



How to use the On-Line Clubrunner District Grants Module

1. Go to the District website Home page (Rotary7820.com)
2. On home page, click member area (upper right)
3. Enter Login name and password - New users follow link to obtain password
4. Arrive at Administration page - note the bar at top of the page
5. Select *Grants*, then select *Submit a Grant Application*
6. On Initial Grant Application page, provide *Project Name, Project Description, & Estimated Budget*.
7. Using button on lower right *Submit* information. **Note: Deadline for District Grant INITIAL Grant Applications is 15th April 2017.**
8. When the Grants Committee opens the application, you will receive an *Initial Submission Notice*.
9. Once the application has been reviewed and if it meets the initial criteria, you will get a letter asking for *Further Details*
10. When you open your application again, you will be on a page with a series of headings and drop down menus. Complete *Application, Budget and Documents* headings. Make sure the budget and financing numbers match. Submit completed application by clicking *Send*, in the upper right corner.
11. Please note **the COMPLETED APPLICATION must be submitted by no later than 31st May 2017.**
12. During the review by the Grants Committee there may be further information needed and details will be displayed in the Yellow Box (upper right) on the final application you submitted.
13. When the Grants Committee has completed a review and given preliminary approval to your application, you will get a *Project Approved Notice*.
14. When approval of the District's total grants application has been received from the *Rotary Foundation and their payment is received by District*, you will receive the following letter "*Funding Notification*" to indicate that your grant has been approved and that your cheque is going in the mail.
15. Cheque will be mailed to you and an email to acknowledge receipt of money should be sent.
16. **New **INTERIM MANDATORY REPORT by Feb 15 2018****
17. When your project is complete, you must return to your application and complete **a FINAL Report which must be submitted WITH RECIEPTS before 31st May 2018.**