

COMPLETING A D6330 DISTRICT GRANT REQUEST, APPLICATION AND FINAL REPORT ON THE DISTRICT WEBSITE.

Note: Applying for a District Grant is a five stage process:

- Submit a Grant Request (Proposal). Deadline May 31
- When District 6330 has received approval from The Rotary Foundation (July – August) complete the full Application.
- When approved, Implement and complete the project.
- Submit a satisfactory Final Report.
- Receive a Cheque for the approved grant amount.

BEFORE YOU START

Scan to a separate file on your computer the following documents:

- Copies of supplier quotations or cost estimates on supplier letterhead.
- Copies of approval letters from the Beneficiaries.

LOG INTO THE DISTRICT WEBSITE.

You will need your user ID and password to do this.

Click on the Member Area in the upper right corner then click on Grants, upper left

Click on Submit a Proposal

Look at the left side of the screen under District Documents.

- Review the Terms and Conditions for Rotary Foundation District and Global Grants.
- Review the District 6330 District Grant Rules and Tips.

SUBMITTING A GRANT REQUEST (PROPOSAL)

- Select the correct Project Year.
- Give the project a name.
- Describe the project and enter the estimated budget.
- Click Submit when done.
- Open the Proposal again to access a number of tabs for the project
- Go to the Budget tab and enter the costing of the expenditures and the financing from Club and Grant sources.
- Email District Grants Committee Chair that the Proposal is ready for review.

Note: Canadian clubs use the official RI exchange. **Wait for Proposal Acceptance from the District Grants Committee Chair before proceeding to the next stage.**

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SUBMITTING A DISTRICT GRANT APPLICATION

Note: Wait until your Proposal has been approved by the District Grants Committee before submitting the full application.

- **APPLICATION BUTTON.** Enter the required details in each section. Remember to click Update (Save) before moving to another section.
- **BUDGET BUTTON.** Click Update all information added during the Proposal stage. Name all sources of income with amounts in USD. Click Add Project Financing button. Name all expenditures. Remember the-Expenditure Total should be the same as the Income total. Convert quotation currency to USD.
- **DOCUMENTS BUTTON.** Click Add button. Upload copies of quotations and letters of approval from your computer files.
- Email District Grants Committee Chair stating that the application is ready for review.

Note: Wait for Acceptance of the Application by the District Grant committee before starting to implement the project.

PROJECT OVERVIEW BUTTON Click Print for a hard copy of all the information that has been entered about your project.

THE FINAL REPORT

BEFORE YOU START

Scan to a separate file on your computer the following documents.

- Copies of supplier Invoices.
- Copies of cancelled Cheques.
- Pictures and copies of Media reports and notices.

INDIVIDUAL PROJECT REPORT BUTTON.

- Tell about implementing your project in each section. Click Update.
- **FINANCIAL REPORT.** Click Add Income Items. List and name all sources of income with amounts in USD . Click Add Expense Item. List and name all expense items in USD.
- **DOCUMENTS BUTTON.** Click Add button. Upload copies of supplier Invoices and expense Receipts, Cancelled Cheques, Pictures, Media reports and notices from your computer.

Note: Actual expenses may differ from Application estimates. Adjust Club funds to make Income the same as Expenses if necessary. Canadian clubs use the official RI exchange rate.

- **PRINT BUTTON** - Click Print for a hard copy.
- Click **SUBMIT BUTTON.**
- Email District Grants Committee Chair that the Final Report is submitted.

THAT'S IT. YOU'RE DONE. Unless there are questions.

DEPOSIT THE GRANT CHEQUE.