

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!



✉ info@daniel schwartz.com



.....



LOGIN

Forgot/Reset
Password?

Forgot
Username?

ezLink ⓘ



Scroll to see the stories.

Completing the Application Using DACdb

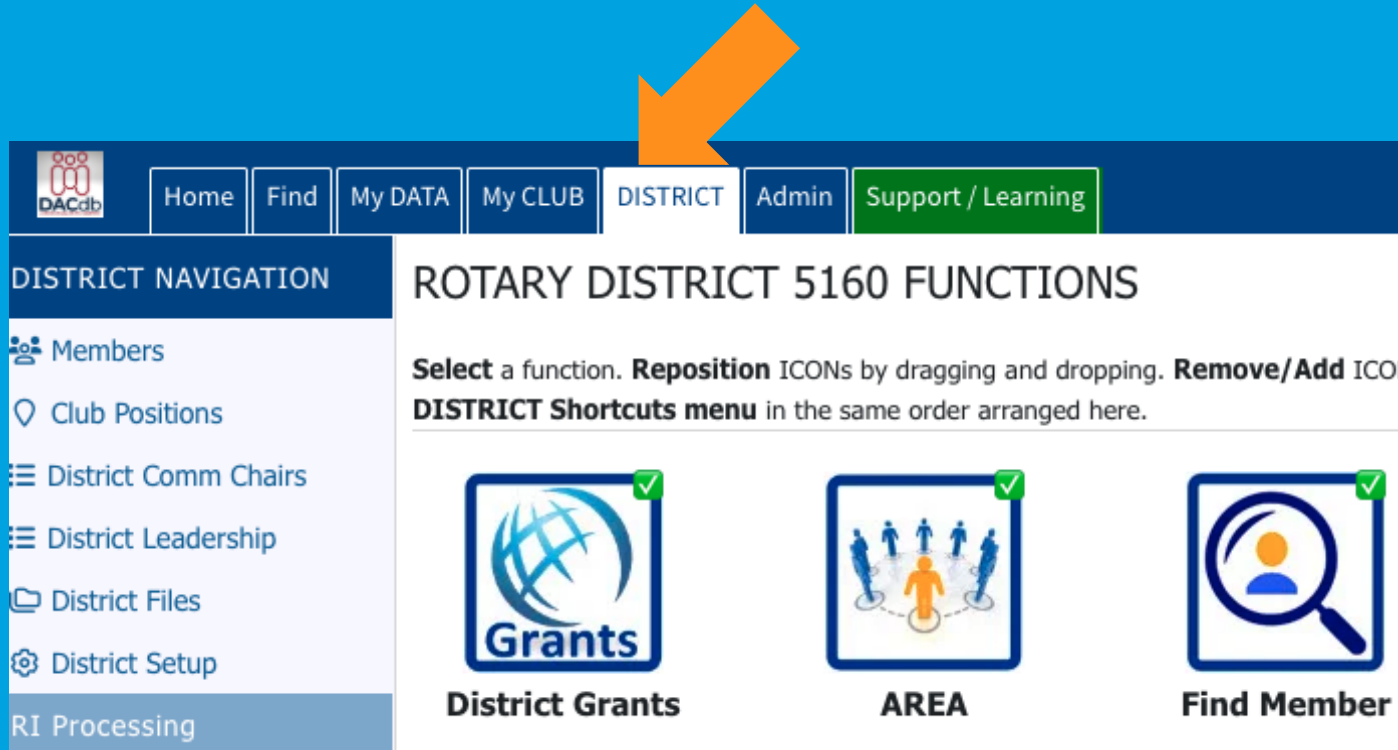
DACdb.com

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 the Rotary District 5160 web interface. At the top, a dark blue navigation bar contains several tabs: Home, Find, My DATA, My CLUB, DISTRICT (highlighted with an orange arrow), Admin, and Support / Learning. Below this bar, on the left, is a 'DISTRICT NAVIGATION' sidebar with a list of links: 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 includes instructions: 'Select a function. Reposition ICONs by dragging and dropping. Remove/Add ICON DISTRICT Shortcuts menu in the same order arranged here.' Below the instructions are three function icons, each with a green checkmark in the top right corner. The first icon is a globe with the word 'Grants' below it, labeled 'District Grants'. The second icon shows a group of people in a circle, labeled 'AREA'. The third icon is a magnifying glass over a person silhouette, labeled 'Find Member'.


