DISTRICT GRANT APPLICATION PROCESS
JULY 1, 2025 – June 30, 2026

BEFORE you start the District Grant application process, read and comply with the *District Grant Guidelines 2025-26* document, which is available on the district website Grants Information page. Compliance includes The Rotary Foundation (TRF) requirements referenced in paragraph 1 of the *Grant Guidelines*.

Your District Grant application is submitted through the Grants Module in the Member Areaon our district website. Detailed instructions for entering the application are included in this document.

As an introduction - there are **five key phases** to the District Grant Application process.

Phase Description	Time Line (Required)	Next Step
Initial Submission	5/15/2025 – 7/30/2025	Await district approval email or request for more information
Full Application Submission	6/1/2025 – 7/30/2025	Await district approval email or request for more information
TRF Approval	8/1/2025 – 10/102025	Following final approval notification, you can start the project.
Project Implementation	After approval, but strictly not before	Project must complete with the final report submitted before 4/30/25
Project Completion and Reporting	Upon project completion but not later than 4/30/2026	Await approval email or request for more information. Payment will be issued once all criteria are completed.

Note: The 7/30/25 deadline provided above and below may be extended if there Rotary International or District Dues invoices are issued after 7/1/25. You will be notified if such an extension is required.

How To Apply For District Grants

PHASE 1 – Initial Submission

Only club members who have completed the District Grant Training Program may enter a Grant application.

1. Go to the District website
2. Enter Login name and password - New users follow link to obtain password
3. Once logged in, click **Member Area** (upper right)
4. Arrive at **Administration page**. Note the horizontal menu bar at top of the page
5. Select **Grants**, then select **Submit a Grant Request**
6. You will now be on the **Submit a Grant Request page**.
   a. Provide Project Name and select project year (2025-26)
7. Complete the page, including Project Description & Estimated Budget amount.
8. Using the orange button on lower right "*Submit*" information.

PHASE 2 – Full Application Submission

1. When the Grants Committee opens the application, you will receive an ***Initial Submission Acknowledgement*** email.
2. Once the application has been reviewed, if the project meets TRF and District criteria, you will receive an email asking for the detail information. **Please follow the process below for submitting the Full Application.**
3. Go to the District website and follow the steps 1-4 in the PHASE 1 section above
4. On the menu bar at the top of the "Grants" page, select **My Club Grants.** Ensure you are viewing current year data (2025-2026) and can see your application.
5. Click on your application. You will now be on a page with a series of headings and drop-down menus. Complete the Application by answering all 5 questions **(make sure to save your answer for each question before you go the next question)**.
6. Next - complete the Budget and Documents headings. Confirm the Expenses and Financing numbers match. If you have supporting documents to submit at this stage, upload them under Documents.
7. Submit the completed application.
8. **The COMPLETED APPLICATION must be submitted by no later than July 30, 2025.**

During the review of the application by the Grants Committee there may be further information needed. If so, you will be contacted. After completing their review, the District will send your applications to TRF for their approval. Once approval has been received from TRF you will be notified.

PHASE 3 – TRF Approval

When approval of the application has been received by the District from TRF, you will receive an email from the District to inform you that your grant has been approved and the approved amount for the project.

Do not purchase materials or start your project before you have received approval confirmation from the district.

PHASE 4 – PROJECT IMPLEMENTATION

While there is no activity relating to the on-line application during this time, please remember a few tips for a successful and smooth completion report to be prepared.
- Do not begin the project until official grant approval notification is received from the district grants chair.
- Prepare a well-planned timeline for your project, so you can submit closure reports in a timely manner.
- Ensure you have Rotarian and community participation during the project
- Save all receipts, invoices and checks relating to project transactions.
- If receiving funds from a partnering organization, or you are fund-raising for this project, save all related financial transaction receipts and invoices.
- Take plenty of pictures to demonstrate action, Rotarian and community participation and also to document your public image plans around the project.

PHASE 5 – PROJECT COMPLETION REPORT

1. After you have completed the project, go to the District website and follow the Phase 2 process to access your submitted application.
2. In the Grants Module, submit your final report and upload all required documents, receipts and pictures of the project. Detailed instructions are below.
3. Reports can be submitted any time your project completes. The submission deadline is **April 30, 2026**.

Detailed Instructions for Submitting the Project Completion Report

1. Log onto District website and access the **Member Area**. You will need to enter your District user name and password**.**
2. Click on **Grants** in the main bar and then click on **My Club Grants** to access your grant application
3. On the horizontal menu (**located below the project summary and instructions**) 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 this process:
   A. Click **Add** on the right side
   B. Add the name of the document under Title, mark access level as **Public** and upload by selecting the file from your computer.
   C. Click on **Save** on right side. (**Important: Do not leave the page without clicking "Save" or you will lose your work.**)
   D. Follow same process for each document.
4. After uploading all documents click on **Individual Project Report** tab on the horizontal menu
5. Answer all 6 questions under Project Description and then click on **Update** button on the right. (**Important: Do not leave the page without clicking Update or you will lose your work.**)
6. On the same page – Update Actual Income and Expenses under the Financial Report. Confirm the expense details match the receipts and other documents which have been submitted as proof of completion of the project.
   Under **Income** enter the amount of District Grant and other sources of income separately.
7. Click on orange button **Submit** on the right side of page.
8. When submission page opens check the Grants Administrators and Club Contact boxes. In the text message space type "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 orange button **Send** at the bottom. This will complete the submission of the Final Report and all documents to the District.

If the grant administrators have any questions, they contact the club contact person by email. If everything is in order, the club will receive the grant amount by check.