

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 20, 2026
- **Feedback** provided in early June
- **Final submission** due June 25.
- **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.

New Feature Alert on DACdb Ignite!

Supporting your fellow Rotarians just got a whole lot easier!

With the latest Ignite app update, transferring your Foundation Points is now:

Fast
Simple
Convenient

Help someone achieve their Paul Harris Fellow recognition and celebrate their dedication to Service Above Self. Let's make an impact, one point at a time!

Update your app today and explore the new features!

A screenshot of a mobile-style login form. It includes fields for email (info@danie schwartz.com) and password, a "LOGIN" button, and links for "Forgot/Reset Password?", "Forgot Username?", and "ezLink".

Scroll to see the stories.

Completing the Application Using DACdb

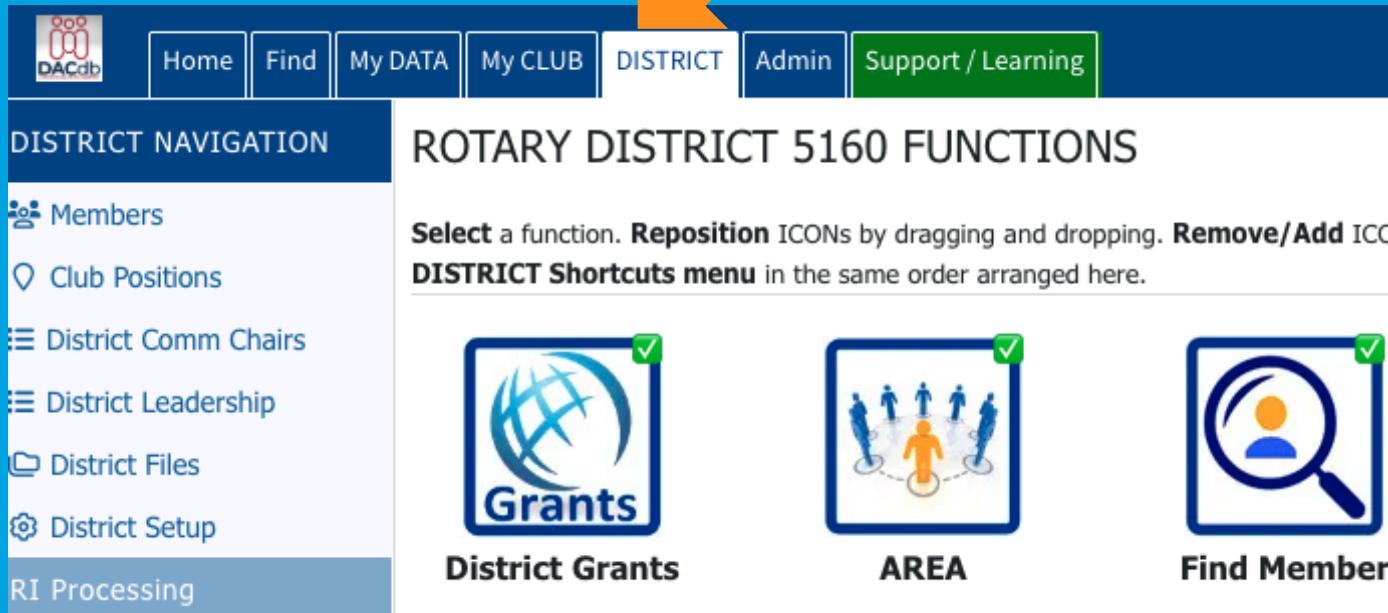
DACdb.com

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

Claire Roberts

clairerotary5160@gmail.com

Click on the District Tab



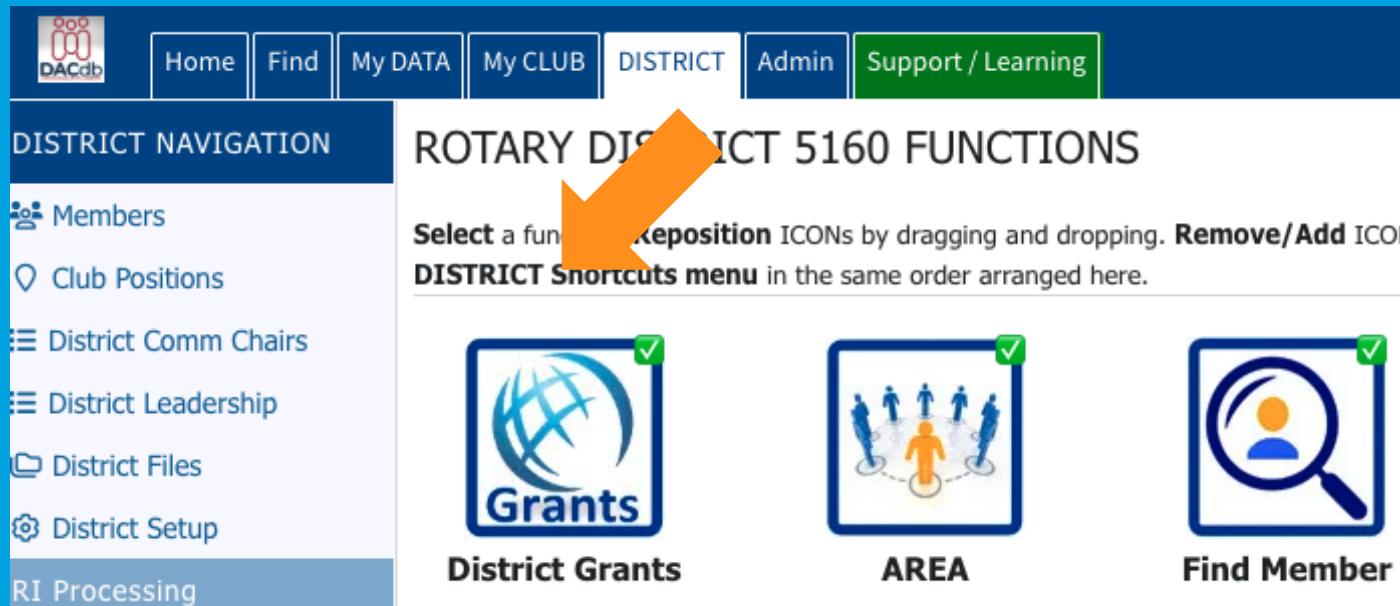
The screenshot shows a software interface with a dark blue header bar. The header contains several tabs: 'Home', 'Find', 'My DATA', 'My CLUB', 'DISTRICT' (which is highlighted in blue and has an orange arrow pointing to it), 'Admin', and 'Support / Learning'. Below the header is a 'DISTRICT NAVIGATION' sidebar with the following items: 'Members', 'Club Positions', 'District Comm Chairs', 'District Leadership', 'District Files', 'District Setup', and 'RI Processing'. The