DISTRICT NAVIGATION


- Members
- Club Positions
- District Comm Chairs
- District Leadership
- District Files
- District Setup
- RI Processing

ROTARY DISTRICT 5160 FUNCTIONS

Select a function. **Reposition** ICONs by dragging and dropping. **Remove/Add** ICON **DISTRICT Shortcuts menu** in the same order arranged here.

 **District Grants**

 **AREA**

 **Find Member**

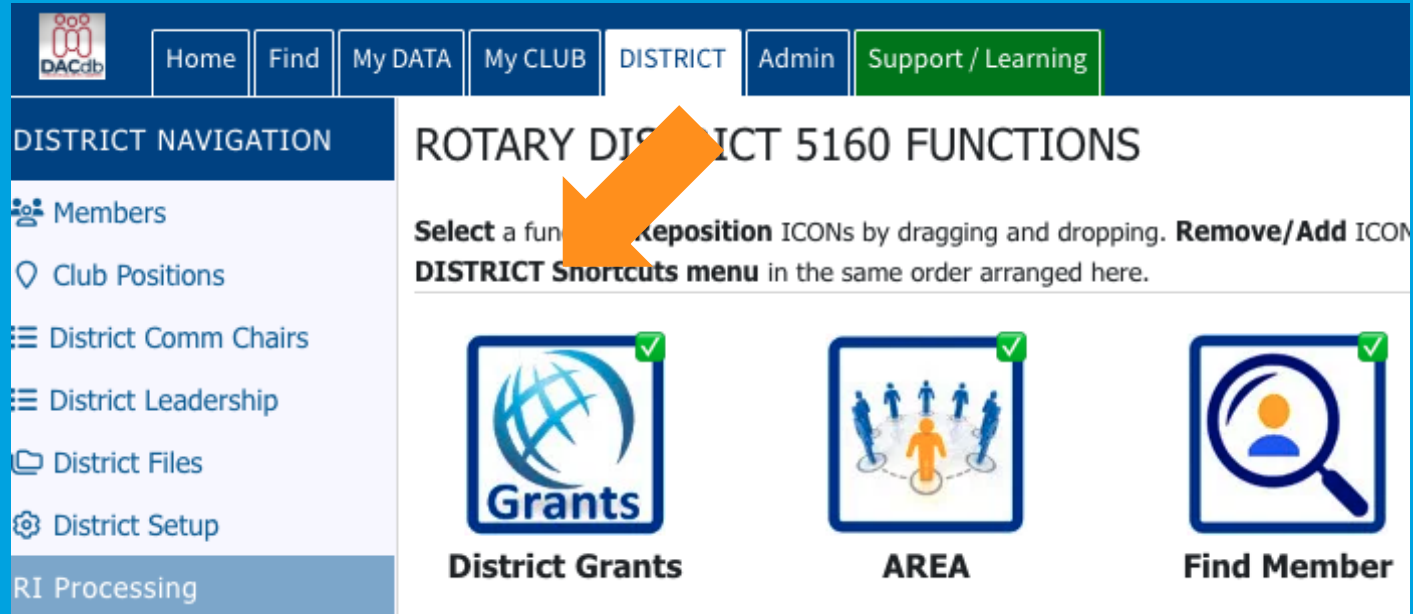
Step 1:

**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 Rotary District 5160 dashboard. At the top, there is a navigation bar with buttons for Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. Below this, on the left, is a 'DISTRICT NAVIGATION' menu with options: 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 instructions: 'Select a function and reposition ICONs by dragging and dropping. Remove/Add ICON from the DISTRICT Shortcuts menu in the same order arranged here.' Below the instructions are three icons, each with a green checkmark in the top right corner. The first icon is a globe with the word 'Grants' below it, labeled 'District Grants'. The second icon shows a group of people in a circle, labeled 'AREA'. The third icon shows a magnifying glass over a person, labeled 'Find Member'. An orange arrow points to the 'District Grants' icon.

