OPEN YOUR BROWSER

TYPE IN ROTARY DISTRICT 6840

CLICK CLUB RUNNER PORTAL

LOGIN IN

GO TO MEMBER AREA

CLICK ON GRANTS TAB (UPPER BLUE BAR)

CLICK ON SUBMIT A GRANT REQUEST

PROJECT NAME – TYPE IN NAME OF YOUR PROJECT

PROJECT YEAR – CLICK DOWN – 22-23

SPONSORING CLUB – CLICK DOWN MENU – ENTER YOUR CLUB

CONTACT - CLICK DOWN MENU – ENTER YOUR NAME

DESCRIPTION – ENTER A SHORT DESCRIPTION OF WHAT YOUR PROJECT ENCOMPASSES

      SCHOLARSHIPS – OK BUT MUST BE COMPLETE BY MARCH 31

ESTIMATE BUDGET – FILL IN THE ESTIMATED AMOUNT

CLICK THE SUBMIT BUTTON

RE-OPEN THE GRANT BY CLICKING THE MY CLUB GRANTS TAB AND THEN CLICKING THE BLUE OPEN BUTTON ON THE RIGHT

IF YOU ARE PARTICIPATING WITH ANOTHER CLUB, CLICK THE ADD LOCAL CLUB TAB WHICH WILL BRING UP A DROP DOWN MENU FOR THE CLUB AND THE CONTACT – CLICK ON THE OTHER CLUB AND CONTACT THEN CLICK CREATE TAB.

IF YOU ARE PARTICIPATING WITH OTHER PARNTERS, CLICK THE ADD PARTNERS TAB AND ENTER THE INFORMATION OF THE OTHER PARTNERS THEN CLICK THE CREATE TAB

CLICK APPLICATION TAB. THERE ARE FIVE CATEGORIES TO FILL IN - GENERAL DESCRIPTION, COMMUNITY ASSESSMENT & IMPACT, SUSTAINABILITY (IF APPLICABLE), COOPERATING ORGANIZATIONS AND IMPLEMENTATION PLAN. IN THE GENERAL DESCRIPTION SECTION, BE SURE TO INCLUDE WHAT YOU WILL BE PURCHASING WITH YOUR GRANT DOLLARS. IN THE IMPLEMENTATION PLAN SECTION BE SURE TO INCLUDE THE PUBLIC IMAGE COMPONENT OF YOUR PPROJECT.

CLICK ON THE BUDGET TAB

UNDER EXPECTED EXPENSES, CLICK ADD A BUDGET ITEM AND ADD THE DESCRIPTION AND THE LOCAL AMOUNT AND THEN CLICK THE CREATE TAB. DO THIS AS MANY TIMES AS NEEDED. YOU CAN ADD SUPPLIERS' NAMES AFTER THE FACT BY CLICKING THE ACTIONS BUTTON AND THE EDIT OPTION. BE SURE TO HIT THE UPDATE TAB WHEN FINISHED. YOU CAN ALSO DELETE AN ITEM BY USING THE ACTION TAB.

UNDER EXPECTED INCOME, CLICK THE ADD PROJECT FINANCING TAB. THERE ARE TWO FUNDING SOURCES, DISTRICT GRANT AND CLUB/OTHER. MAKE SURE TO INCLUDE THE AMOUNT OF YOUR GRANT REQUEST BY CLICKING THE DISTRICT GRANT AND ENTERING THE AMOUNT YOU ARE REQUESTING FOR A DISTRICT GRANT THEN CLICK ADD. USE THE CLUB/OTHER FUNDING SOURCE TAB TO ADD OTHER EXPECTED FINANCING.

IN ORDER TO APPROVE YOUR GRANT REQUEST, EXPECTED EXPENSES AND EXPECTED INCLOME MUST BALANCE

YOU ARE DONE. YOU MAY GET QUESTIONS FROM THE TEAM. ANSWER THEM AS QUICKLY AS POSSIBLE.

OTHER TABS TO BE AWARE OF

DOCUMENTS – THIS IS WHERE YOU WILL ATTACH COPIES OF CHECKS, RECEIPTS, PHOTOS, ETC., WHEN THE PROJECT IS DONE.

INDIVIDUAL PROJECT REPORTS - THIS IS WHERE YOU WILL REPORT ON YOUR PROJECT WHEN IT IS FINISHED.