main content area is titled 'ROTARY DISTRICT 5160 FUNCTIONS'. It contains a message: 'Select a function. Reposition ICONS by dragging and dropping. Remove/Add ICONS DISTRICT Shortcuts menu in the same order arranged here.' Below this are three icons with labels: 'District Grants' (blue globe icon), 'AREA' (people icon), and 'Find Member' (magnifying glass over person icon).

Step 1:
Click on the district tab at the top.

Click on the District Grants Button

Step 2:

Click on the district grants button. Your button might be located in a different place, as everyone has a slightly different dashboard.



The screenshot shows the DACdb software interface. At the top, there is a navigation bar with the DACdb logo and links for Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. The DISTRICT link is highlighted in green. Below the navigation bar is a 'DISTRICT NAVIGATION' sidebar with links for Members, Club Positions, District Comm Chairs, District Leadership, District Files, District Setup, and RI Processing. The RI Processing link is highlighted in blue. The main content area is titled 'ROTARY DISTRICT 5160 FUNCTIONS'. It contains a section with the text: 'Select a function. Reposition ICONs by dragging and dropping. Remove/Add ICON DISTRICT Shortcuts menu in the same order arranged here.' Below this text are three icons: a globe icon labeled 'District Grants', a people icon labeled 'AREA', and a magnifying glass icon labeled 'Find Member'. Each icon has a green checkmark in the top right corner. An orange arrow points to the 'District Grants' icon.

