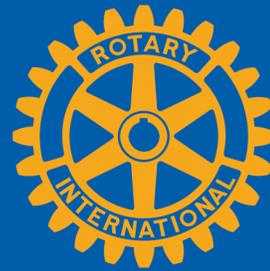


# HOW TO USE THE GRANT CENTER

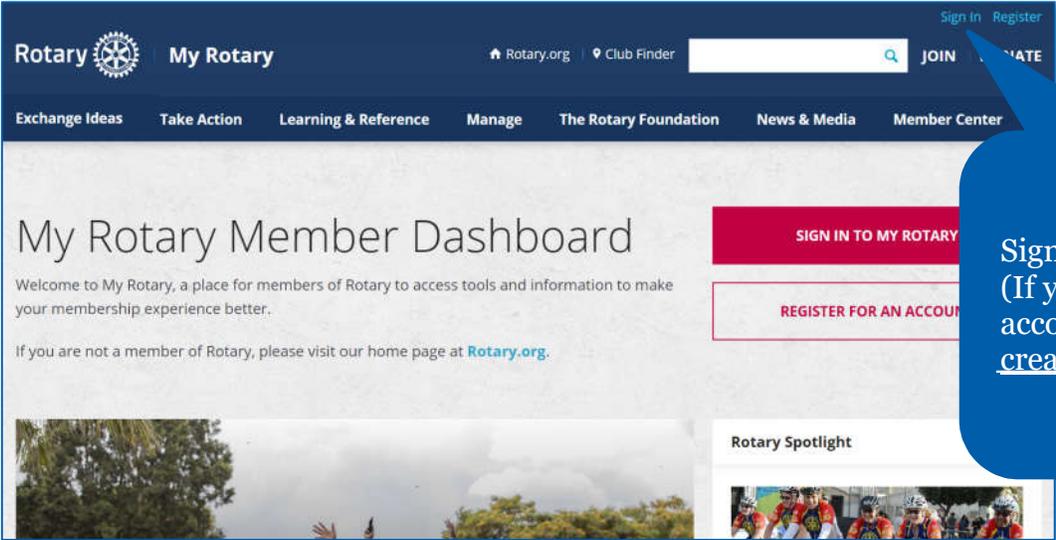


The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to:

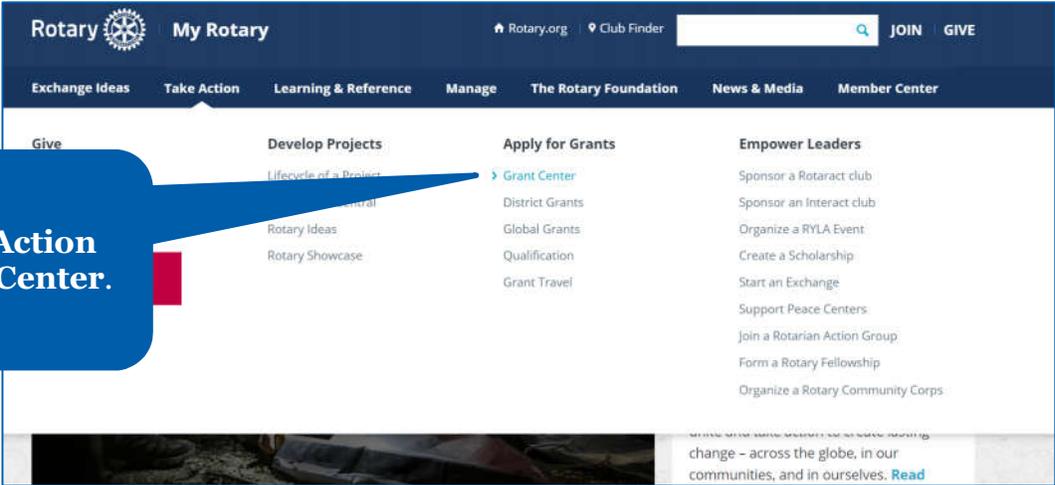
- [Find the Grant Center](#)
- [Navigate the Grant Center](#)
- [Apply for a Global Grant](#)
- [Authorize a Global Grant Application \(Club Presidents and District Leaders\)](#)
- [Enter Global Grant Bank Account Information](#)
- [Report on a Global Grant](#)
- [Authorize a Global Grant Report](#)
- [Apply for a District Grant \(District Leaders Only\)](#)
- [Report on a District Grant \(District Leaders Only\)](#)

For general information about grants, go to Rotary.org's [Grants](#) page.

