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Welcome to the Grants Module

Introduction

The Grants module is an add-on module for the District version of ClubRunner that allows all clubs in the District to apply online for grants, and for Grant Committee members to login and review all active and archived grants in their District. The approval process includes a workflow that allows the District to either approve a grant, or request further information, with as much collaboration as needed. Documents and other files, budgets and payment breakdowns, as well as a District cash flow summary are all tracked. Information changes are logged, and an audit log allows the committee to see the lifecycle of a particular grant.

Accessing the Module

Your District website will now have a Grants section at the top right of the **Launchpad** page:

Getting Started

Understanding the Workflow

Before submitting a Grant, it's important to understand the workflow a grant application undergoes from when it is initially submitted to when it is completed and archived. Here is a listing of all the available Statuses for a grant application and their meanings:

Status Name	Meaning

Initial Request Submitted	The initial request to submit a grant application has been submitted by the club, but the full application has not yet been completed. The club would submit a very simple form indicating the nature of the project in brief, and once the District Grants committee sends it back to the club for further information, they would then go ahead and fill in the entire application.
Under Review	The District has received the initial request and is currently reviewing the grant request. This status is automatically updated as soon as a member of the committee opens the request.
Awaiting Further Information	The District is requesting further information from the club. This normally follows the initial request being submitted, and may be repeated several times if inadequate information was supplied. During the information gathering stage, the grant application will typically go back and forth from Under Review to Awaiting Further Information, until a decision is made by the District.
Approved	The grant application has been approved by the District.
Rejected	The grant application has been rejected by the District. Comments can be made at the time of rejection to explain reasoning.
Completed and Closed	The project has been completed and this grant is considered closed.
Adjustment Requested	The club is requesting an adjustment to the grant amount requested.
Cancelled	The grant application has been cancelled by either the club or the district. This status is available should there be a change of mind by the club, or to be able to take back a grant application that was submitted in error. Note that the club can only cancel a grant request if it is still under the status Initial Request Submitted. The district can cancel the grant on behalf of the club at any stage.
Archived	After the grant project has been completed and closed, it goes into archived status. This will prevent any further updates to be made to the information.

Submit a Grant Request

How Clubs Can Submit Grants

Once the District has setup your club as qualified, you would simply need to login to the District site and enter the grants module using the yellow section at the top right of the Launchpad page.

Note that only those trained members will have access to enter the module and submit a grant on behalf of the club.

To begin submitting a new Grant request, start by clicking on the **Submit a Grant Request**. This link can be found on the left side menu. Your next step is to fill in the appropriate fields within the initial application, and press **Submit**.

Once a Grant has been submitted, you will then be able to open this grant application from the View All Grants listing and update any additional information as well as assign it with the next workflow step. As soon as any of these changes are made, the notifications will be sent to the club contact specified and Grant Committee Members.
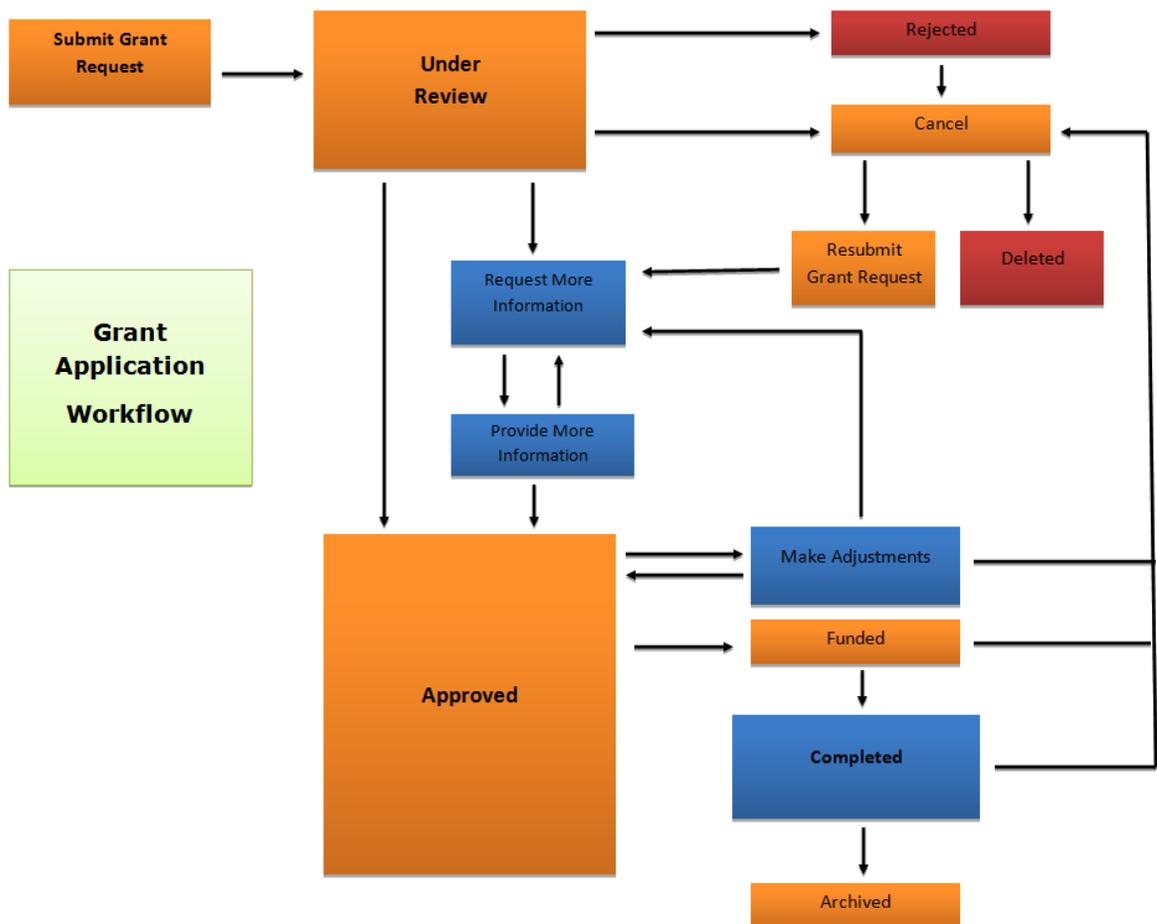
Reviewing Your Submitted Grants

Once you have submitted a Grant, you can view them and make changes as required. This is the screen that you first land on when you enter the module.

Status Summary: This shows you an overview of how many grants are in each step of the workflow.

The Chart below explains the steps that a Grant takes after being submitted. The first step of the Grant Application workflow begins with **Submit Grant Request**.

Training & Support

Introductory Video

To get a visual introduction to the Grants module from a District perspective, please visit the following link:

http://web.clubrunner.ca/grants

Submitting Feedback

We welcome your feedback on the Grants module. You can submit this feedback by emailing us at feedback@clubrunner.ca, submitting a ticket through our Support site at www.clubrunnersupport.com, or by phoning us at 1-877-469-2582 (+1 905-829-5299).

We have also created a Group on Linkedin for beta testers to share information and ideas for further discussion. Please click on the following link to access the group:

http://www.linkedin.com/groups/ClubRunner-Beta-Early-Access-Participants-4746832/about

For the latest ClubRunner updates, follow us on: