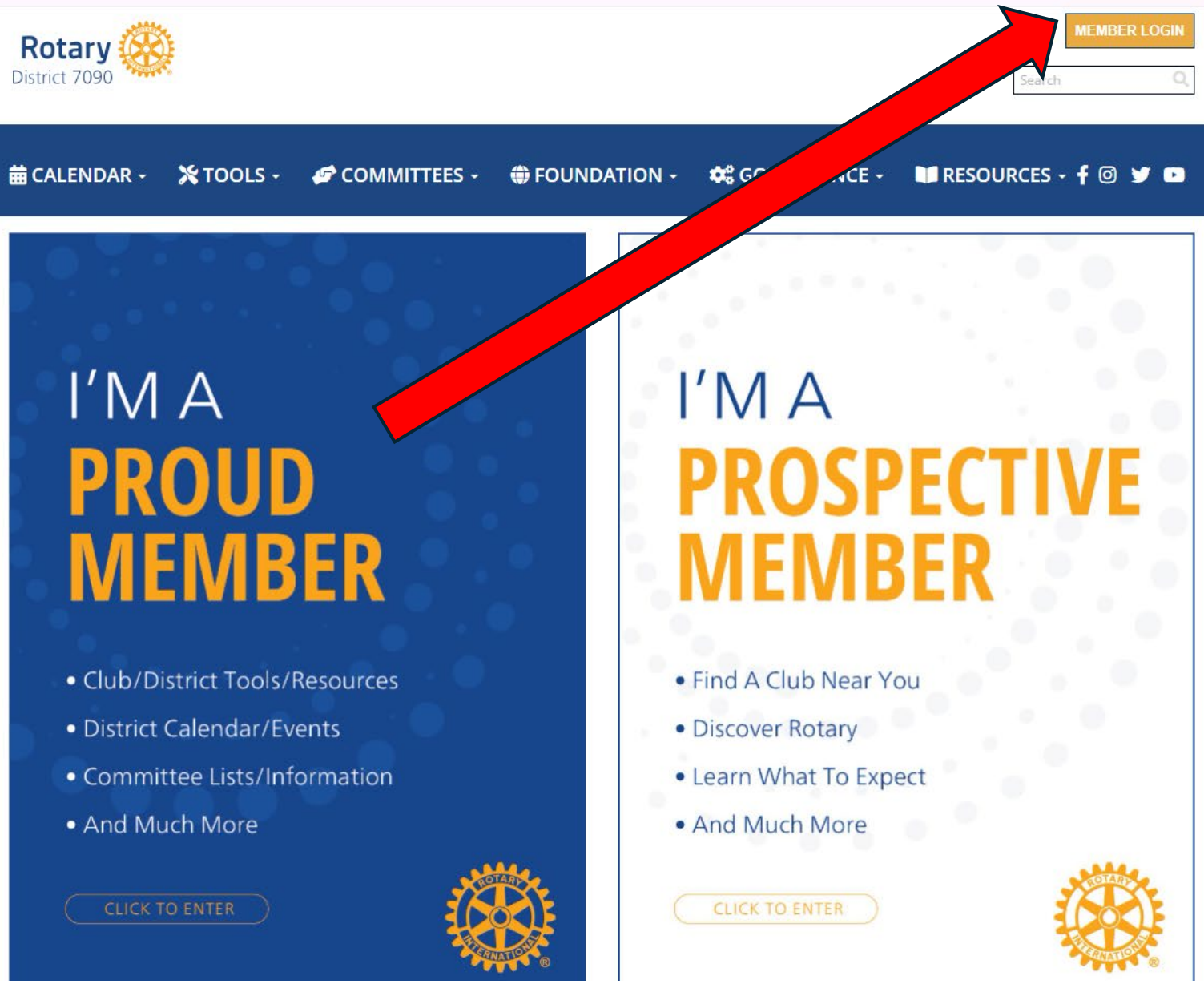
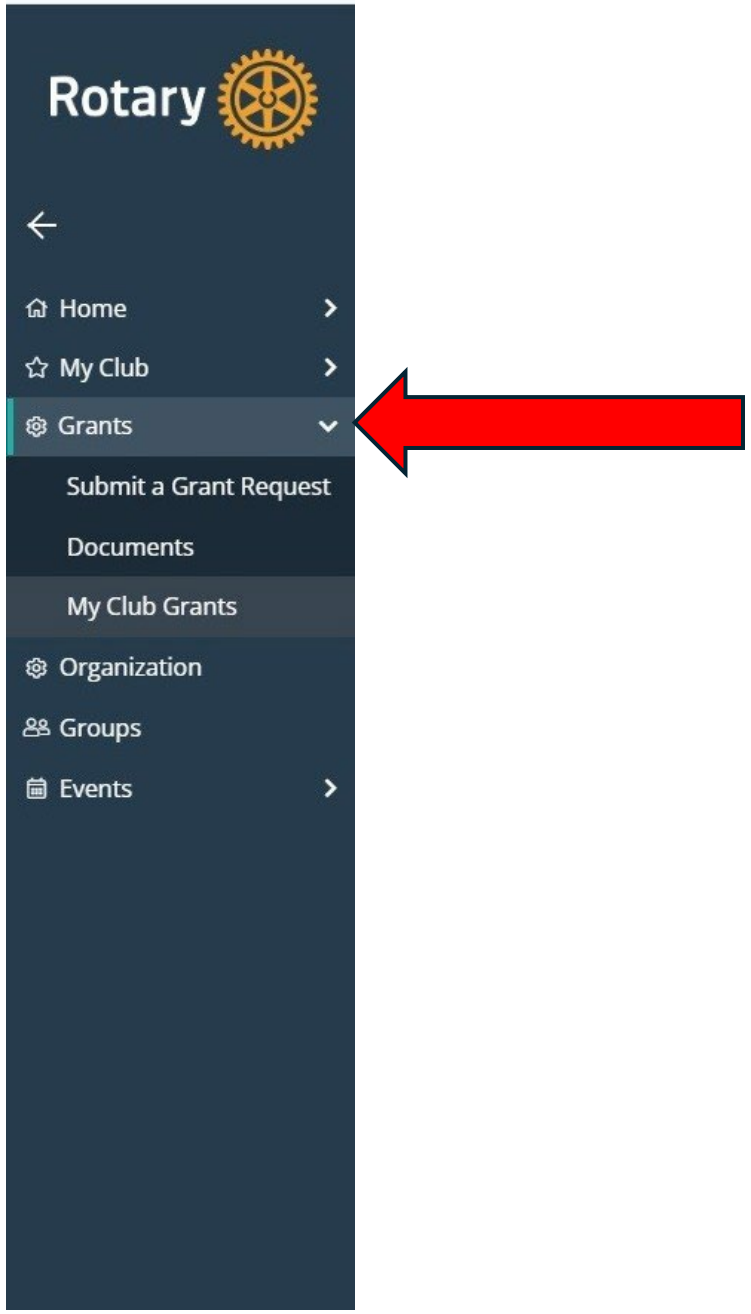
Accessing the District Grants Module & Completing the Individual Project Report