DISTRICT NAVIGATION

- Members
- Club Positions
- District Comm Chairs
- District Leadership
- District Files
- District Setup
- RI Processing

ROTARY DISTRICT 5160 FUNCTIONS

Select a function and reposition ICONs by dragging and dropping. Remove/Add ICON from the DISTRICT Shortcuts menu in the same order arranged here.

Icon	Label
	District Grants
	AREA
	Find Member

Add the Grants Button to Dashboard

The screenshot shows the Rotary District 5160 dashboard. At the top, there are navigation tabs: My CLUB, DISTRICT, Support / Training, and Admin. The user is logged in as Schwartz, Danie. A search bar is present with a magnifying glass icon and a gear icon. A red circle highlights the gear icon, with a red arrow pointing to the 'Setup' window below. The main dashboard area displays various icons for different functions: PMail, Reports, District Grants, Calendar, District Finance, Find Member, Clubs, District Newsletters, str Survey, District Committees, District Sponsors, District FILES, Members, AREA, Zone Directory, and YPP. The 'Setup' window is open, showing instructions to configure icon actions. It has two sections: 'Icons Displayed' and 'Available Icons'. The 'Icons Displayed' section shows a list of icons in a specific order. The 'Available Icons' section shows a list of icons that can be added. A red circle highlights the 'Grants' icon in the 'Available Icons' section, with a red arrow pointing to it. At the bottom of the 'Setup' window, there are three buttons: 'Set Club Default', 'Reset My Configuration', and 'Set My Configuration'. The 'Set My Configuration' button is circled in red.

Rotary District 5160 - Chico

Schwartz, Danie

Search for...

ARY DISTRICT 5160 FUNCTIONS

at 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.

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

str 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	AccountFiles	Survey	Committees	Sponsors	AccountFiles	Members	Area	ZoneDir	YPP
-------	---------	----------	---------	------------	-------	--------------	--------	------------	----------	--------------	---------	------	---------	-----

Available Icons:
District Actions:

CRM	eMeeting	Engagement	esBulletinNew	Ignore	Waivers	Webfiles	Grants
-----	----------	------------	---------------	--------	---------	----------	--------

