Instructions to Apply for District Grant

Rotary5730.org



District 5730

	Enter your login information below:
	Password
	E Keep me logged in
Click here if it is your first time	Login »
password.	New and existing users: retrieve login and/or reset password

District 5730

	1
Retrieve Login Information	
All members in the District have login accounts in the system. If you cannot retrieve your login information through this page, please contact your Club President, or email logins@clubrunner.ca.	
Please select your club, then enter your last name and email address to retrieve your login name and/or reset your password.	
* Denotes a required field.	
Select Club: Select Club *	
	Enter Info
Last Name:	
Email Address:	
Submit Cancel	

l members in the District have login acc age, please contact your Club President,	ounts in the system. If you cannot retrieve your login information through this or email <u>logins@clubrunner.ca</u> .	
lease select your club, then enter your la	st name and email address to retrieve your login name and/or reset your passwor	rd.
* Denotes a required field.		
Select Club:	Tahoka *	
Last Name:	Bishop	
Email Address:	jana@lyntegar.coop *	
	Submit Cancel	





ClubRunner[™] Connect. Collaborate. Communicate.

District 5730

Home Page



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District 5730

Enter Login Name & Password	Enter your login information below:			
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Home Page

ClubRunner [™] Connect. Co	ollaborate. Communicate					
District 5730	<u></u>	Click on Grants				Welcome, Jana [Logout
Admin For Clubs Grants Launchpad Administration	For Members Member	rship Contacts (Beta) Organization Communication	Website	Documents Reports Attendance Events New	v Bulletin (Beta) Help	
Learn about our new District Launchpad! This area can be changed and edited by the district itself.	Welcome, Jana Your last district login w	! vas on Wednesday, April 26, 2017				
Edit Launchpad Message RI Integration All clubs have RI Integration activated in your district.	Up pro	ly Profile odate your personal information, change your password, and other references.	A	My Club's Info For club executives, update your member data, attendance, offic and meeting information.	cers,	Calendar View and register for upcoming events, and create new district events.
Need Help?	De De	Vebsite esign the layout, theme, and content of the district website.	\mathbf{X}	Communication Send emails, bulletins, and other notices to all members and gro within the district.	pups	Reports View, download, or print the district directory or export member data.
	M Vi	lembership iew and modify all club and membership data in the district.		Organization View and modify all club and district executives, directors, and committees.		Attendance Update club attendance, send reminders, and access attendance reports.
	System Notices Important: Please no your patience as we co	ote that we will be performing our bi-weekly updates to ClubR ontinue to improve ClubRunner.	unner on Thur s	sday, April 27, 2017 between 9:00 AM and 11:00 AM	4 Eastern Time. During	this time, certain services may not be available. Thank you for
	Latest Updates - Relea	ase Notes Available on <u>Service Updates</u> page.				

ClubRunner" connect. Collaboration of the meters in provide a set of the set		Click	"Submit	a Grant	Request]									
District 5730	ClubRunner [™] Connect. Collaborat	iunicate.													
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District 5730				Submit Feedback Go Back to Launchpad	English - A Small - Home
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					🗲 Go back
Grants View Club Grants	Submit a Grant Request				
Submit a Grant Request	Please enter the basic information relating to your Grant R	equest below.			
Help F Grants Module	If you are submitting a grant request on behalf of multiple of application process once this initial request has been subm	clubs, you only need to submit this form once, and t nitted and reviewed.	nere must be one main sponsoring club. Enter the	e estimated budget requested at this stage; yo	ou will be able to refine this number later on in the
	Note that you will need to be a certified member in order to Project Details Project Name: Project Year: Sponsoring Club: Contact: Country: State	ENTER A NAME FOR YOUR PROJECT Please select the year-this project will be comple 2017–18 • * Rotary Club of Tahoka • United States Texas	ed. Once selected, the year cannot be changed.	e. Edit Help Text Click	"Submit" – should
	Zip Code City: Description: Estimated Budget:	79373 Tahoka Enter a brief description of your project, how the money will be used and how members of your club will be involved. Minime \$500.00	um project amount i	is \$500.00	

This is the message received when grant is submitted. DO NOT start your project until it is approved. And be sure to check back frequently to make sure your grant is approved or requires more info by clicking on "My Club Grants."