Sue Foster
Nov 2026

Online application

- Sign into District 7090 website
- www.rotary7090.org
- Rotarians require a Username and Password
- Login to the member area





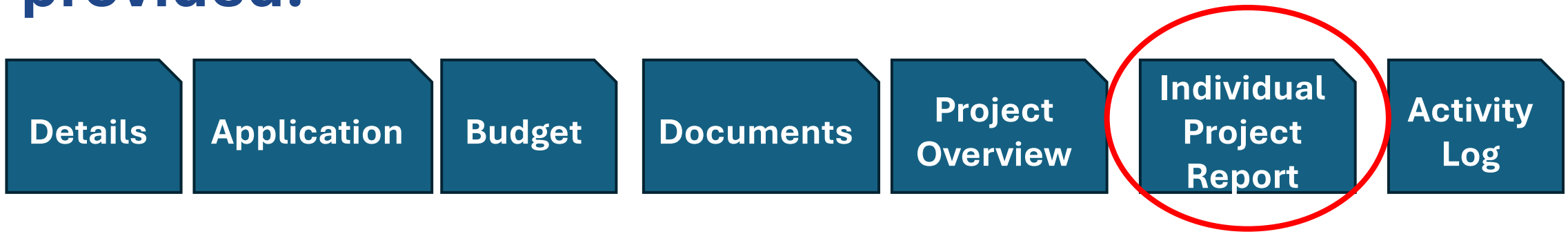
- On the lefthand side of your screen you will find a menu
- Click on Grants and it will take you to the Grants module
- To submit a grant request, click on the menu item and that will take you to the form that needs to be completed
- To access a grant already in the system, click on “My Club Grants”

After Clicking on MY Club Grants a list of all your club's grants should be visible. Click on the grant you want to edit. Then click on the Individual Project Report and complete questions.

Rotary District 7090

Application

Make sure you provide all the information requested in as much detail as required to give the full picture of the project. Click on each tab and **follow the instructions provided:**



Rotary
District 7090

Completing your project

- Upload proof of expenditures: Vendor's paid Invoices. Cancelled cheques front & back, club bank statements in documents tab
- Include here any celebration pictures, public image posts to document the impact of your project

Completing your project

Rotary District 7090

- Once you have completed the individual report and have gathered and downloaded all receipts etc. of expenditures let the grants team know by adding comment to the activity log or emailing to alert that the final report is complete.
- The Individual Project report will be reviewed by the stewardship team and if approved, a cheque will be requested for the grant amount and sent to your club.