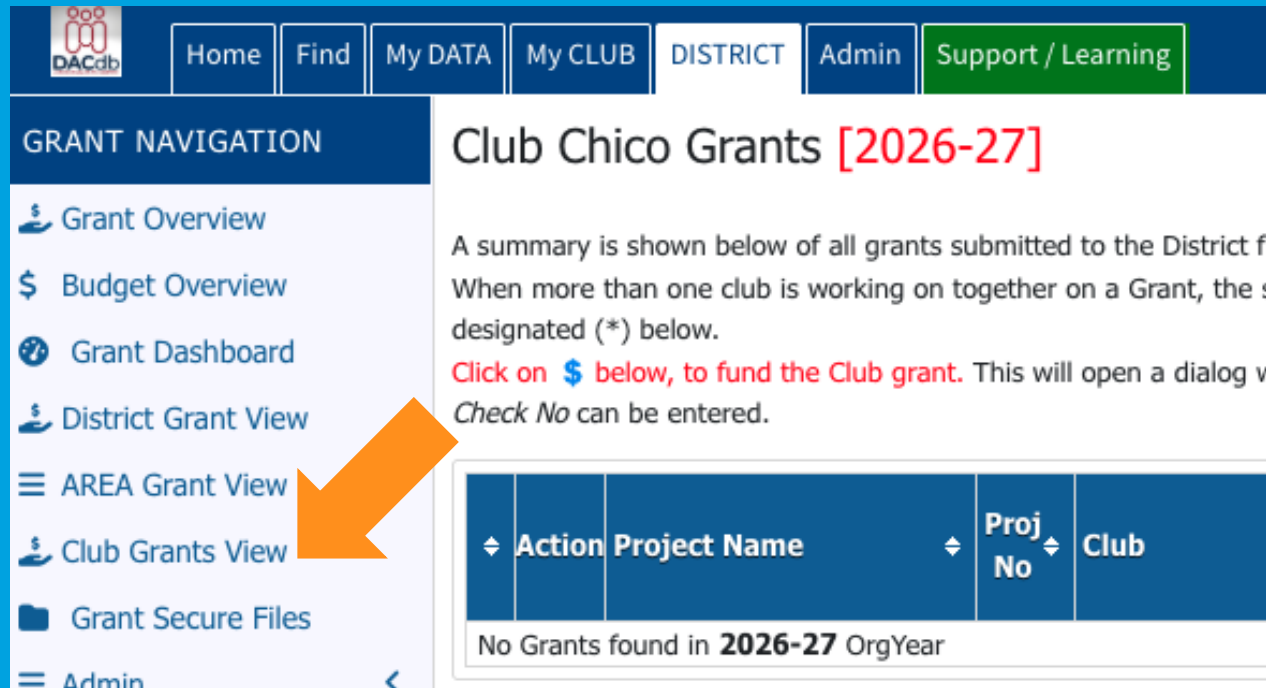
Set Club Default Reset My Configuration Set My Configuration

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 web application interface. The top navigation bar includes links for Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. The left sidebar, titled 'GRANT NAVIGATION', lists several options: Grant Overview, Budget Overview, Grant Dashboard, District Grant View, AREA Grant View, Club Grants View, Grant Secure Files, and Admin. An orange arrow points to the 'Club Grants View' option. The main content area is titled 'Club Chico Grants [2026-27]' and contains a summary of grants submitted to the District. Below the summary, there is a table with columns for Action, Project Name, Proj No, and Club. The table currently displays the message 'No Grants found in 2026-27 OrgYear'.

GRANT NAVIGATION

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

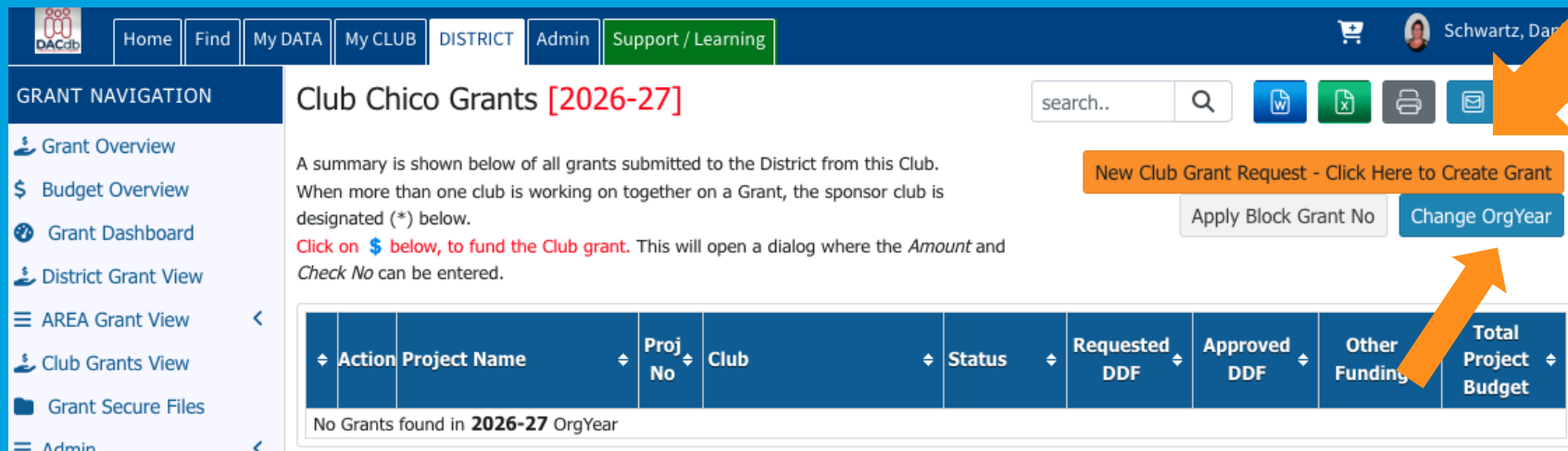
Club Chico Grants [2026-27]