ClubRunner [™] Connect. Collabo	rate. Communicate.								Welcome, Jana Bishop Log
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				Please	welcome Brei	nda! 😊]		

You will receive an email when grant has been submitted.

Reply Reply All C Forward

Wed 4/26/2017 1:58 PM

District 5730 <mailservice@clubrunner.ca>

Grant Submitted

To Jana Bishop

Dear Rotary Club of Tahoka,

Thank you for submitting your District Grant project description for the ENTER A NAME FOR YOUR PROJECT project. You will be notified when the project has been approved by the District Foundation Committee and the Rotary Foundation. The District block grant request, which includes all club grant requests. Clubs should not start projects until the grant has been approved.

(806) 561-4588 (work) (806) 470-9270 (mobile)

This email was automatically generated by <u>ClubRunner</u> on behalf of <u>District 5730</u> using the Grants Module.

To check on your grant at any time, click on My Club Grants, make sure you are on correct year & click on your project name to open it up.

ClubRunner [™] Connect. Collaborate. Communicate.						Welcome, Jana Bish	op <u>Logout</u>
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Documents				21/21/22			
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Help ▶ Grants Module	Filter by Status: Any Status Filter records: Q						
	Submitted Project Name		Sponsorir	ng Club	Estimated Budget	Grant Amount	
	Initial Request Submitter						
	Apr 26, 2017 ENTER A NAME FOR YOU	JR PROJECT	Rotary Clu	b of Tahoka	\$500.00	\$0.00	Open
	Showing 1 to 1 of 1 records found						

ClubRunner [™] Connect. Collaborate. Communicate.						Welcome, Jana Bishop
District 5730				Submit Feed	back Go Back to Launchpad	English 👻 🛕 Small
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Grants ▹ View Club Grants	ENTER A NAME FOR YOUR PROJECT	Т	This	is where your		
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	Estimated budget is only the initial grant request amount; to Project Name: Country: State Zip Code City: Description:	e outline details on the various budge ENTER A NAME FOR YOUR PRO United States Texas 79373 Tahoka Enter a brief description of your pro money will be used and how memb will be involved.	t items, including those from	other funding sources, go to the Budget tab	5. Edit Help Text	

Sponsoring	Club:	Rotary Club of Tahoka	•

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District 5730	English • Submit Feedback Go Back to Launchpad	A Small → Home
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	Date Actions Apr 26, 2017 Status Changed from "Under Review" to "Awaiting Further Information" Jana Bishop: Please tell us how your Members will be involved with this project.	by Jana Bishop
	Apr 26, 2017 Status Changed from "Initial Request Submitted" to "Under Review" Jana Bishop: Request opened for view.	Jana Bishop
	Apr 26, 2017 Grant Request Submitted.	Jana Bishop
	Showing all 3 records	

ClubRunner [®] Connect. Collaborate. Communicate.							Welcome, Jana Bishop <u>Logout</u> 🕅
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Grants	ENTER A NAME FOR YOUR PROJECT	-		Our Members	will help pack snack	s every other week for two months.	
 Submit a Grant Request 	G	rant Project: ENTER A NAME FOR YOUR	PROJECT	No comment	6		Cancel Send
Desuments	Primary Spon	soring Club: Rotary Club of Tahoka					
Documents		Contact: Bishop, Jana				Provide Information	Reject Cancel Grant
District Grant Documents	Date	Submitted: Apr 26, 2017 at 1:57 PM					
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	Details Application Budget Documents Pro	oject Overview Individual Project Report	Activity Log				
	This is a General description of the Grant project. Outline in Estimated budget is only the initial grant request amount; to	detail the humanitarian need your project will outline details on the various budget items, in	address, the intent ncluding those from	of the project, how the project other funding sources, go to	t will be implemente the Budget tab. Edit	d, and how Rotarians will be directly ir Help Text	volved in the project. Note that the
			*				
	Project Name:						
	Country:	United States	•				
	State	Texas	•				
	Zip Code	79373					
	City:	Tahoka					
	Description:	Enter a brief description of your project, how money will be used and how members of you	rthe urclub				
		will be involved.					
	Spansaring Club	Rotary Club of Tahoka					



Rotary Club of Tahoka

Congratulations, your Rotary district grant has been approved. We wish you every success in your endeavor to improve your community.

