

Grants

View Club Grants

Submit a Grant Request

Documents

District Grant Documents

Help

Grants Module

Demo Grant 2023-2024 for Training

Grant Project: Demo Grant 2023-2024 for Training
Primary Sponsoring Club: Portsmouth
Contact: Webmaster, Test Account
Date Submitted: Aug. 31, 2023 at 6:45 a.m.
Project Total Budget: \$7,000.00
Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Click on any of the tabs below to access and update the various sections of this Grant application. [✎](#)

Details Application Budget Documents Project Overview Individual Project Report Activity Log

General Description

Please provide a general description of your project in a few sentences, by clicking the EDIT below. Copy and paste or free type in. [✎](#)

We will build a bus shelter near the Crossroads House to serve their clients who use public transportation.

[Edit](#)

Community Assessment & Impact

Sustainability

Cooperating Organizations

Implementation Plan

District Grant Application Tutorial

2025-2026 Grant Year



WHY A NEW SYSTEM?

- Single Format for everyone
- All grant records in single place
- Transparent to your club
- Accessible by all trained Rotary members
- Upload reports, receipts and records to same place
- Easy to review later, update or audit
- No form conversions needed (Word, PDF, etc.)



WHAT IS DIFFERENT?

TWO step process with two deadlines.

1. QUALIFY YOUR CLUB before April 30
2. COMPLETE YOUR APPLICATION before June 1

- Qualification rules have not changed
- Cannot enter application until club is qualified
- Preliminary application followed by all details



STEP ONE: QUALIFY WITH SINGLE M.O.U.

MOU states that:

Two members have been trained

Dues are current (RI and district)

Prior grant reports and refunds submitted

Name of foundation chair in RCC or email

Club annual giving goal in RCC

Send us MOU signed by current P and PE

Send the MOU to grants@rotary7780.org

DEADLINE April 30

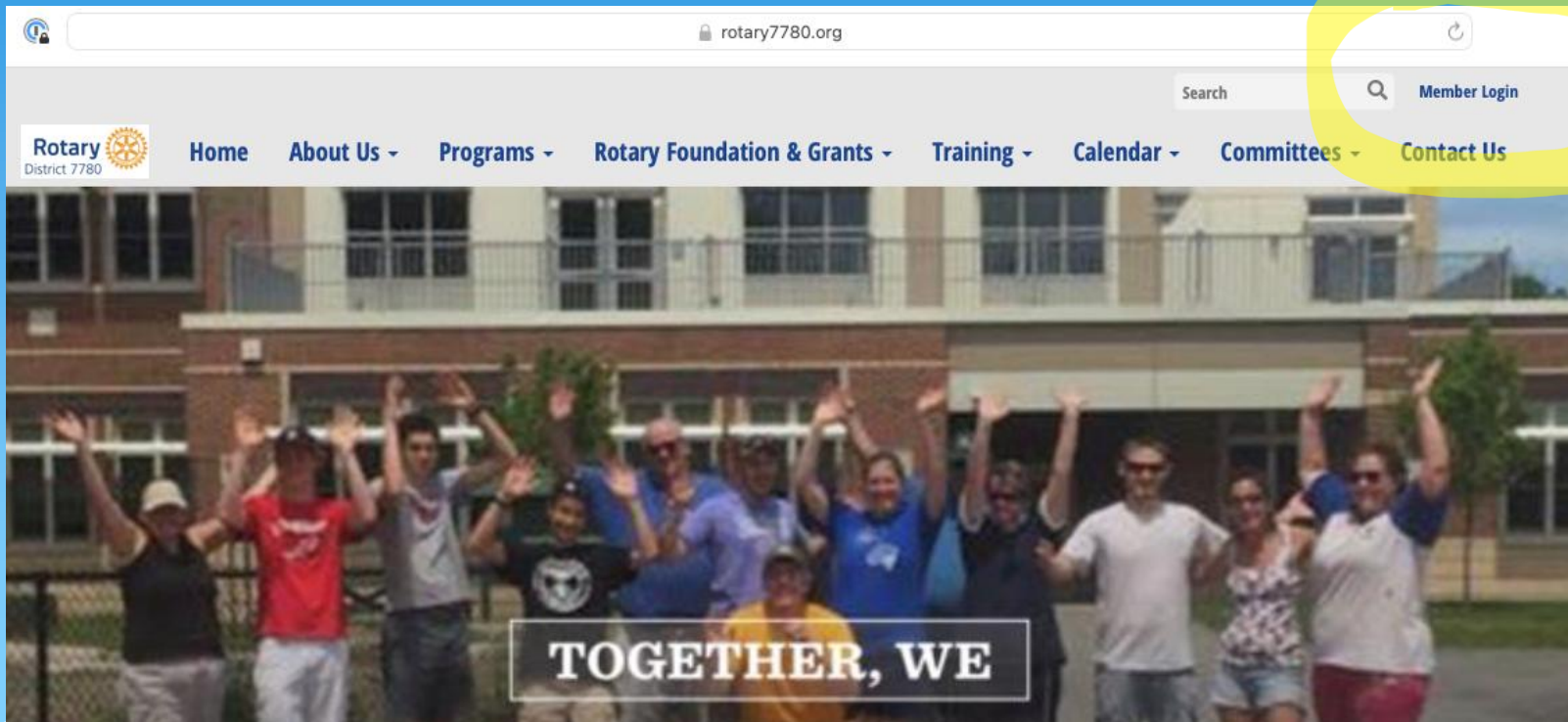
Then what happens?

