

# District Grant Application Tutorial

## 2026-2027 Grant Year



District 7780 Welcome, Heather Beupre [Logout] Home English ▾

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

Submit a Grant Request My Club Grants District Grants Grant Documents

Grants

- View Club Grants
- Submit a Grant Request**

Help

- Grants Module

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### Submit a Grant Request

**Any questions or concerns - please email the committee: [grants@rotary7780.org](mailto:grants@rotary7780.org)**

Important : The HELP buttons you will see on the application does not direct your questions to the District Grant Committee

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 this stage; you will be able to refine this number later on in the application process once this initial request has been submitted and reviewed.

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.

**Heather T. Beupre**  
**District Foundation Stewardship chair**  
**(2023-2026)**

**Htbeau@atlanticbb.net**



## 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](mailto:grants@rotary7780.org)**

**DEADLINE April 30**

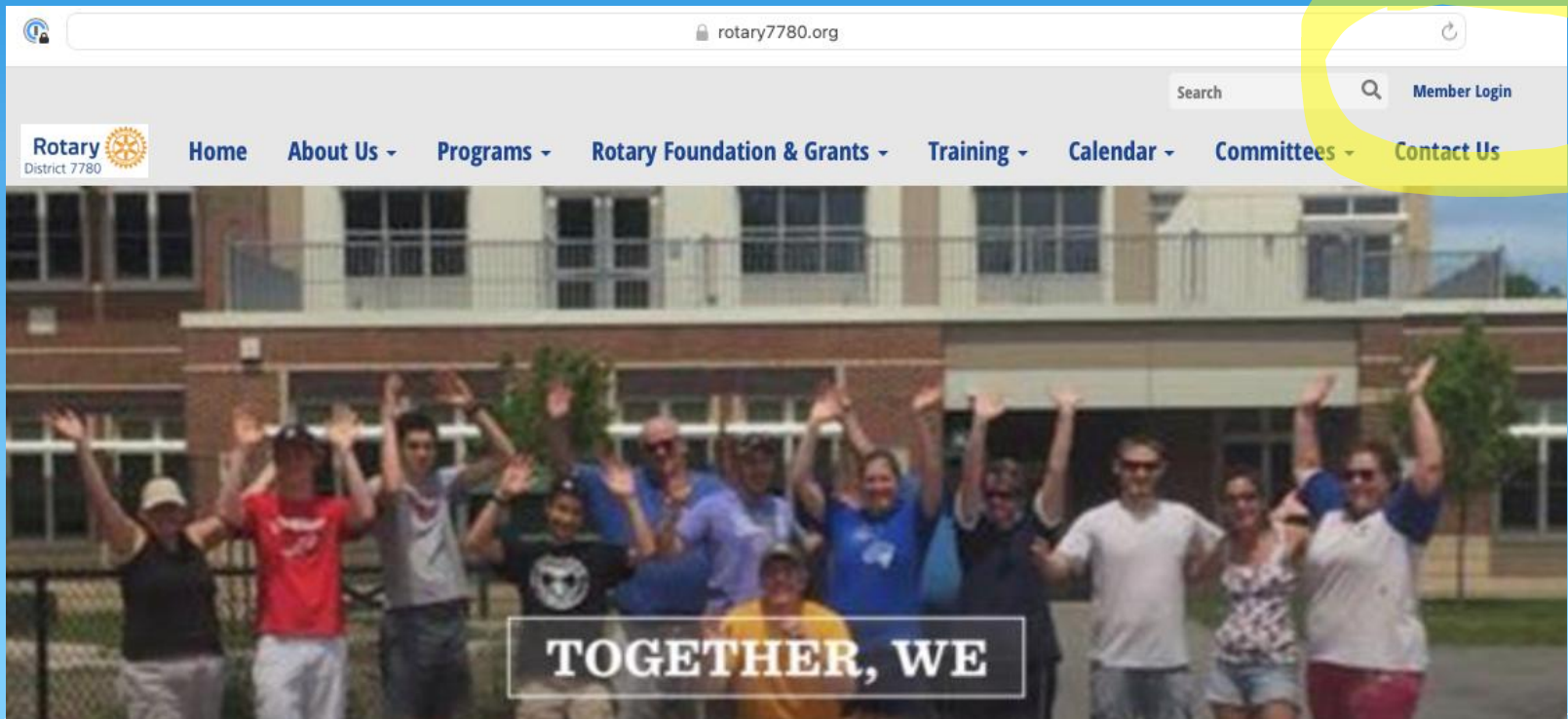
## Then what happens?

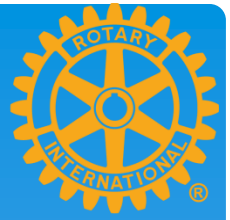
Stewardship chair and district grant chair review and approve MOU and qualification.