A summary is shown below of all grants submitted to the District for the 2026-27 OrgYear. When more than one club is working on together on a Grant, the summary is designated (*) below.

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

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

NEW CLUB GRANT REQUEST – CLICK HERE TO CREATE A GRANT



The screenshot shows the 'Club Chico Grants [2026-27]' page. In the top right corner, there is a navigation bar with a shopping cart icon, a user profile for 'Schwartz, Dan', and a large orange arrow pointing to the 'New Club Grant Request - Click Here to Create Grant' button. Below this button are two smaller buttons: 'Apply Block Grant No' and 'Change OrgYear', with another orange arrow pointing to the 'Change OrgYear' button. The main content area includes a summary of grants and a table with columns: Action, Project Name, Proj No, Club, Status, Requested DDF, Approved DDF, Other Funding, and Total Project Budget. The table currently shows 'No Grants found in 2026-27 OrgYear'.

GRANT NAVIGATION

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

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.

search..

New Club Grant Request - Click Here to Create Grant

Apply Block Grant No Change OrgYear

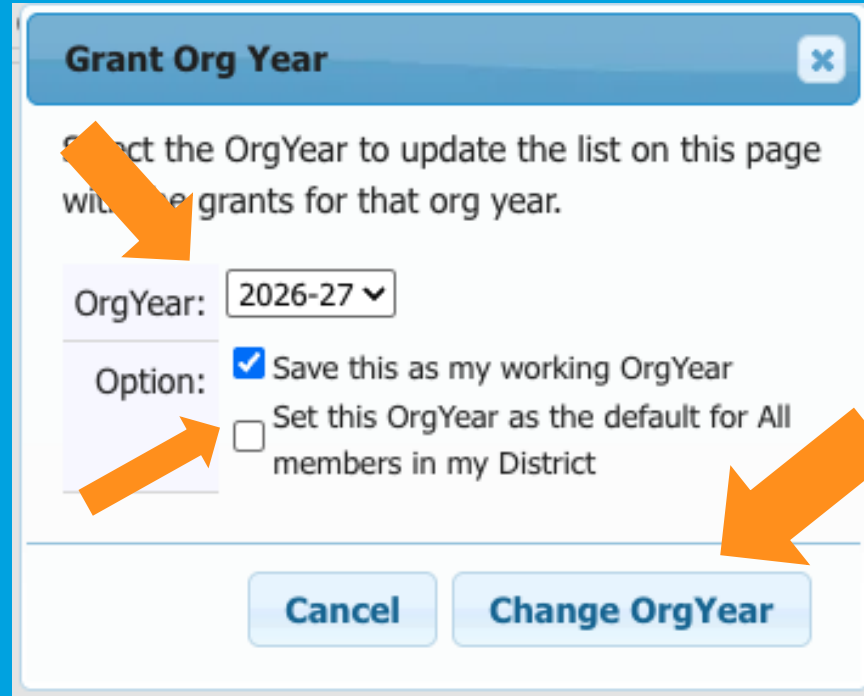
Action	Project Name	Proj No	Club	Status	Requested DDF	Approved DDF	Other Funding	Total Project Budget
No Grants found in 2026-27 OrgYear								

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.