Stewardship chair and district grant chair review and approve MOU and qualification.

Your club and the trained team members get entered into the system as “qualified” and you get an email.

Your club is now listed as “qualified” and you can begin to enter your grant application (one per club).

How to log in to rotary7780.org (probably not new)





District 7780

ClubRunner

Home

Enter your login information below:

Username [Forgot username?](#)

Password [Forgot password?](#)

☒ Keep me logged in [New user?](#)

Login

Test this early.
If you cannot log in to
Rotary7780.org contact
Christine Johnson,
District webmaster, or
your club
webmaster.



rotary7780.org



Search



Dave Underhill | Member Area | Logout



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[Programs](#) ▾

[Rotary Foundation & Grants](#) ▾

[Training](#) ▾

[Calendar](#) ▾

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[Contact Us](#)

You will see your name now on the home page, indicates you logged in.
Click on “member area”



 District 7780

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[Launchpad](#) [Admin \(New\)](#) [Administration](#) [Edit Privacy Policy](#) [ClubRunner Mobile](#) [Help Guides](#) [Webinars](#) [Contact Support](#)

District Administration

[District Administration](#) [Members](#)

**This is the “administration
page. Click on “grants”**

 **Welcome back, David!**

This is your newly redesigned Administrator dashboard.

My Membership

David Underhill

[Edit Profile](#)

 [My Commitments](#)

 [My Email History](#)

 [My Committees](#)

 [View District Documents](#)

 [Search Member Directory](#)

Need Help?

 [Register for a Webinar](#)

 [Access Knowledgebase](#)

 [Join the Community](#)


 [Contact Support](#)

Register for a Webinar



Get a guided tour of how each module works, so you can get the most out of your role.

This is the grants page. You can view your club grants and submit a grant request. Your page may look slightly different but these elements are the same.

 District 7780

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[Submit a Grant Request](#) [My Club Grants](#) [District Grants](#) [Grant Documents](#)

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Submit a Grant Request

Please enter the basic information relating to your Grant Request below.

If you are submitting a grant request on behalf of multiple clubs, you only need to submit this form once, and there must be one main sponsoring club. Enter the estimated budget requested at the bottom of the page.


Note that you will need to be a certified member in order to submit a request. If you do not have the proper access, please contact the District Grants committee.

QUALIFICATION REQUIREMENTS

In order to be qualified to submit a grant application, a club must satisfy the following criteria:

- 1) Sign a Memorandum of Understanding for the year of the Grant Application
- 2) Have at least 2 members trained in the current Rotary year
- 3) Have submitted a final report for any previous District Grant by the required deadline and returned unused funds.
- 4) Set a Rotary Foundation Giving Goal in Rotary Club Central (RCC) for Annual Fund for the year of the Grant Application
- 5) Name a Club Foundation Chair in ClubRunner (through your website or the District website)

After hitting the Submit button - click into **"View All Grants"** on the left-hand side column.
Select the **GRANT Rotary year**.
Then click your Grant application to open and complete **Details, Application, Budget and Documents TABs** - and include all the information.
To see your entire application and print it - click the Project Overview Tab.



Project Details

Project Name:*

Project Year:*

-- Select Year --

Country

United States of America

State

New Hampshire



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Demo Grant 2023-2024 for Training

Important: YOUR year will be 2024-2025

Grant Project: Demo Grant 2023-2024 for Training
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Date Submitted: Aug. 31, 2023 at 6:45 a.m.
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Project Total Financing: \$0.00
Requested Grant Amount: \$0.00

Click on any of the tabs below to access and update the various sections of this Grant application.

[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) [Individual Project Report](#) [Activity Log](#)

Please enter the information below, and then click on each tab, and enter information to complete the grant application under each category.

After hitting the Submit button - click into **"View All Grants"** on the left-hand side column.