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?](#)

dunderhill6644

Password

[Forgot password?](#)

••••••••

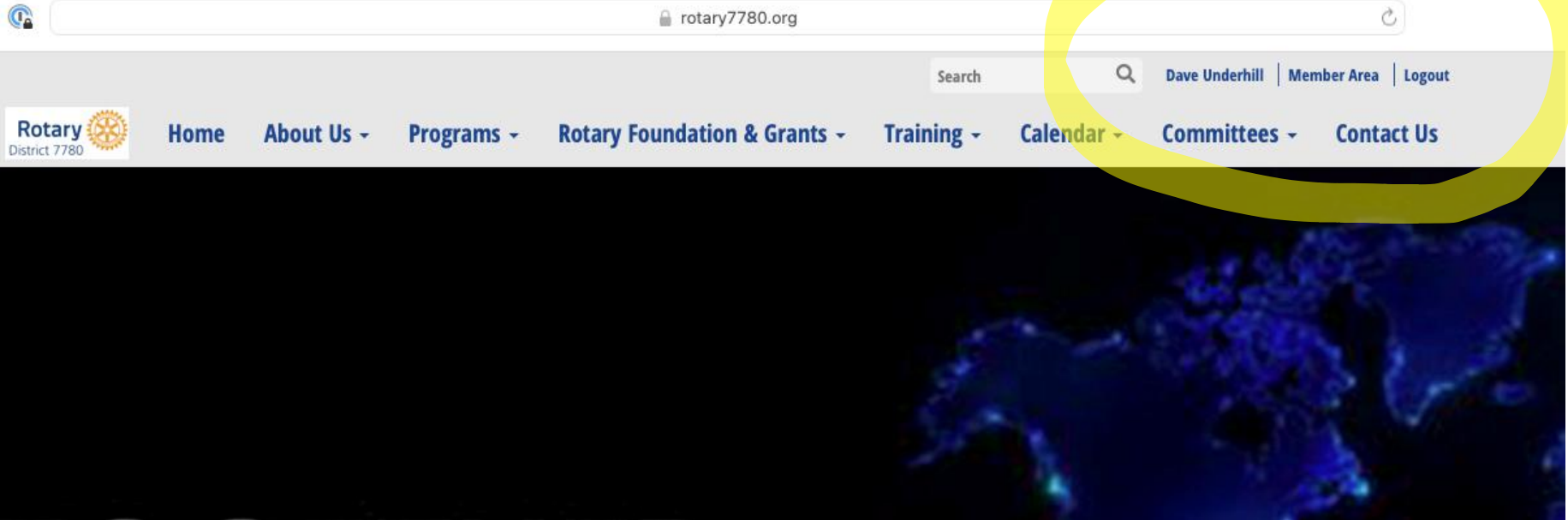


Keep me logged in

[New user?](#)

Login

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



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



District 7780

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

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”

Rotary  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.

## 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

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

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- 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: \*

Please select the year this project will be completed. Once selected, the year cannot be changed.

Project Year: \* -- Select Year v

Country United States of America v

State New Hampshire v

- Grants
  - View Club Grants
  - Submit a Grant Request
- Documents
  - District Grant Documents
- Help
  - Grants Module

### Demo Grant 2023-2024 for Training

## Important: YOUR year will be 2026-2027

**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

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

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.

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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:**

**Country:**

**State:**

**Zip Code:**

**City:**


**Description:**

**Sponsoring Club:**

**Contact:**


**Estimated Budget:**

### 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

### Demo Grant 2023-2024 for Training

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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.

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## Demo Grant 2023-2024 for Training

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**Contact:** Webmaster, Test Account  
**Date Submitted:** Aug. 31, 2023 at 6:45 a.m.  
**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.

[+ Add A Budget Item](#)

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	<input type="button" value="−"/>
Bridge building steel	Novel Iron Works	\$1,000.00	USD	\$0.00	\$1,000.00	\$1,000.00	<input type="button" value="−"/>
Welding contractor	Munro Welders of Dover	\$4,000.00	USD	\$0.00	\$4,000.00	\$4,000.00	<input type="button" value="−"/>
<b>Total:</b>						<b>\$7,000.00</b>	

### 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.

[+ Add Project Financing](#)

Description	Funding Source	Amount	%	Actions
Rotary Club of Portsmouth cash	Club/Other	\$4,000.00	57.143%	<input type="button" value="−"/>
Requested district grant	District Grant	\$3,000.00	42.857%	<input type="button" value="−"/>
<b>Total:</b>		<b>\$7,000.00</b>	<b>100.000%</b>	

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.

