

Instructions for Online Application

- Go to District Grant Site
<https://portal.clubrunner.ca/50085/SitePage/grants>
- Find link to google form online application
- Open related support documents found at District site that will be attached later on application form

- [Budget Table and Contributing Clubs Cash and DDF Table](#)
- [Cooperating Organization MOU](#)
- [Cash & DDF Contribution District](#)
- [Cooperating Organization MOU form](#)

The screenshot shows the Rotary District 5450 website. The main content area is titled 'District Grants' and includes a 'District Grants Process 2020-2021' section. This section explains that district grants are intended to support club-sponsored humanitarian projects that align with the Rotary Foundation and District 5450's needs. It lists criteria for grant eligibility, such as being a Rotary project, having a need identified by an underserved community, and not incurring expenses until the grant application is approved. It also details the funding process, including the DDF pool and the amount available for 2020-2021 (\$145,000).

- Fill out appropriate secondary attachment forms, save in location in personal computer folder, and attach as necessary when indicated on google form
- Complete requested information on application form. If unable to complete all the questions, close out and return later to edit. Attach secondary attachments in appropriate locations
- Determine status of application when ready to exit:
 - Draft – still in process, not ready for committee review
 - Final – all aspects complete, ready for committee review
 - Revised Final – previously submitted, corrections made, and new final form resubmitted

The screenshot shows the 'District 5450 Grant Applications 2022-2023' form page. It states that the application form is for the Rotary Year July 1, 2022 through June 30, 2023. It lists required documents for submission: project budget, table of cash and DDF contributions by club, cash and DDF confirmation forms, and a cooperating organization MOU template. A 'Switch account' button is visible, and the page indicates that the name and photo associated with the Google account will be recorded upon upload.

- Your current completed response, regardless of completion status, is sent back to your email. You can edit as needed until finalized.
- Once your submission is finalized, the review process will begin
- You will be notified regarding the review status per standard operation procedures.