



District 7475: District grants for 2019-20

Instructions for submitting Final Reports to receive approved Grant Amount

1. Log onto District web site and open Member Area
2. Click on Grants and then click on "My Club Grants" to open your Club's grant application
3. On the horizontal menu – Click on "[Documents](#)" to upload receipts, pictures and any other documents which you want to submit as proof of completion of the project.
Please follow below process:
 - A. Click on red button "Add" on the right side
 - B. Add name of the document under Title, mark access level as "Public" and upload by selecting the file from your laptop. Then click on "Save" on right hand side.
 - C. Follow same process for each document.
4. After uploading all documents - click on "[Individual Project Report](#)" on the horizontal menu
5. Answer all 6 questions under Project Description and then click on "Update" yellow button on the right.
6. On the same page – Please update Actual Income and Expenses under the Financial Report . Please make sure that the Expense details match the receipts and other documents which have been submitted as proof of completion of the project.
Under "Income" please enter the amount of District Grant and other sources of income separately.
7. Now click on yellow button "[Submit](#)" on the same page on the right hand side of the Title "Project Description".
8. When submission page opens, tick mark following recipients- "grants administrators" and "Club contact". In the space for text message, please write "Final report completed". The club may also add any other additional information or explanation which they want to share with the District.
9. Click on yellow button "Send" at the bottom and this will complete the submission of the Final Report and all documents to the District.

If the grant administrators have any questions, they will get in touch with the club contact person by e mail. If everything is in order, the club will receive the grant amount by check.

If any questions, Please contact Sharan Jain (jainsh.sj@gmail.com).