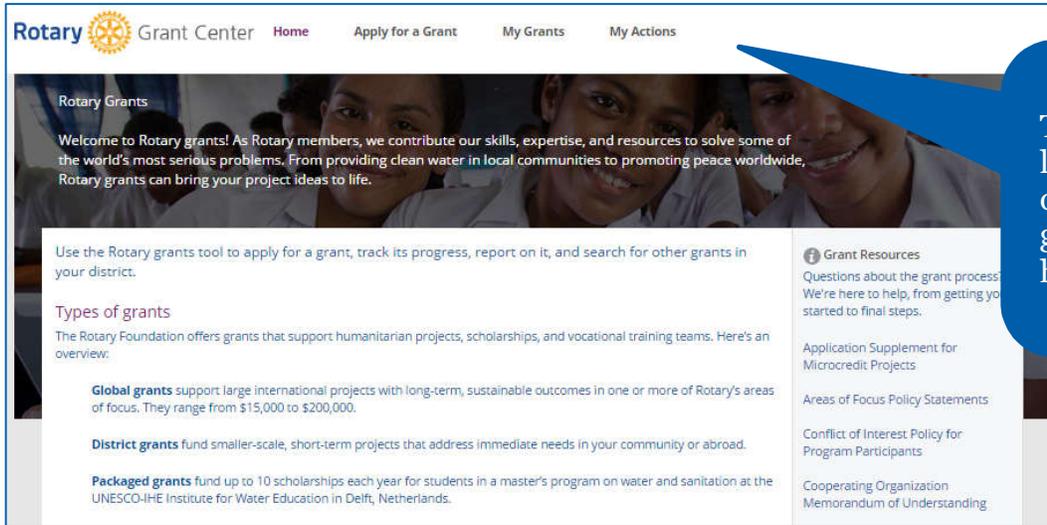
# Find the Grant Center



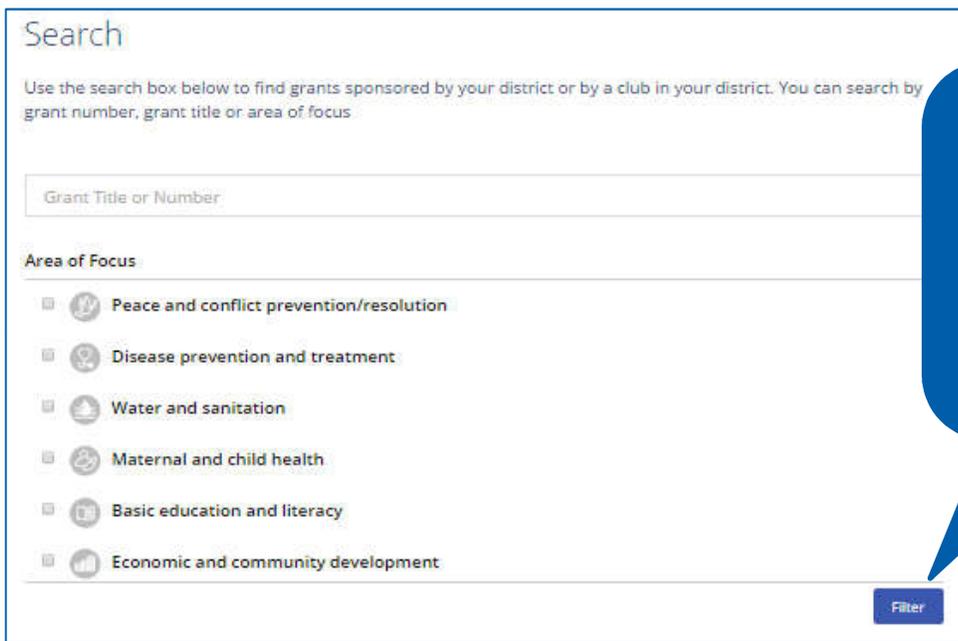
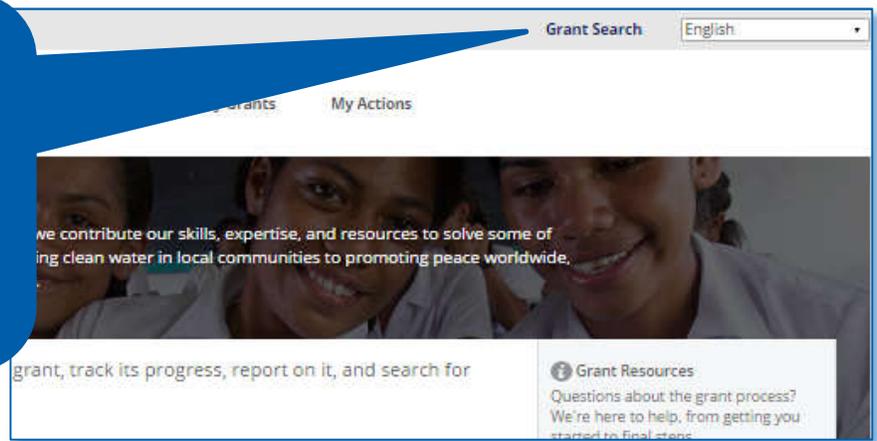
Go to Take Action then Grant Center.



