

How to submit a global grant

District 5440

1. **Prior to completely defining your project**
 - **Determine if the project meets a real need of the community by completing a community assessment using the form available on the district website.**
 - **Read the Area of Focus document available on the district website to determine what is permitted in projects for your area of focus. Only select one area of focus for your project.**
2. Once it is determined that the project meets a real community need, the first step is to enter the project on the matchinggrants.org website in the Global Grants section. This should be done as soon as possible in order to get district help with your application.
3. On the matchinggrants.org site you need to include a proposal with your project submission using the online proposal form provided. For the initial submission, fill in as much information as is available.
4. The submission of the project on matchinggrants.org will trigger the district grant cadre member to do an initial review of the project to determine if it is viable.
5. If the project is viable, the district will give initial approval of the DDF in the financing section on matchinggrants.org. When the DDF is approved on matchinggrants.org, the funding amount will no longer be in italics. Final approval will come after the district grant cadre member completes the detailed review of the application.
6. If the project is viable, complete the rest of the proposal form and fill in any other missing information on matchinggrants.org.
7. The district cadre member assigned will then do a detailed review and provide recommendations to help improve your application.
8. At this point, start your application on the TRF website if it has not already been started. Please include the funding from district 5440 and district 5440 clubs in the Funding section of the project right away so it will show up as a 5440 project in the TRF reports. Be sure that the funding amounts agree on matchinggrants.org and the TRF application.
9. It is highly recommended that you involve the TRF Regional Grants Coordinator prior to completing your application on the TRF website.
10. Once the application has been submitted to TRF by clicking on the submit button, it will automatically be sent out for signatures. You should monitor the signature process and if any signature has not be received in a timely manner, follow up with that person to see if there is an issue that needs to be addressed.
11. After all of the signatures have been received, it will be reviewed by the TRF Regional Grants Coordinator who may have questions that need to be answered prior to approval.
12. Once TRF approves the application, set up a bank account dedicated to this project and enter the account information on your application. The bank account can be either in the host country of in the country of the international partner.
13. All club contributions must then be either sent to TRF or deposited in the project bank account and a bank statement showing the current balance in the account sent to TRF.
14. Upon receipt of the bank information and verification of the cash funds received, TRF will wire transfer their contribution into the account.