How to Submit a District Grant Application

1. Go to www.matchinggrants.org and click the word Enter under District Grants. Then click on the Submit Project menu located under the pictures at the top of the screen
2. Read the information on the page that appears and then click on >>Submit a new Project<< at the bottom of the page
3. Fill out the form that appears
   a. Enter a short descriptive project title
   b. Select the Rotary year in which the project will start
   c. Area of Focus, Activity type, Project Summary, Project Description, District number, Rotary club, Contact Name, email items are self explanatory
   d. Total Budget: This should be for a well-defined project that can be completed in two years or less and has its own budget; even if it is part of a larger project with a bigger budget and longer timeframe.
   e. Club Contribution: This should be the total amount of funds that have been committed at this time to the project excluding the amount requested from the district. Even if funds come from outside sources, they should be listed as club contributions.
   f. District Contribution (DDF): this is the amount of the grant you are requesting from the district. It must not be more than your club is eligible for depending upon the previous year's contribution to The Rotary Foundation Annual Fund (see the district website for eligibility guidelines).
   g. Payment Information: Enter the official club address (usually a PO Box). Verify with your club secretary that this is correct. Funds will not be sent to club foundations or grant recipients.
4. Check the box and click on Save
5. Go to the Documents tab and click on Administration and then upload a detailed budget of this project in .pdf format. Budget items equal to $500 or more must be a separate line item.
6. If the project is not fully funded (the total budget is not equal to the club contribution plus district contribution) then secure pledges for the remaining amount then click on the Financing tab and click on Administration (if not already in Administration mode) and edit the Cash or DDF item by clicking on the little check mark to the right of Total
7. Go to the Descriptions tab (in Administration mode) and click on Start Club Signature Process. Put a checkmark **only** next to your name and the club presidents name. If you are the club president, then put a checkmark next to another person's name in your club. (you can add people under the History Log tab when in Administration mode)
8. Click on "Send Application for Signatures"
9. When the primary contact and club president receive an email with the four digit code, go to the link provided in the email, read the Terms and Conditions and enter the code

Note: The project cannot be reviewed until after it is signed by the primary contact and club president