**Steps for Completion of Global Grants**

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| **Type** | **Step** | **Task** | **Comments/References** | **Task Completed** |
| GG | 1 | Form a Club Grant Committee |  |  |
|  | 2 | Sign in to Rotary 5080 Club Runner  Enter Foundation tab - click on grants |  |  |
|  | 3 | Review reference documents from District 5080 Grant’s page   * Down loadable GG Application Form * Community Assessment Form * Cooperating Org’n MOU for GG |  |  |
|  | 4 | Sign into MyRotary.org & go to Foundation tab:   * Apply for Grants * Global Grants |  |  |
|  | 5 | Review information in GG section, including resources and references, and Areas of Focus Resources & Tools |  |  |
|  | 6 | Determine if the potential project meets all the requirements |  |  |
|  | 7 | Obtain Club approval |  |  |
|  | 8 | Notify District Rotary Foundation Chair of your pending application and the amount of District Designated funds needed for your project |  |  |
|  | 9 | Form Committee of 3 for development of the grant |  |  |
|  | 10 | Appoint a Rotarian to be the Stewardship Rep for the grant |  |  |
|  | 11 | Review Qualification document in ClubRunner |  |  |
|  | 12 | Sign into **MyRotary.org**; go to **Learning and Reference Learning Centre**, Rotary **Course English**, **Grant Management Seminar** |  |  |
|  | 13 | All grant training must be completed before the District will approve your grant for submission |  |  |
|  | 14 | Complete District Club MOU |  |  |
|  | 15 | Find a host Club where the project is located |  |  |
|  | 16 | Begin the process of completing the Application form |  |  |
|  | 17 | Gather all the information & documents to complete the application, including the host club MOU & the Cooperating Org MOU, if needed |  |  |
|  | 18 | Submit your application |  |  |
|  | 19 | Submit this form to the DRFC |  |  |
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