The screenshot shows a dialog box titled "Grant Org Year" with a close button (X) in the top right corner. The text inside the dialog reads: "Select the OrgYear to update the list on this page with the grants for that org year." Below this text is a label "OrgYear:" followed by a dropdown menu currently showing "2026-27". Underneath the dropdown is a label "Option:" followed by two checkboxes. The first checkbox is checked and is labeled "Save this as my working OrgYear". The second checkbox is unchecked and is labeled "Set this OrgYear as the default for All members in my District". At the bottom of the dialog are two buttons: "Cancel" and "Change OrgYear". Three orange arrows are overlaid on the image: one points to the dropdown menu, another points to the "Option:" label, and a third points to the "Change OrgYear" button.

Grant Org Year

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

OrgYear: 2026-27 ▼

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

Cancel Change OrgYear

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!

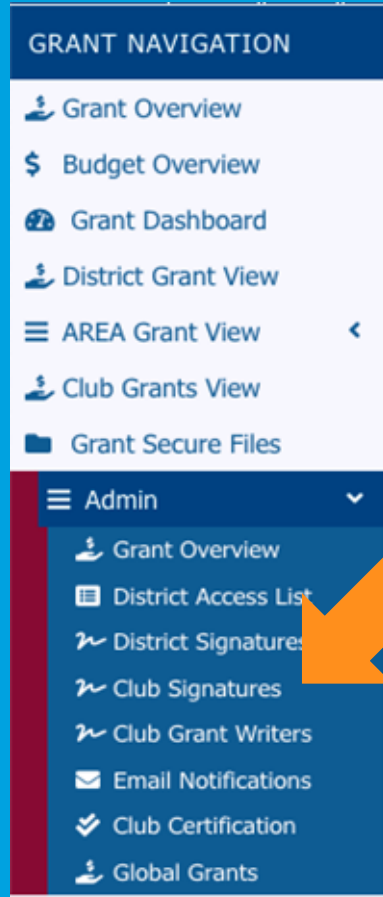
dacdb.com says

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

The screenshot shows the 'Chico Club Grant Signatures' page for the 2026-27 period. The interface includes a top navigation bar with links like Home, Find, My DATA, My CLUB, DISTRICT, Admin, and Support / Learning. On the left is a sidebar with 'GRANT NAVIGATION' and 'Admin' sections. The main content area displays the title 'Chico Club Grant Signatures: [2026-27]' and 'Authorized Club Signatures for: 2026-27:'. Below this, it states 'A summary of the Club Signatures approvals is shown below.' and shows 'Number of Club Signatures Required: 2'. A large orange arrow points to the 'Members NOT on list' section, which contains a list of names and roles. To the right of this list are three arrow buttons: '>>>', '<<<', and '<<< All'. The right side of the interface is partially visible, showing the 'Members with Club signature' section.

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 grant. 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 Membership Role (ex. P,T,S)

Members NOT on list:

- 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

Members with Club signature

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).