Add the Grants Button to Dashboard

The screenshot shows the 'Setup' section of the dashboard configuration. At the top, there are tabs for 'My CLUB', 'DISTRICT', 'Support / Training', and 'Admin'. The 'DISTRICT' tab is selected. The main area displays 'DISTRICT 5160 FUNCTIONS' with a note about repositioning icons. Below are two rows of icons:

Icon	Name
envelope	PMail
bar chart	Reports
globe	Grants
calendar	Calendar
calculator	District Finance
magnifying glass	Find Member
clubs	Clubs
newspaper	District Newsletters
checklist	District Survey
people	District Committees
handshake	District Sponsors
file	District FILES
people	Members
people	AREA
book	Zone Directory
globe	YPP

Below the icons, there is a 'Setup' box with the following text:

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 AccountFilesMembers Members Area ZoneDir YPP

Available Icons:

District Actions:

CRM eMeeting Engagement eSubmissionNew Ignite Waivers Websites Grants

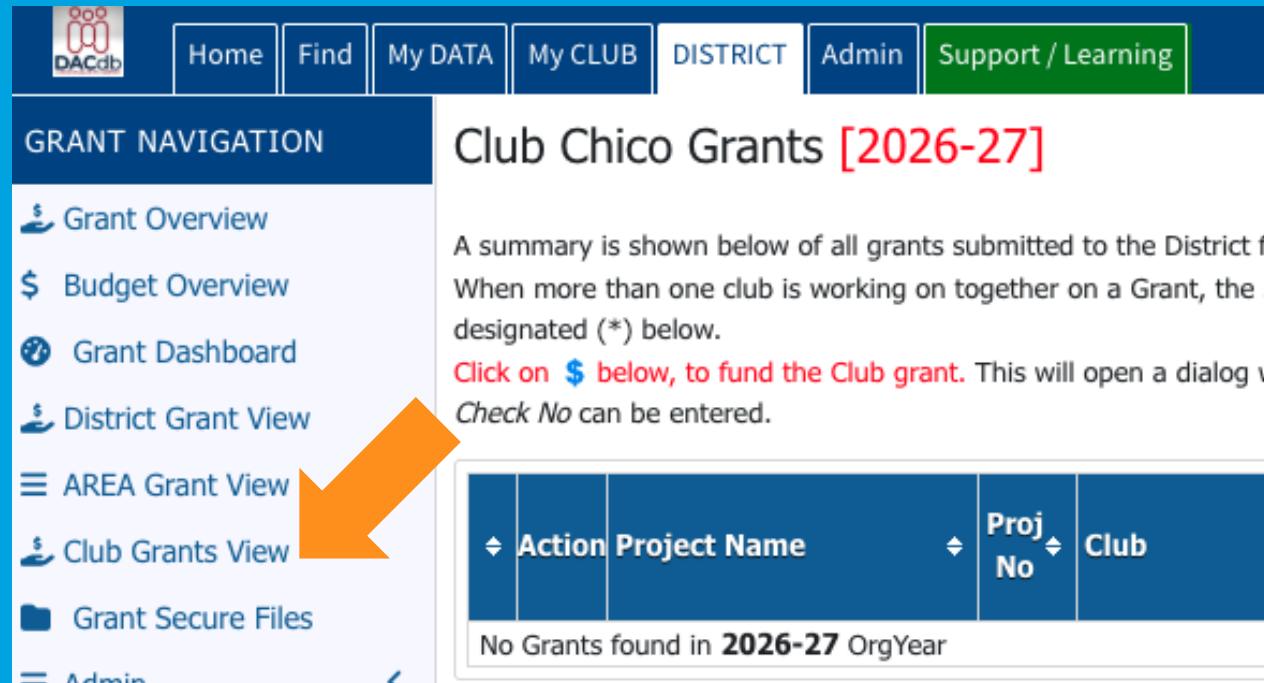
At the bottom, there are buttons: 'Set Club Default', 'Reset My Configuration', and 'Set My Configuration' (which is circled in red).

