Global Grant Procedure

1. Club members contact Global Grant Committee Chair about possible project. Chair offers suggestions and assigns a mentor.
2. Club members go online and prepare application in DRAFT form. This may take several revisions to fine tune with the mentor.
3. Chair reviews the application a final time and either sends it back for more revisions or schedules it for the next Global Grant Committee review meeting.
4. Application is presented and reviewed.  Any changes are requested.  Grant Committee approves.
5. Application Author makes final changes to the application, uploads all attachments, and asks Global Grant Committee Chair for final review.
6. With Chairs approval, application author "authorizes" the draft.
7. TRF changes the status from "Draft" to "Authorizations Required" and sends out notification emails to all the District leaders and primary contacts that must authorize the online application.  It is a good idea then to contact those individuals in the Host Club and Host District to expedite their authorizations.  Global Grant Committee Chair will notify the District 5950 leadership to authorize.
8. Once all authorizations have been made, the application automatically submits to TRF. It electronically goes to the TRF analyst for review.  Application status now reads "Submitted".
9. The TRF analyst reviews the application and typically asks more questions or clarifications.  The Clubs respond accordingly.
10. Once the TRF analyst approves the application, the status changes to "Approved".  TRF asks for the separate bank account information and signatures.  Any Club contributions need to be transferred into the separate account or sent directly to TRF.  NEW:  Starting July 1, 2015 ... any cash sent to TRF will be charged an additional 5%, so it would be more economical to send Club contributions to your established separate account.
11. Once all Club contributions are verified, TRF wires the District funds, the Global matching funds, and any Club contributions it has into the designated separate bank account.  The project begins.
12. One year from the date of the TRF wire of funds, the Clubs must submit either an interim report if the project is not complete, or a final report if the project is complete.  The report requires all receipts for purchases and a copy of the separate bank account statement that reconciles to the report.
13. When project complete, the Club must submit a final report within 60 days of project completion with all receipts for purchases and a copy of the separate bank account statement that reconciles to the report. This could be before the annual report due date.