**Steps for Completion of Express Grant Application**

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| **Type** | **Step** | **Task** | **Comments/References** | **Task Completed** |
| Express | 1 | Form a Club Grant Committee |  |  |
|  | 2 | Appoint a Rotarian as Grant Chair |  |  |
|  | 3 | Sign in to Rotary 5080 Club Runner  Enter Foundation tab - click on grants |  |  |
|  | 4 | Review reference documents from District 5080 Grant’s page   * Instructions for Applying for Express Grant * Express Grant Application – Rotary Club |  |  |
|  | 5 | Determine if the potential project meets all the requirements |  |  |
|  | 6 | Obtain Club Approval |  |  |
|  | 7 | Appoint a Rotarian to be the Stewardship Rep for the grant   * Ensure Stewardship Rep reviews all grant documents |  |  |
|  | 8 | Complete Application form |  |  |
|  | 9 | Submit to your Assistant Governor |  |  |
|  | 10 | Submit this form with your application |  |  |