Select the **GRANT Rotary year**.

Then click your Grant application to open and complete **Details, Application, Budget and Documents TABS** - and include all the information.

To see your entire application and print it - click the Project Overview Tab.

You'll come back in here to see updates on the status of your application and to complete the reporting at the conclusion of the project.



Project Name:*	Demo Grant 2023-2024 for Training
Country	United States of America
State	New Hampshire
Zip Code	03840
City:	Greenland
Description:*	This is the PRELIMINARY page summary of project details for our demonstration grant. We will build a peace bridge from the Piscataqua River to the Isle of Shoals in time for this year's district conference
Sponsoring Club:	Portsmouth
Contact:	Webmaster, Test Account
Estimated Budget:	\$7,000.00
	Update

Note the "estimated budget" is the total project cost, not the grant amount
You will fill in details later



You can now enter the One page form to submit a **PRELIMINARY** Grant request. After you submit it, we review it and email you that you can now enter the full application. See the instruction sheet, this should happen within two business days.

This is the "details" page of the full application.

Demo Grant 2023-2024 for Training

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Select the **GRANT Rotary year**.
Then click your Grant application to open and complete **Details, Application, Budget and Documents TABs** - and include all the information.
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You'll come back in here to see updates on the status of your application and to complete the reporting at the conclusion of the project.

Project Name:* Demo Grant 2023-2024 for Training

Country: United States of America

State: New Hampshire

Zip Code: 03840

City: Greenland

Description:* This is the PRELIMINARY page summary of project details for our demonstration grant. We will build a peace bridge from the Piscataqua River to the Isle of Shoals in time for this year's district conference

Sponsoring Club: Portsmouth

Contact: Webmaster, Test Account

Estimated Budget: \$7,000.00

Update

Local Club Partners

Please enter the names of any Partnering clubs by Clicking the (+Add Club) below

Club	Contact Name
Exeter	John Bell

Other Partners

List any cooperating organizations, clubs outside the district, or other partners that are participating in this project by Clicking the (+Add Partner) button below.

Club	Contact Name
------	--------------



When you get the email, open the details page and expand upon the details to include full description

Add names of local club or non-Rotary partners on the “details page”

grant.clubrunner.ca

Members Membership Contacts Organization Communication Website Documents Reports Attendance Events Bulletin Donations Help

District Grants Grant Documents

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Details **Application** Budget Documents Project Overview Individual Project Report Activity Log

General Description

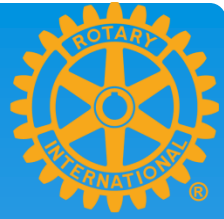
Please provide a general description of your project in a few sentences, by clicking the EDIT below. Copy and paste or free type in. ✎

We will build a bus shelter near the Crossroads House to serve their clients who use public transportation.
[Edit](#)

- Community Assessment & Impact
- Sustainability
- Cooperating Organizations
- Implementation Plan



The application page is the heart of your grant document. Drop boxes for description, community impact, sustainability and more. Include all the information you want the committee to review. You can copy-paste from your own documents or type directly into the system.



grant.clubrunner.ca

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District Grants Grant Documents

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 Project Total Budget: \$7,000.00
 Project Total Financing: \$7,000.00
 Requested Grant Amount: \$3,000.00

Status: **More Information Provided** (We will have ten Club members build the shelter in)

Request More Information Approve Reject Cancel Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

Click on any of the tabs below to access and update the various sections of this Grant application.

Details Application **Budget** Documents Project Overview Individual Project Report Activity Log

Expected Expenses

List all anticipated expenses for this project, including those that will be funded outside of the District grant portion.
 Please click the (+Add A Budget Item) button.

Description	Supplier	Local Amount	Currency	Tax	Total	Amount	Actions
Lighting equipment for bridge	Rockingham Electric	\$2,000.00	USD	\$0.00	\$2,000.00	\$2,000.00	
Bridge building steel	Novel Iron Works	\$1,000.00	USD	\$0.00	\$1,000.00	\$1,000.00	
Welding contractor	Munro Welders of Dover	\$4,000.00	USD	\$0.00	\$4,000.00	\$4,000.00	
					Total:	\$7,000.00	

+ Add A Budget Item

Expected Income

List all expected funds to be received for this project, include the District grant portion and club/other. (for every other funding source, please add separately)
 Please click the (+Add Project Financing) button.

Description	Funding Source	Amount	%	Actions
Rotary Club of Portsmouth cash	Club/Other	\$4,000.00	57.143%	
Requested district grant	District Grant	\$3,000.00	42.857%	
Total:		\$7,000.00	100.000%	

+ Add Project Financing

Budget Page
Must
balance
Expenses
and income,
including
portion you
are
requesting
as a district
grant.