**Demo Grant 2023-2024 for Training**

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

**Project Documents**

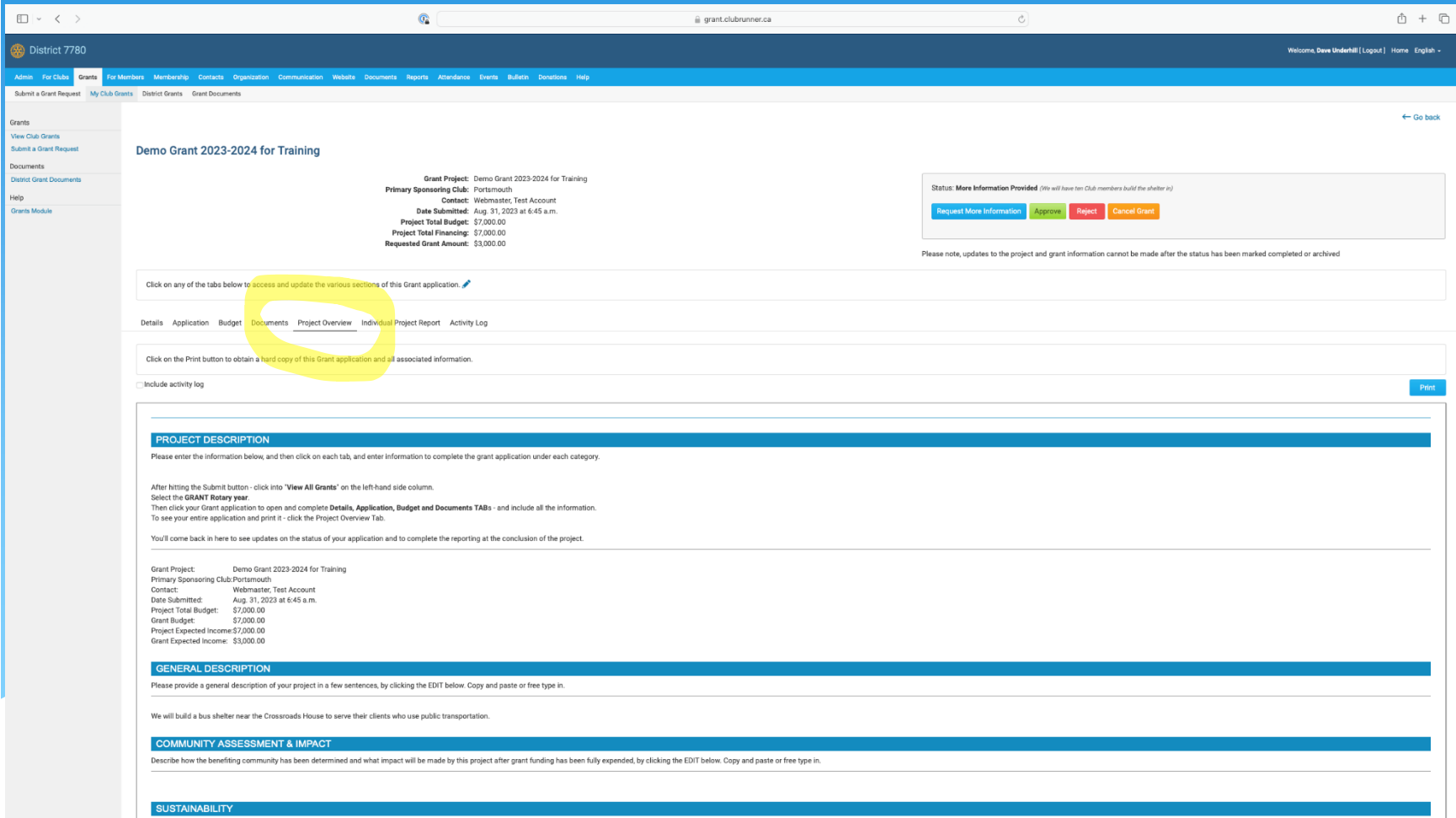
Attach all related documents and files.  
 For example: pictures, or building plans, quotes or estimates, MOU from other cooperating organizations. [✎](#)

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.

Name	Updated On	Updated By	Actions
<a href="#">Collapse All</a> <a href="#">Expand All</a>			
<a href="#">Collapse All</a> <a href="#">Expand All</a>			

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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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

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

Include activity log Print

#### PROJECT DESCRIPTION

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

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Grant Budget: \$7,000.00  
Project Expected Income: \$7,000.00  
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#### 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](mailto: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...**

# Thank you!

## Information and Resources



Aileen Durgan, District Foundation Chair  
[aileen.dugan.cvlo@statefarm.com](mailto:aileen.dugan.cvlo@statefarm.com)

Heather Beaupre, District Foundation Stewardship Chair  
[htbeau@atlanticbb.net](mailto:htbeau@atlanticbb.net)

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