You configure your dashboard simply by clicking on the “Gear” in the top right hand corner and then drag “Grants” from “Available Icons” into “Displayed Icons”.

Start a District Grant

Step 3:

Start a district grant by clicking on the club grants view tab on the left hand side of this page



The screenshot shows the DACdb software interface. At the top is a navigation bar with links for Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. The Admin and Support / Learning links are highlighted in green. Below the navigation bar is a sidebar titled 'GRANT NAVIGATION' containing links for Grant Overview, Budget Overview, Grant Dashboard, District Grant View, AREA Grant View, Club Grants View, Grant Secure Files, and Admin. The 'Club Grants View' link is highlighted with a large orange arrow. To the right of the sidebar is the main content area titled 'Club Chico Grants [2026-27]'. It contains a summary of grants and a note about funding club grants. Below this is a table with columns for Action, Project Name, Proj No, and Club. The table displays the message 'No Grants found in 2026-27 OrgYear'.

Action	Project Name	Proj No	Club
No Grants found in 2026-27 OrgYear			

NEW CLUB GRANT REQUEST – CLICK HERE TO CREATE A GRANT

Grant Overview

Budget Overview

Grant Dashboard

District Grant View

AREA Grant View

Club Grants View

Grant Secure Files

Admin

Home Find My DATA My CLUB DISTRICT Admin Support / Learning

Schwartz, Dan

search..

Club Chico Grants [2026-27]

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

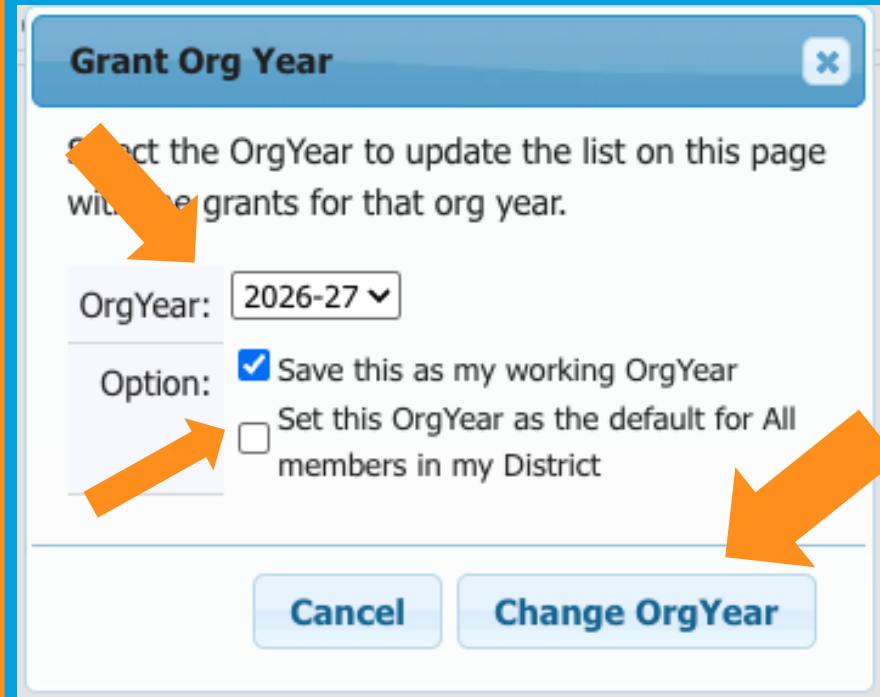
Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget
No Grants found in 2026-27 OrgYear								

In the top right corner you want to make sure you select New Club Grant request to start a new grant! Make sure to check you are in the correct year before starting grant! You can see the Change org/year right under the new club grant request button.