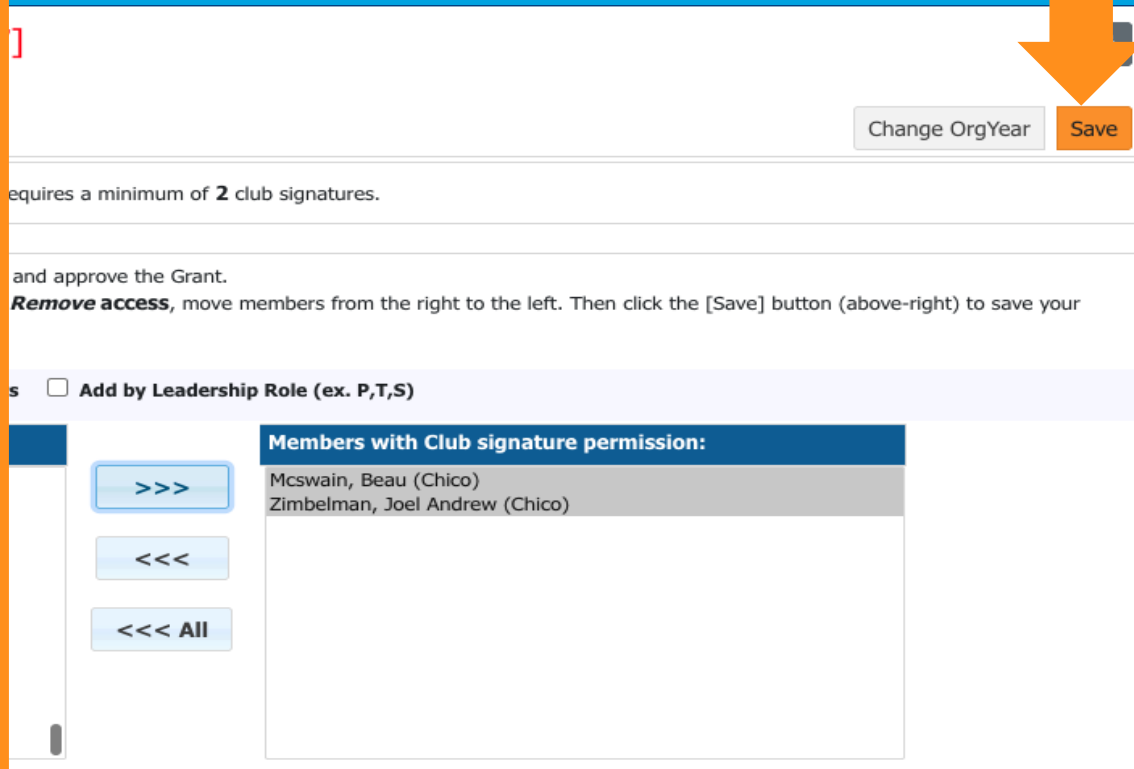
Use the arrow buttons in the middle to move a person to the right side (authorized signers) or to the left side (not authorized signers).

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.



The screenshot shows a web interface for managing club signatures. In the top right corner, there are two buttons: "Change OrgYear" and "Save". An orange arrow points to the "Save" button. Below these buttons, a message states: "requires a minimum of 2 club signatures." Further down, there is a section titled "Members with Club signature permission:" which contains a list of members: "Mcswain, Beau (Chico)" and "Zimbelman, Joel Andrew (Chico)". To the left of this list, there are three buttons: ">>>", "<<<", and "<<< All".

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: 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.

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
- ☐ ...

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

Contacts

Application

Enter the **other** Clubs involved in the 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 adjusted 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:	<input type="checkbox"/> 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: 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:

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?

☐ YES
☐ NO

Did one or more of the Grant Signees attend the January 31st, 2026 Rotary Foundation Day?

☐ YES
☐ 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

☐ 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 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?

☐ YES
☐ NO

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

☐ YES
☐ 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 , Other: \$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

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	Modified	Size	Attributes
		Backup		0 KB	
		Documents		0 KB	
		Images		0 KB	
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.

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



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

LVL

Submitted Grant for Club Approval

Submitted By

Reddemann, Rob

President-Elect,Vice President

Position

06/23/2025 09:25 AM

Date

Grant Application Club Signatures

Club Chico Signatures (2 of 2 Received)

Musick, Heidi

e/Signature

Member

Position

06/23/2025 09:57 AM

Date

Reddemann, Rob

e/Signature

President-Elect,Vice President

Position

06/23/2025 09:26 AM

Date

Submitted Grant for District Approval

Submitted By

Musick, Heidi

Member

Position

06/23/2025 09:57 AM

Date

min.cfm?GrantID=21414#SignatureTab

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		
<input type="checkbox"/>	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



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