## Navigate the Grant Center



Use **Grant Search** to find all of the global and district grants sponsored by your district, whether or not your club is involved.



Use the menus at the top to navigate the Grant Center.

Rotary Grant Center Home Apply for a Grant **My Grants** My Actions

Rotary Grants | My Grants District Number

### My Grants

Here's an overview of all the Rotary grants you're involved in.

**Draft**

Grant Number	Grant Title	Date Created	Last Activity
<a href="#">DG1861123</a>		22/07/2017	31/07/2017

**Authorization Required**

Grant Number	Grant Title

Filter:

Choose **My Grants** to see all of the grants you're involved in.

On the **My Grants** page, grants are grouped by status. Scroll down the page to see all of the grants in each status.

Rotary Grant Center Home Apply for a Grant My Grants **My Actions**

Rotary Grants | My Actions District Number: 6450 District Status: ● Qualified

### My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

**Authorization Required**

Date Approved	Payment Status	Report Due

Search:

**Grant Resources**  
Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle

Go to **My Actions** to see the grants you're involved in that require action from you.

## Apply for a Global Grant

Rotary Grant Center Home **Apply for a Grant** My Grants My Actions

Rotary Grants | Apply for a Grant

### Apply for a Grant

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams.

**Apply Now**

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

here to final s  
Applic  
Projec  
Areas  
Conflic  
Participo  
Cooperating Organization Memorandum of Understanding  
Global Grant Calculator  
Global Grant Lifecycle  
Global Grant Monitoring and Evaluation Plan Supplement  
Global Grant Scholarship Supplement

To start a global grant application, go to **Apply for a Grant.**

Choose **Global Grant** from the list and click **Let's begin!**

**Apply Now**

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

Training Plan for Global Grants  
Vocational Training Team Itinerary  
Vocational Training Team Member Application

Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

What type of project are you applying for? Check all that apply. This will help us determine the type of grant you are eligible for.

- A humanitarian project: Address community needs, such as providing clean water, food, or shelter.
- Vocational training: Build skills within a community, such as teaching a trade or profession to trainees or colleagues in the community.
- A scholarship: Fund international graduate-level study by someone seeking a career within an area of focus.

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor
+Add Primary Contact	<input checked="" type="checkbox"/> Notify Primary Contact		

Save & Continue

Print application (PDF)

Grant Resources

- Questions about the grant process? We're here to help, from getting you started to final steps.
- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Grant Calculator
- Grant Lifecycle
- Grant Monitoring and Evaluation Supplement
- Grant Scholarship Supplement

In step 1, **Basic Information**, start by telling us your project's name, what type of project it is, and the primary host and international contacts.

Click on the question mark icons throughout the application for important information.

Use the **Save & Continue** button to move to the next step.

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the committee?

Name
+Add Committee Member

Who will serve on the committee?

GRANT INFORMATION

GRANT NUMBER: GG1744555

STATUS: Draft

LAST ACTIVITY: 24/10/2016

AUTO-SUBMIT:  Auto-submit is ON

Save & exit application

The Grant Center now assigns your project a grant number.

Grant Application  
Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			

✓ Notify Committee Members

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			

✓ Notify Committee Members

Do any of these committee members have potential conflicts of interest?

No  Yes

Save & Continue Skip

Now you're at step 2, **Committee Members**. Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee.

Answer the question about conflicts of interest.

After each step, you'll use the **Save & Continue** button to move to the next step.

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			

As you complete the steps, you'll notice that check marks appear next to their labels.

You can click the pencil to edit steps you've completed.

Do any of these committee members have potential conflicts of interest?

No  Yes

Save & Continue Skip

You can also **Skip** a step and return to it later, but any changes you've made within that step will not be saved.

**RESPONSE NEEDED**  
Please fill out the highlighted questions or sections below.

Where will your project take place?

City or town  Province or state

Country  
--Please Select--

When will your project take place?

Start date  End date

If you save a step when you haven't supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

Throughout the process, you can click **Save & exit application.**

Step 2: Committee Members

Who will serve on the grant's Home committee?

Name	Club	District	Role
+ Add Committee Members			

Who will serve on the grant's International committee?

Name	Club
+ Add Committee Members	

Do any of these committee members have a conflict of interest?

