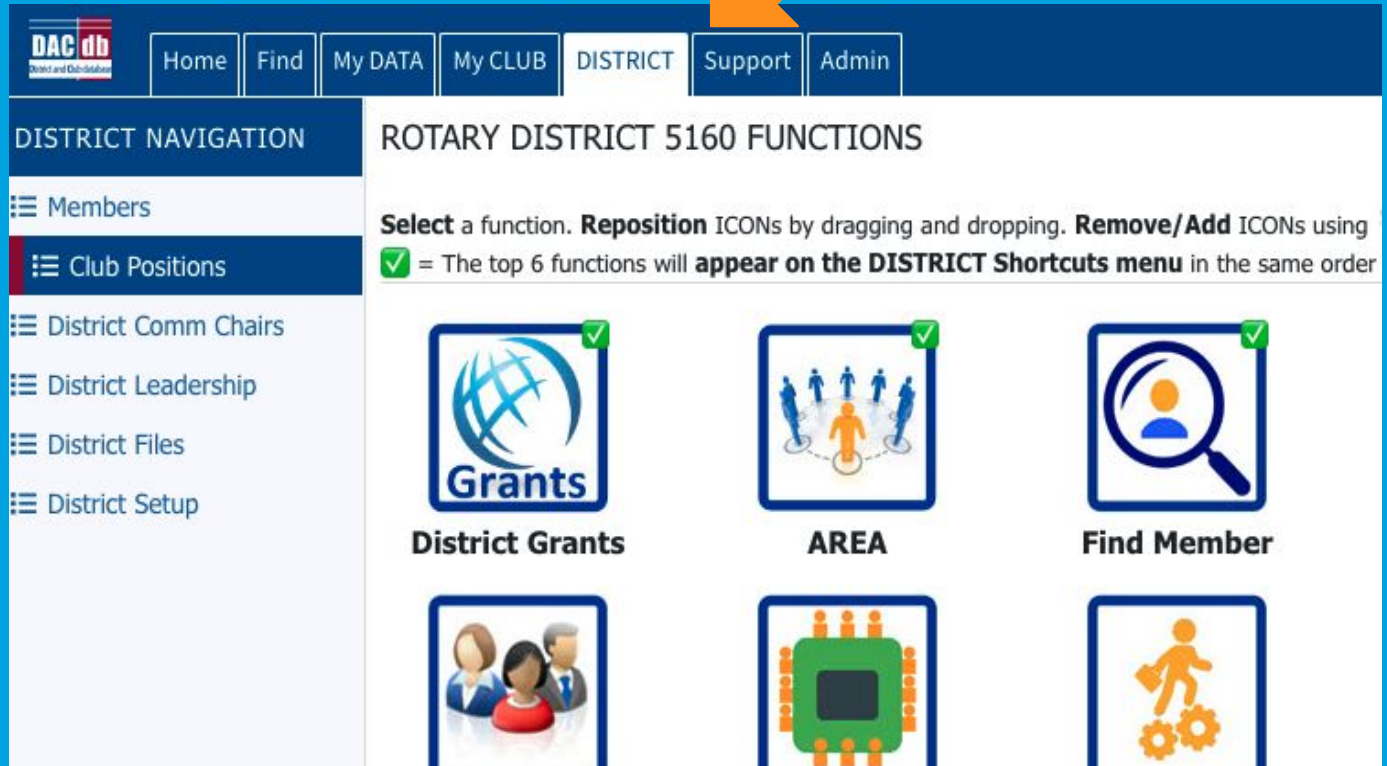
If you have never done this and require assistance logging into DacDb, contact:


Jerry Wilkerson

jrwsdw542@att.net

707-365-8671

Click on the District Tab



The screenshot shows the DAC db website interface. At the top, there is a navigation bar with tabs: Home, Find, My DATA, My CLUB, DISTRICT, Support, and Admin. The DISTRICT tab is highlighted, and an orange arrow points to it from the top right. Below the navigation bar, there is a sidebar on the left titled "DISTRICT NAVIGATION" with a list of menu items: Members, Club Positions, District Comm Chairs, District Leadership, District Files, and District Setup. The Club Positions item is highlighted. The main content area is titled "ROTARY DISTRICT 5160 FUNCTIONS" and contains a list of functions with icons and labels. The functions are: District Grants (with a green checkmark), AREA (with a green checkmark), Find Member (with a green checkmark), and three other functions (represented by icons of people, a circuit board, and a person with gears) which do not have checkmarks. A legend below the instructions states: "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

Click on the District Grants Button


DAC db
District and Club Database





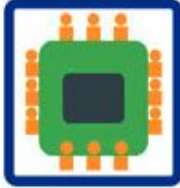

Home Find My DATA My CLUB DISTRICT Support Admin

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

An orange arrow points to the 'District Grants' icon.