Documents page allows you to upload supporting documents, plans, quotes, photos etc.

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[Details](#) [Application](#) [Budget](#) [Documents](#) [Project Overview](#) [Individual Project Report](#) [Activity Log](#)

Project Documents

Attach all related documents and files.
 For example: pictures, or building plans, quotes or estimates, MOU from other cooperating organizations.
[✎](#)

Q Search Go

[Add Folder](#) [Add](#) [Add Multiple](#)

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

↳ [Collapse All](#) [Expand All](#)

Name	Updated On ▼	Updated By ▼	Actions
↳ Collapse All Expand All			

When you have put your draft in, system generates a “project overview” and shows it all in one place. This is your draft application. You may come/go and edit it anytime...until you tell us you are submitting it.

District 7780

Welcome, Dave Underhill | Logout | Home | English

Admin For Clubs **Grants** For Members Membership Contacts Organization Communication Website Documents Reports Attendance Events Bulletin Donations Help

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Details Application Budget **Documents** Project Overview Individual Project Report Activity Log

Click on the Print button to obtain a hard copy of this Grant application and all associated information.

☐ Include activity log [Print](#)

PROJECT DESCRIPTION

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After hitting the Submit button- click into "View All Grants" on the left-hand side column.
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Contact: Webmaster, Test Account
Date Submitted: Aug. 31, 2023 at 6:45 a.m.
Project Total Budget: \$7,000.00
Grant Budget: \$7,000.00
Project Expected Income: \$7,000.00
Grant Expected Income: \$3,000.00

GENERAL DESCRIPTION

Please provide a general description of your project in a few sentences, by clicking the EDIT below. Copy and paste or free type in.

We will build a bus shelter near the Crossroads House to serve their clients who use public transportation.

COMMUNITY ASSESSMENT & IMPACT

Describe how the benefiting community has been determined and what impact will be made by this project after grant funding has been fully expended, by clicking the EDIT below. Copy and paste or free type in.

SUSTAINABILITY

Ready to submit for review?

Email grants@rotary7780.org and tell us your club grant application is ready for review.

Be sure that we confirm it.

DEADLINE JUNE FIRST

We may ask additional questions after that date, respond quickly please.

The rest of our process and timeline are the same.

**Grant Review Committee has meetings in June
Makes recommendation to Foundation Committee**

**Full committee acts on/about July 9
Submits total request to Rotary Foundation
When approved, TRF send check to district
District notifies your club of the grant award and
sends check. Don't spend it until you've got it!**

Thank you!

Please...

Give us feedback as we tune up our new system.

And remember...



Connecting the Dots

It is *our* money,
and *our* foundation
helping to pay for
our projects!

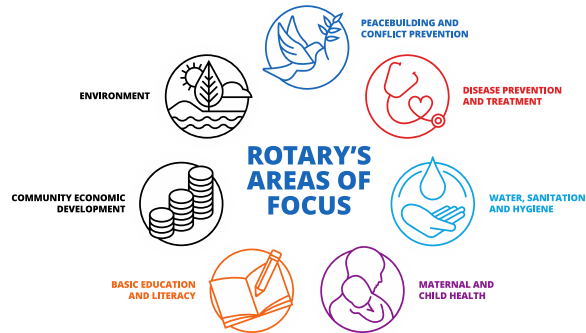


Rotary Direct

my.rotary.org/en/donate



DISTRICT 7780
SOUTHERN MAINE
SEACOAST NEW HAMPSHIRE



PLEASE HELP OUR CLUB
SUPPORT THE
ROTARY FOUNDATION!



DONATE USING
ROTARY DIRECT
ONE TIME OR SUSTAINING!

<https://my.rotary.org/en/donate>

Annual Fund

At the end of every Rotary year, contributions to the Annual Fund - SHARE are divided between the World Fund and District Designated Funds (DDF).

Polio Fund

Your donation helps Rotary reach every child with the Rotary vaccine. Thanks to the Bill & Melinda Gates Foundation, your donation will be tripled.

World Fund

Gifts to the World Fund will be spent where the need is greatest.

Disaster Response Fund

Donations are made available to clubs and districts through Rotary Disaster Response grants and cannot be directed to a specific disaster.

Thank you!

Information and Resources

The
Rotary
Foundation



, District Foundation Chair

District website:

<https://rotary7780.org>

Tab and dropdowns top of home page:

“Rotary Foundation and Grants”

Rotary.org >

Rotary Learning Center “Rotary Foundation Basics”

Course E-EVPJXV

219_rotary_foundation_reference_guide.pdf