



Rotary District 7475

How to apply for District Grants for the year 2019-20

1. Go to the District website Home page (www.njrotary.org)
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 Grant Application page. Provide Project Name and select project year (2019-20) and then select your club name and contact person name. If your name is not on the list, you should ask the authorized club member to submit.
7. Provide Project Description & Estimated Budget amount.
8. Using yellow button on lower right "Submit" information. Note: **Deadline for INITIAL Grant Applications is July 15, 2019.**
9. When the Grants Committee opens the application, you will receive an Initial Submission Acknowledgement.
10. Once the application has been reviewed and if the project meets the grants criteria, you will get an e mail asking for Additional Information . Please follow below process for submitting Full Application.
11. Please go on web site and open your application . You will be now on a page with a series of headings and drop down menus. Complete "Application" by answering all 5 questions (make sure to save your answer for each question before you go the next question). Then complete the Budget and Documents headings. Make sure the Expenses and Financing numbers match. If you have any supporting documents to submit at this stage, please upload them under Documents.

Submit completed application on line.

12. Please note **the COMPLETED APPLICATION must be submitted by no later than 31st July, 2019.**
13. During the review of the application by the Grants Committee there may be further information needed and you will receive an e mail, if additional details are needed.
14. After completing their review, District will send all applications to Rotary Foundation for their approval and release of funds.

15. When approval of the District's total grants application has been received from the Rotary Foundation, you will receive an e mail to let you know if your grant has been approved and the approved amount for the project. **You should expect to get this confirmation latest by August 31, 2019**
16. After you have completed the project, please go the website, open your application and submit Final Report to the District together with required documents and pictures of the project, if available. Check for the grant amount will be mailed to you upon receipt of the Final Report. Instructions on submitting the Final Report will be circulated in September 2019.
17. **FINAL Report must be submitted WITH RECIEPTS latest by April 15, 2020. However, clubs need not wait until that day but can submit the Final Report and get the grant money immediately after the project has been completed.**
18. For any help, please send e mail to District Grants Committee Chair : Sharan Jain (jainsh.sj@gmail.com)