Add the Grants Button to Dashboard

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

STRICT NAVIGATION ROTARY DISTRICT 5160 FUNCTIONS

Members
Club Positions
District Comm Chairs
District Leadership
District Files

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.

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	AccountFilesNet	Members	Area	ZoneDir	YPP
-------	---------	----------	---------	------------	-------	-------------	--------	------------	----------	-----------------	---------	------	---------	-----

Available Icons:
District Actions:

CRM	eMeeting	Engagement	ezBulletinNew	Ignite	Waivers	Websites	Grants
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Set Club Default Reset My Configuration **Set My Configuration**

Start a District Grant

The screenshot shows the DACdb website interface. At the top, there is a navigation bar with the DACdb logo and menu items: Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. Below this is a 'GRANT NAVIGATION' sidebar with options: Grant Overview, Budget Overview, Grant Dashboard, District Grant View, AREA Grant View, and Club Grants View. The main content area is titled 'Club Chico Grants [2025-26]' and contains a summary of grants submitted to the District. An orange arrow points to the 'Club Grants View' option in the sidebar. Below the summary, there is a table with columns for 'Action' and 'Project Name'. The table shows one entry: 'Feminine Hygiene Project Exp'.

GRANT NAVIGATION

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

Club Chico Grants [2025-26]

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

Process

	Action	Project Name
<input type="checkbox"/>		Feminine Hygiene Project Exp

No Grants: 1

NEW CLUB GRANT REQUEST – CLICK HERE TO CREATE A GRANT

Club Chico Grants [2025-26]

[Change OrgYear](#)[New Club Grant Request - Click Here to Create Grant](#)[Apply Block Grant No](#)

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 Amo	Requested DDF	Other Funding	Project Budget
---	--------	--------------	---------	----------------	--------	------------	---------------	---------------	----------------

New Club Grant Request - Change Year

Club Chico Grants [2025-26]



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

■	Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
<input type="checkbox"/>		Feminine Hygiene Project Expansion-Tanzania (CLONE)	19134	Chico					9,730.00
No Grants: 1									9,730.00

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

For this year, it is 2024-2025
Click OrgYear, then the current year to work on a new grant application.

Grant Org Year

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

OrgYear:

Option: Save this as my working OrgYear
 Set this OrgYear as the default for All members in my District

Club Signature Error - A Common Mistake!

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.

All clubs MUST have two club signatures in order to create a grant. The President-Elect (or current President if PE not selected) and the lead for the grant.

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

Who can create the club signatures?
ONLY the Club President can create club signatures.

Adding club signatures

Chico Club Grant Signatures: [2025-26] 

Authorized Club Signatures for: 2025-26:


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 (Grant Level) Club Signatures.
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 Membership Role (ex. P,T,S)

Members NOT on list:		Members with Club signature permission:
Ahlswede, Kevin (Chico)	<input type="button" value=">>>"/>	
Aldridge, Billy (Chico)		
Allen, Robert E. (Chico)	<input type="button" value="<<<"/>	
Anderson, Ed (Chico)		
Andreasen, Danny J. (Chico)		
Austin, Tom (Chico)		
Aviles, Philip (Chico)		
Avrit, Curtis (Chico)	<input type="button" value="<<< All"/>	
Bassett, Melanie (Chico)		
Bellin, Georgie Ann (Chico)		
Bennett, Dale J. (Chico)		
Bergthold, Gordon (Chico)		



Add the Grants Button to Dashboard



Chico Club Grant Signatures: [2025-26]

Authorized Club Signatures for: 2025-26:

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:

Roney, John U. (Chico)
Roth, John (Chico)
Rowberg, Philip (Chico)
Russell, Levi (Chico)
Saboury, Sima (Chico)
Sakuma, Mary (Chico)
Schafer, Walter E. (Chico)
Schulenburg, Frank (Chico)
Shelton, Todd D. (Chico)
Shover, Michele Jayne (Chico)
Simic, Alberta M. (Chico)
Sinclair, Nick (Chico)

>>>

<<<

<<< All

Members with Club signature permission:

Reddemann, Rob (Chico)
Schwartz, Danie (Chico)