New Club Grant Request - Change Year

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

For this year, it is 2026-27 Click OrgYear, then the current year to work on a new grant application.



Select the drop down menu for the year you want.

If you don't want to change the year every time you log in, select save this as my working orgyear.

Club Signature Error - A Common Mistake!

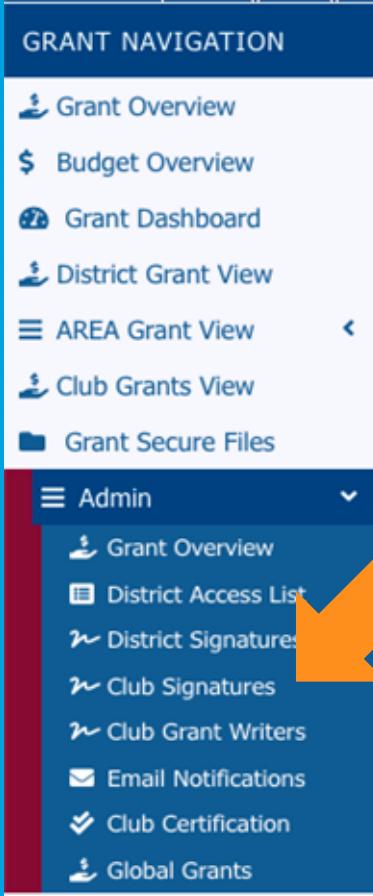
dacdb.com says

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

OK

If you try to submit a new club grant request – without proper authorization – you might end up with a message like this! It's no problem, all you need to do is set-up Club signatures.

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.



Who can create the club signatures?

ONLY the Club President can create club signatures.

On the left side under grant navigation there is an “admin” tab, under the admin tab is the “club signatures” tab. If you don’t see admin, you don’t have the right access to add club signatures.

Adding club signatures

Home | Find | My DATA | My CLUB | DISTRICT | Admin | Support / Learning | Rotary District

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

Form Configuration

Chico Club Grant Signatures: [2026-27]
Authorized Club Signatures for: 2026-27:
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 grants. To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Changes.

Club Signatures Configuration: Include District Members Add to District Access List Membership Role (ex. P,T,S)

Members NOT on list:	Members with Club signatures
Abouzeid, Kareem Omar (Chico) Ahlswede, Kevin (Chico) Aldridge, Billy (Chico) Allen, DVM, Robert (Chico) Amaro, Andrew (Chico) Anderson, Ed (Chico) Andreasen, Danny J. (Chico) Austin, Tom (Chico) Aviles, Philip (Chico) Avrit, Curtis (Chico) Bassett, Melanie (Chico) Bellin, Georgie Ann (Chico)	>>> <<< <<< All

To select club signature – the president must scroll through the membership list and select two people they authorize for the grant (as mentioned, this should be President Elect and the Grant Chairperson).