ENTER A NAME FOR YOUR PROJECT

If you wish to change the grant, please contact us at <u>5730grants@gmail.com</u> with the modifications to your project before proceeding. Upon completion of your project, you must submit copies of the receipts that support your project expenditures, as well as a short report that summarizes the project, through the District 5730 grants module that is part of the district website. The grants module can be accessed at <u>http://www.rotary5730.org</u>.

Upon submission of the report and documentation, you will receive the district grant funding within 2-3 weeks.

The project report form and a short guide for illustrating how to submit the report can also be accessed at on the district website http://www.rotary5730.org

District Grants Chair, Jana Bishop (806) 561-4588 (work) (806) 470-9270 (mobile)

This is the email you will receive when your grant is approved. You can then start your project!

This email was automatically generated by <u>ClubRunner</u> on behalf of <u>District 5730</u> using the Grants Module.

When finished with project, submit your receipts under the Documents tab & click "Add."

ClubRunner [™] Connect. Collaborate. Communicate.								Welcome, Jana Bishop Logout ;
District 5730						Submit Feedback	Go Back to Launchpad	English - 🛕 Small - Home
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Submit a Grant Request My Club Grants District Grants								
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ClubRunner [™] Connect. Collaborate. Communicate.				Welcome, Jana Bishop <u>Logout</u> ;
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Admin For Clubs Grants For Members Membership Organization Communication Website Documents Reports Attendance Events Contacts (Beta) New Bulletin (Beta) Help

Submit a Grant Request My Club Grants District Grants

		Go back
Grants	ENTER A NAME FOR YOUR PROJECT	
View Club Grants		
▶ Submit a Grant Request	Grant Project: ENTER A NAME FOR YOUR PROJECT	Status: Approved (Your grant has been approved. Katie I'm updating)
Documents	Primary Sponsoring Club: Rotary Club of Tahoka	Make Adjustments Funded & Pajest
District Grant Documents	Contact: Bishop, Jana	
	Date Submitted: Apr 26, 2017 at 1:57 PM	Cancel Grant
Help	Project Total Einancing: \$0.00	
Grants Module	Requested Grant Amount: \$0.00	Please note, updates to the project and grant information cannot be made
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	1. Describe the project. What was done, when, and where did the project activities take place?	A
	2. How many people benefited from this project?	Click "Individual Project Report" to answer the
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\sim	3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?	6 guestions. Click "Update."
	4. How many Rotarians participated in this project?	•
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		1. Describe the Snack Pack	project. What was done, w for Kids project was cond	hen, and where did the lucted during the mor	project activities take place? nths of October and Novem	ber on every othe	er Wednesday at the s	school cafeteria.		Â
		2. How many p 112 Elemen	eople benefited from this p tary School Children & tl	roject? heir families.						

	Reply All EgForward Wed 4/26/2017 3:42 PM Jana Bishop <mailservice@clubrunner.ca> Project Report ENTER A NAME FOR YOUR PROJECT</mailservice@clubrunner.ca>	
To Jana Bishop		
enter-a	a-name-for-you	
Here is our	r completed grant project report.	
This email	l was automatically generated by <u>ClubRunner</u> on behalf of <u>District 5730</u> using the Grants Module.	
	This is the message you will receive if you either found your name or	

clicked on "Send to Myself" in instructions earlier.

If you do not receive an email within 7-10 days, go back to your grant, click on "Activity Log" and see if the grant committee is requesting more information. If nothing is needed, you should receive an email stating you should receive a check in a few days.

As always, the grant committee is there to help you, so don't hesitate to contact either:

Brenda DeBons – District Grants Chair – <u>bdebons@Windstream.net</u> or Katie Salter – Foundation Grants Chair – <u>ksalter@ek-ff.com</u>