Back to New Club Grant Request



Grant Details [2025-26] ID=0

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

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:	<input type="text"/>	
* Deleted:	<input type="text" value="No"/> <small>Delete flag for Grants (Note: Level-7+ function)</small>	
RI Project No:	<input type="text" value="0"/> <small>(By default, this will be set to the internal Grant No assigned)</small>	
Priority:	<input type="text" value="Medium"/>	
* Org Year:	<input type="text" value="2025-26"/> <small>(Level-7+ can change the OrgYear, if necessary)</small>	
* Round:	<input type="text" value="1"/> <small>(e.g., 1 or 2)</small>	
* City:	<input type="text"/>	
* State:	<input type="text"/>	
* Country:	<input type="text"/>	
Lat/log:	<input type="text" value="(0, 0)"/>	
Target Completion Date:	<input type="text"/> <small>Target completion date for this project.</small>	

Enter All Clubs Involved in the Project

Grant Status: **New Grant Request** Enter 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)

>>

<<

Contacts on a 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: Include District Members

Ahlsweide, 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)

>>

<<

<< 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.

Grant Details [2025-26] ID=0

Grant Status: **New Grant Request** Fill out the Grant information below. Click "Save" when you are done. Once the Grant is saved, the Budget and Document Tabs will appear. Budget and Document Tabs will appear once the Grant is saved. 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 Grant. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:

* Deleted: Delete flag for Grants (Note: Level-7+ function)

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

Priority:

* Org Year: (Level-7+ can change the OrgYear, if necessary)


* Round: (e.g., 1 or 2)

* City:

* State:

* Country:

Lat/log: (0, 0)

Target Completion Date:  Target completion date for this project.

Grant Application - Club Qualifications

2 - Club Qualifications

Has one member of your club attended the February 1st, 2025 Rotary Foundation Day?

- YES
 NO

The grant application cannot be accepted without the Club Memorandum of Understanding, signed by the 2025-2026 and 2026-27 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 2025-26 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

Has your Club President added the President Elect and the Lead Grant Writer as Authorized Signers for the purpose of Grant Submission?

Grant Application



Grant Details [2025-26] ID=0

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

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

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

Priority:

* Org Year: (Level-7+ can change the OrgYear, if necessary)

* Round: (e.g., 1 or 2)

* City:

* State:

* Country:

Lat/log: (0, 0)

Target Completion Date:  Target completion date for this project.

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. 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



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	2024-04-15 19:32:59	0 KB	
		Documents	2024-04-15 19:32:59	0 KB	
		Images	2024-04-15 19:32:59	0 KB	
3 Directories 0 Files			Directory Space Used:	0 KB	

Collect Club Signatures



A-Village Project (CLONE) [2025-26] ID=18580

required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button). You must collect the required number of club signatures prior to submitting the Grant to the District for approval.

Save Club: Collect Grant Signatures

Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13

Submitted Grant for District Approval | Need More Information | Project Cancelled | Approved Grant | Submitted Interim Report for Club Signatures | Submitted Interim Report for District Approval | Interim Report Approved | Submitted Final Report for Club Signatures | Submitted Final Report for District Approval | Final Report Approved | Project Complete

id Contacts Application Budget Documents

management of all documents related to this grant. The "View" link under the Action column has been removed for consistency in the User Interface. Files containing special characters (e.g., " ; : * % \$ @ !). Rename your file locally and then upload it.

Upload File Add Folder

Name	Modified	Size	Attributes
kup	2024-04-15 19:32:59	0 KB	
uments	2024-04-15 19:32:59	0 KB	
ges	2024-04-15 19:32:59	0 KB	
Directory Space Used:		0 KB	

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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10

Draft Submitted Grant for Club Approval Submitted Grant for District Approval Approved Grant Submitted Interim Report for Club Signatures Submitted Interim Report for District Approval Interim Report Approved Submitted Final Report for Club Signatures Submitted Final Report for District Approval Final Report Approved

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

LVL-7:

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

Reports

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.

Interim and Final 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.

Interim and Final Reports

Interim Report: Due within 12 months of receiving funds (if project not completed)

Final report: Due within 2 months after completion of grant or 24 months of receiving funds

**What are some of the
frequently asked questions?**

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.

The screenshot displays a grant management interface for a grant titled "Village Project (CLONE) [2025-26]" with ID 18580. The interface includes a progress bar with 13 steps. The current step is Step 11, "Submitted Final Report for District Approval". The progress bar shows that Steps 3 through 10 are completed, Step 11 is the current step, and Steps 12 and 13 are pending. Below the progress bar, there are navigation tabs for "Contacts", "Application", "Budget", and "Documents". The "Documents" tab is currently selected. The interface also includes a "Save" button and a "Club: Collect Grant Signatures" button.