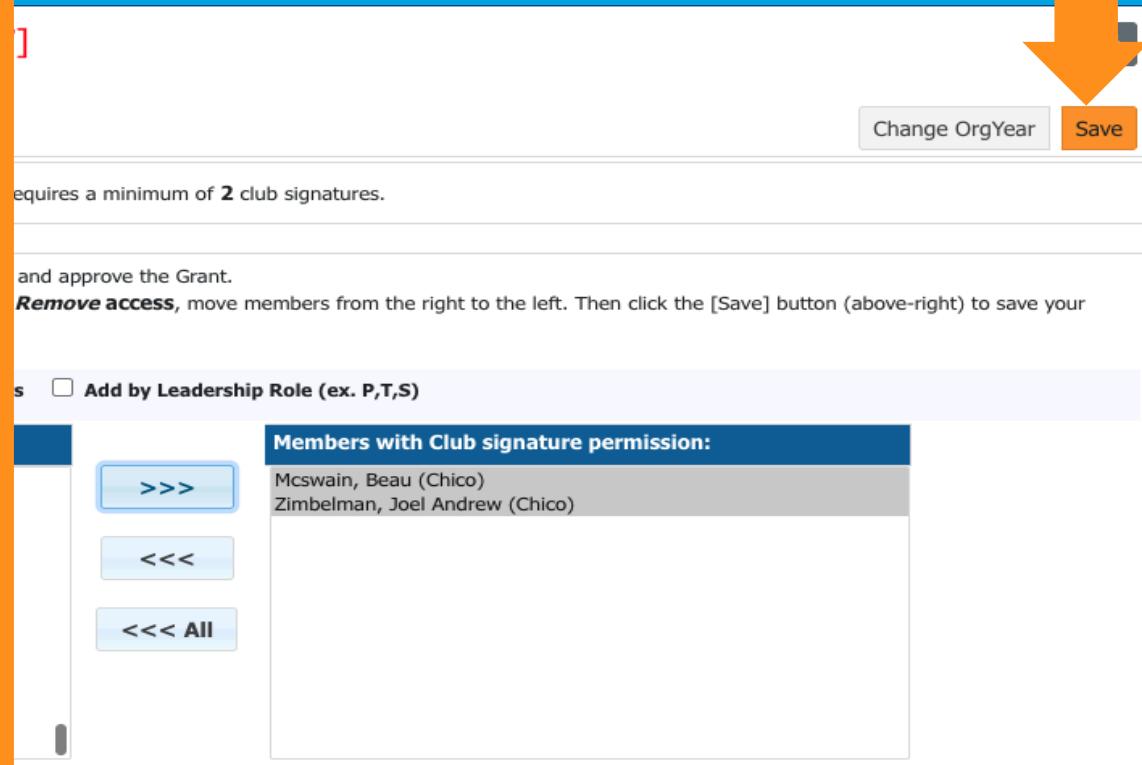
Use the arrow buttons in the middle to move a person to the right side (authorized signers) or to the left side (not authorized signers).

Adding club signatures

Once your club president has added the right people to the club signatures tab – they must remember to click save in the top right corner. If you do not click save, you will not have authorized signers.

If you are not added for Club Signature, you will NOT be able to submit the grant.

Club signatures are based on year-to-date access, so if you're working on this years club grant but someone asks for you to edit a previous year or submit paperwork, you may not have access to it. Access to it belongs to previous club signers.



requires a minimum of **2** club signatures.

and approve the Grant.

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

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

>>>

<<<

<<< All

Members with Club signature permission:

Mcswain, Beau (Chico)
Zimbelman, Joel Andrew (Chico)

Change OrgYear **Save**

Back to New Club Grant Request

Grant Details [2026-27] 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: 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: 2026-27 (Level-7+ can change the OrgYear, if necessary)

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

* City:

* State:

* Country:

Lat/Log: (0, 0)

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
- Supporting Environment
- COVID-19
- Disaster Relief
- Other



Just fill in the blanks in each section.

You can click the save button in the top right hand corner at any time. Once saved you or another grant writer can go back in to the application and continue working on it.

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 Facts Application

Enter the **other** Clubs involved in 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 increased 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)

Any club that is part of this grant, whether financially or manpower must be listed on this page.

It functions similar to Club Signatures – just scroll down and select the club --> use the arrows in the middle to add them to the right side (or left if you accidentally add the wrong club).

Do not forget to click save on the top right.

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

- 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)

>>

<<

<< 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 [2026-27] 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.

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: 2026-27 (Level-7+ can change the OrgYear, if necessary)

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

* City:

* State:

* Country:

Lat/long: (0, 0)

Target Completion Date: Target completion date for this project.

Promoting Peace



Select the application top at the very top.

Up pops your application!

Please remember to fill out everything in the application process! Just fill in the boxes with all the information.

Grant Application - Club Qualifications

On the application tab make sure to Use the club qualifications to ensure you have met/completed/done everything correctly.

These 6 questions are to help you remember what needs to be done before submitting a grant. If these are answered YES but they are not completed the Grant will automatically be rejected.

