District Grant Application Tutorial
2024-2025 Grant Year

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District Foundation Chair (2021-2024)

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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)
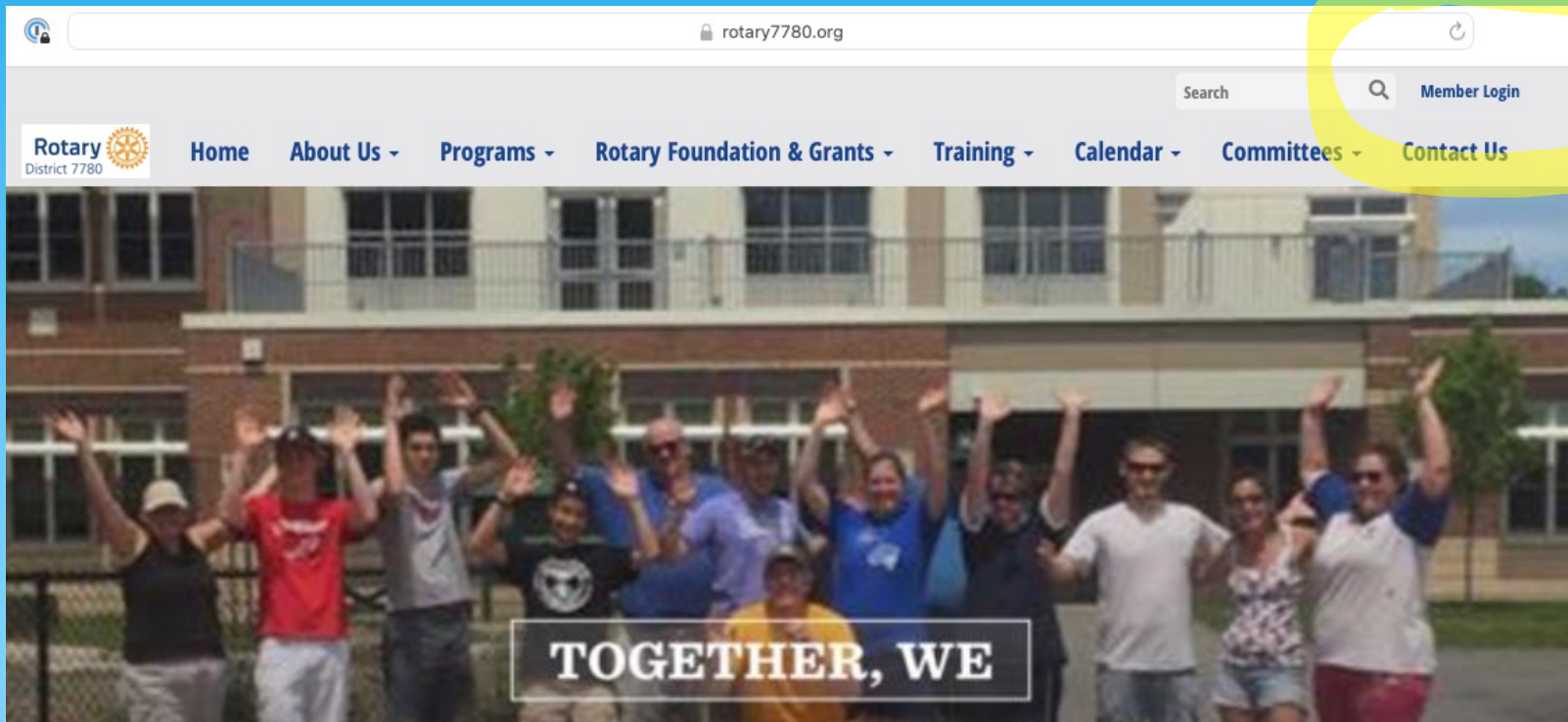
District 7780

ClubRunner

⌂ Home

Enter your login information below:

Username   Forgot username?

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"
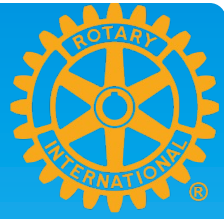
This is the "administration page. Click on "grants"

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.

The Rotary Foundation

District 7780

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

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 thi

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 TAB**s - 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 --]

Country [United States of America]

State [New Hampshire]

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District 7780

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Submit a Grant Request | My Club Grants | District Grants | Grant Documents

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 2024-2025

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 TAB**s - 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

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

The Rotary Foundation

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 TAB**s - and include all the information.
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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"

The Rotary Foundation

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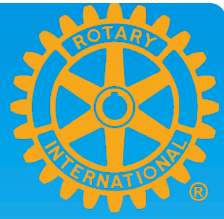
Budget Page Must balance Expenses and income, including portion you are requesting as a district grant.

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

Demo Grant 2023-2024 for Training

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:	$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

Project Documents

Attach all related documents and files.
For example: pictures, or building plans, quotes or estimates, MOU from other cooperating organizations.
✏

🔍 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.

The **Rotary** Foundation

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!
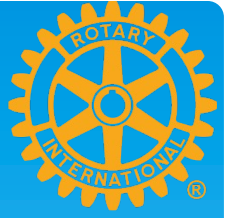
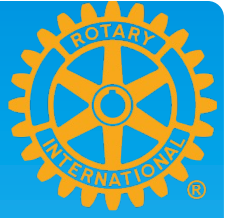# Thank you!

Please…
Give us feedback as we tune up our new system.

And remember…

Connecting the Dots

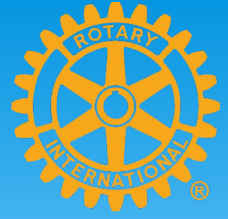# It is *our* money, and *our* foundation helping to pay for *our* projects!

Rotary
District 7780

Rotary Direct
my.rotary.org/en/donate

The Rotary Foundation

DISTRICT 7780
SOUTHERN MAINE
SEACOAST NEW HAMPSHIRE

ROTARY'S AREAS OF FOCUS

- PEACEBUILDING AND CONFLICT PREVENTION
- DISEASE PREVENTION AND TREATMENT
- WATER, SANITATION, AND HYGIENE
- MATERNAL AND CHILD HEALTH
- BASIC EDUCATION AND LITERACY
- COMMUNITY ECONOMIC DEVELOPMENT
- ENVIRONMENT
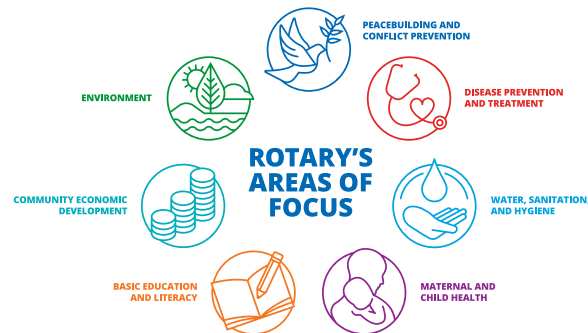
PLEASE HELP OUR CLUB SUPPORT THE ROTARY FOUNDATION!

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

Dave Underhill, District Foundation Chair
Dave.underhill.nh@gmail.com 603-706-3143

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