Grant: Village Project (CLONE) [2025-26] ID=18580

required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).

Select the required number of club signatures prior to submitting the Grant to the District for approval.

Step 3: Submitted Grant for District Approval

Step 4: Need More Information

Step 5: Project Cancelled

Step 6: Approved Grant

Step 7: Submitted Interim Report for Club Signatures

Step 8: Submitted Interim Report for District Approval

Step 9: Interim Report Approved

Step 10: Submitted Final Report for Club Signatures

Step 11: Submitted Final Report for District Approval

Step 12: Final Report Approved

Step 13: Project Complete

Navigation tabs: Contacts, Application, Budget, Documents

Buttons: Save, Club: Collect Grant Signatures

management of all documents related to this grant.

file name. The "View" link under the Action column has been removed for consistency in the User Interface.

names containing special characters (e.g., ";":*%\$@!). Rename your file locally and then upload it.

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 was submitted?

You will get locked out. In DACdb it will tell you that it has been submitted. You should also get an email notification, but that doesn't always happen.

How do multiple people work on and edit the application at the same time?

Short answer: You can't.

Long Answer: Ideally one person would be responsible for entering the information into DACdb. Any other work should be done outside the system.

Some people work in Google Docs or Word, but that can cause formatting issues.

Best Scenario: Work on the application section. Then have others go in and edit, after there is a draft.

Why did my signatures 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.

How do I know my application was submitted?

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 should I do if I have questions?

Rewatch the video of today's training

Visit the District 5160 website and look at the Foundation and Grant page. There is a wealth of information there, including videos, handouts, and more.

Visit the Club Grants page in DACdb. It includes a Help section. The video titled Submitting a Club Grant Application and the Club Documentation PDF should help!

Do we have to get signature collection and district approval process with 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.

Keys to Success

Read.

Read.

Read.

Read.

Read.

Read.

Read.

Read.

And Read it again.

**Make sure your application is complete.
Including the MOU between RI and the
Club.**

**Make sure your President-Elect has
entered their club goals into Rotary Club
Central.**

**Make sure your Club President
designates the authorized signatures in
DACdb.**

Ask for help early.

Where can I find help?

DACdb Help

The screenshot shows the DACdb interface. On the left is a navigation menu with the following items: Grant Overview, Budget Overview, Grant Dashboard, District Grant View, AREA 0 Grants, Club Grants View, Grant Secure Files, Admin, and Help. The 'Help' menu is expanded, showing sub-items: Release Note -- Funding, Submitting a Club Grant, Email District for Help!, District Documentation, Club Documentation, and Grant Setup. Red arrows point to 'Submitting a Club Grant' and 'Club Documentation'. Below the menu are sections for 'Getting Started Videos' (Grant 1 Video, Grant 2 Video), 'My CLUB Shortcuts', and 'DISTRICT Shortcuts'. The main content area displays a summary of grants and a table titled 'Club Process'.

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 d... Click on \$ below, to fund the Club grant. This will open a dialog where the Amount

Club Process

	Action	Project Name	Proj N
<input type="checkbox"/>		Pipeline To Success - Sample Grant	15801
No Grants: 1			

GRANT NAVIGATION

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- AREA 0 Grants
- Club Grants View
- Grant Secure Files
- Admin

District Grants [2022-23]


Show Grant Round: All Grant Rounds

 Show Deleted?

A summary is shown below of all grants submitted to the District. **Click on the Project Name to view** below.

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.

Approved

<input type="checkbox"/>	Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
		2022-23 HRC Engineering Club Project	13649	Alamo Albany Berkeley Hercules (*) Pinole	Approved Grant	5,000.00	5,000.00	3,500.00	8,500.00
No Grants: 1						5,000.00	5,000.00	3,500.00	8,500.00



District Review and Approval

<input type="checkbox"/>	Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
		AED's For Key Paradise Facilities	13642	Paradise	Submitted Grant for District Approval	0.00	3,160.00	4,120.00	7,280.00
		Antioch Middle Schools First Tee	14152	Antioch (*) Delta (Antioch)	Submitted Grant for District Approval	0.00	5,162.50	6,087.50	11,250.00

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

**Who can help me fill out the
application? Answer Questions? Provide
Support?**

The Grant Committee

Grant Committee Chair Jon Dwyer:
General questions

Grant Manager Danie Schwartz: DACdb/Technical how to questions

Grant Stewardship Jon Martin: Interim and Final Reports

2026

How to use DacDB for Grants