2 - Club Qualifications	
Has one member of your club attended the January 31st, 2026 Rotary Foundation Day?	<input type="radio"/> YES <input type="radio"/> NO
Did one or more of the Grant Signees attend the January 31st, 2026 Rotary Foundation Day?	<input type="radio"/> YES <input type="radio"/> NO
The grant application cannot be accepted without the Club Memorandum of Understanding, signed by the 2026-2027 and 2027-28 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	<input type="radio"/> YES <input type="radio"/> NO
You are required to enter your TRF goals into Rotary Club Central. Has that been completed?	<input type="radio"/> YES <input type="radio"/> NO
Is your club current on taxes and RI & District dues?	<input type="radio"/> YES <input type="radio"/> NO
Has your grant request been approved by the Club's Board of Directors, President, and President-Elect?	<input type="radio"/> YES <input type="radio"/> NO
Have the Primary and Secondary Club contacts read the 2026-27 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?	<input type="radio"/> YES <input type="radio"/> NO
Has your Club President added the President Elect and the Lead Grant Writer as Authorized Signers for the purpose of Grant Submission?	<input type="radio"/> YES <input type="radio"/> NO

Grant Application



Grant Details [2026-27] 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**

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

2026-2027 DISTRICT Grant Application - District 5160

- All information in this application must be complete for your project to be considered for 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

Fill in all areas of the Grant Application completely and then click **SAVE**. You can save your work at anytime and not lose any of your data.

Once it is saved, any other club grant writer can go into the module and continue filling in the information.

Keep in mind that the Grants Review Committee will not be reviewing the Grant until you click on the Submit button, so you can continue to make changes and updates without the review committee having seen your work while it is in progress.

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

Action	Item Name	Club	DDF	Amount	Created
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, 0.50)

Budget Expense Items

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

Add Budget Expense

Budget Summary

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

After application has been saved, two more Tabs will appear – Budget and Documents. Under Budget, Under Income you will enter the DDF requested amount as well as all other sources of income, i.e. amounts from each individual club or one lump sum from just your club.

Each amount gets entered separately.

Reminder Income from other sources must equal .50 for every \$1 of requested DDF funds.

Under Expense Items, Each individual expense gets listed here. This is just estimated for now. After the Grant is complete, come back in and adjust to exact spent amount.

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
		Backup
 		Documents
 		Images

3 Directories | 0 Files

The Documents tab is where you will upload all invoices, receipts, bank statements, and MOU.

In addition to this, all pictures can be uploaded here.

Anything that is a jpeg will automatically populate in the Interim and Final Reports. As you can see, the Application automatically comes up in this section as well.

Size	Attributes
0 KB	

Collect Club Signatures

Edit Grant: Cultivating Youth Wellness through Service Peer Leadership (CLONE) [2026-27] ID=21931

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

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13



Details Clubs Involved Contacts Application Budget Documents

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

* Project Name: **Cultivating Youth Wellness through Service Peer Leadership (CLONE)**

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

RI Project No: **21931** (By default, this will be set to the internal Grant No assigned)

Priority: **High**

* Org Year: **2026-27** (Level-7+ can change the OrgYear, if necessary)

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 once by each person.

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.

It will tell them to go into the Grant and sign it.

Signee will go to Grants – Club Grants – open up the Grant Application and Click Sign Grant Application.

Both signees are required to do this, and then it is ready to submit.

You will also see that after the club signatures have been added, two more tabs – Activity Log and Signatures pop up. The Activity Log shows a timeline of what has occurred with this application each time a change has been made, and who has made the change.

The Signatures tab shows who the two signees are and who has actually signed the application. This way, if the grant writer is unsure who still needs to sign, they can go here and find out.

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	Expenses	Documents	Activity Log	Signature Log
Final Report								

Submitted Grant for Club Approval

Submitted By

Reddemann, Rob	President-Elect,Vice President	06/23/2025 09:25 AM
	Position	Date

Grant Application Club Signatures

Club Chico Signatures (2 of 2 Received)

Musick, Heidi	Member	06/23/2025 09:57 AM
e/Signature	Position	Date
Reddemann, Rob	President-Elect,Vice President	06/23/2025 09:26 AM
e/Signature	Position	Date

Submitted Grant for District Approval

Submitted By

Musick, Heidi	Member	06/23/2025 09:57 AM
	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.

Once District Approves your Grant, two more Tabs will appear – Interim and Final Reports.

This is where you will fill out the reports either midway through or after project is complete. Follow the top tabs to collect signatures once again.

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.

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 Tab with today's date.

Note: The variables (%variable name%) will be entered by the system when the report is saved.

District Grant Individual Interim Project Report

Please complete this form online for your District Grants Committee Chair. **Do not** send this form directly to TRF.

Rotary Club: Chico (431)
Project Title: Catalyst Domestic Violence Services Shelter Improvements
Report Type: Interim (Progress) Report Final Club Report

Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

This project aims to enhance the outdoor spaces of Catalyst, a local domestic violence shelter and transitional housing program. The goal is to create a secure and healing environment where children can play, grow, and recover from trauma. The project also provides calming and restorative spaces for their parent, supporting the emotional well-being of families by granting access to therapeutic areas.

2. How many people benefited from this project?

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

4. How many Rotarians participated in the project?

5. What did they do? Please give at least two examples, not including financial support provided to the project.

Approved		
	Action	Project Name
<input type="checkbox"/>		Catalyst Domestic Violence Services Shelter Improvements
No Grants: 1		

- 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 Collect Club Signatures and an auto-generated email SHOULD go to both signees on the grant but the sign grant button will appear after this .

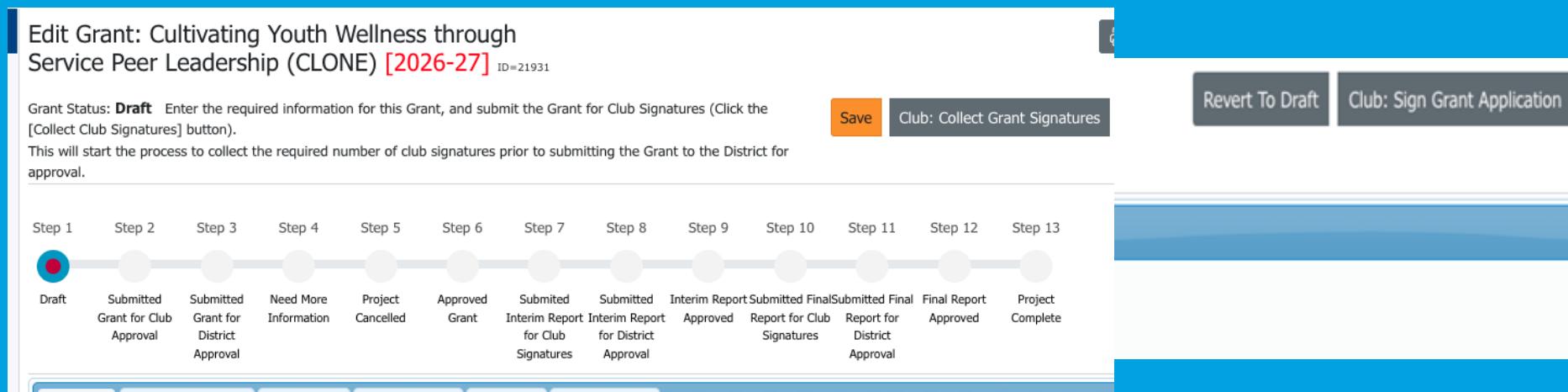
Edit Grant: Cultivating Youth Wellness through Service Peer Leadership (CLONE) [2026-27] ID=21931

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 Revert To Draft Club: Sign Grant Application

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 Step 9 Step 10 Step 11 Step 12 Step 13

Draft Submitted Grant for Club Approval 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



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 TRF goals into Rotary
Club Central.**

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

Ask for help early.

**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 John Martin: Interim and Final Reports

2026

How to use DacDB for Grants