No  Yes

**Save & Continue** Exit Skip

Step 3: Project Overview  
Step 4: Areas of Focus  
Step 5: Measuring Success

LAST ACTIVITY  
26/01/2017

AUTO-SUBMIT  
 Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

**Grant Resources**  
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Project

Areas of Focus Policy Statements

Confidentiality Policy for Program Participants

Communication Memorandum

You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can delete an application that is still in "Draft" status by clicking on **Delete application.**

Helpful **Grant Resources** are listed at the bottom of the right-hand column.

### Step 3: Project Overview

Project. What are the main objectives of the project, and who will benefit from it?

In step 3, briefly describe your project in a **Project Overview**.

### Step 4: Areas of Focus

Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each area that apply.

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

Step 4 is where you indicate the **Areas of Focus** that your project will support.

### Step 5: Measuring Success

#### MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?

Select at least one goal. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal that apply.

Reduce the mortality and morbidity rate for children under the age of five

Reduce maternal mortality and morbidity rate

Improve access to essential medical services, trained community health leaders and health care providers for women and their children

Support studies for career-minded professionals related to maternal and child health

In step 5, outline your plan for **Measuring Success** by checking one or more goals for each area of focus and adding measures for each goal.

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement.

Measure	Collection method	Frequency	Beneficiaries	
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49	 
+ Add Measure				

**Step 6: Location and Dates**

**HUMANITARIAN PROJECT**

Where will your project take place?

City or town

Country

When will your project take place?

Start date

End date

In step 6, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

**Step 7: Participants**

**COOPERATING ORGANIZATIONS(OPTIONAL)** ?

Organization	Website	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe the organizations that will participate in this project. ?

**ROTARIAN PARTICIPANTS**

Describe the role that host Rotarians will have in this project.

In step 7, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.

**Step 8: Budget**

What local currency are you using in your project's budget?  
 The currency you select should be what you use for the majority of the project's expenses.

Local Currency:  U.S. dollar exchange rate:

What is the budget for this grant?  
 List each item in your project's budget. Remember that the project's total budget will be calculated in step 9.

#	Category	Description	Supplier
+ Add budget item			
Total budget:			0 0

Step 8 asks about your project **Budget**. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

**Step 9: Funding**

Tell us about the funding you've secured for your project. We'll use the information you enter here to calculate your maximum possible funding match from the World Fund.

#	Source	Details	Amount (USD)	Support*	Total
+ Add funding source					

How much money would you like to use on this project?

0.00 USD from the World Fund

Funding summary

In step 9, list your sources of project **Funding**.

Step 10: Sustainability

HUMANITARIAN

Project implementation

Project plan

Summarize each

Describe the

# Activity

+ Add Activity

How did you

Describe how

How were r

Does your pro

How were c

Will the proje

How were the

BUDGET

Will you purchase budget

Yes  No

Did you use competitive bidding to select v

Yes  No

Do your budget items align with the local c

Yes  No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary club or member.

In step 10, **Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.

## Application Finalization & Submission

### Step 11: Review and Lock

Now that you've answered all the questions, it's time to finalize the application. There are a few more steps that need to be completed before your application is submitted for review.



#### Review

Double-check each answer to the application to make sure all of the information is accurate and complete.

When you've completed steps 1-10, you're ready to finalize and submit your application. In step 11 you **Review and Lock** your application. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full application.

After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Once the application is locked, its status from "Draft" to "Authorizations Required" and will be read-only to you. Only the primary contact who need to authorize the application will receive an email prompting them to do so. Once all authorizations are received, the application is submitted to The Rotary Foundation for review.

To make any changes or corrections, project planners or authorizers will need to unlock the application first.

 Lock Application

### Step 12: Authorizations

#### YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

##### Authorization

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. You must authorize the application that has been entered in each step and then give your authorization below. Depending on the application, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders. They will receive an email prompting them to authorize the application. In this step, you can see which of them have done so.

##### Primary contact authorizations

###### Application Authorization

By submitting this global grant application, we agree to:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we will implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district activity.
3. We will ensure all cash contributions (as detailed in the application) are sent to The Rotary Foundation (TRF) or sent directly to the global grant bank as instructed.

 Authorize now

In step 12, **Authorizations**, the primary contacts and district and club leaders will authorize the application.

Review the information, then click **Authorize now**. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.

## Authorize a Global Grant Application (Club Presidents and District Leaders)

The screenshot shows the Rotary Grant Center homepage. At the top, there is a navigation bar with links for Home, Apply for a Grant, My Grants, and My Actions. The main content area features a welcome message, a description of the grants tool, and a section titled 'Types of grants' which lists Global grants, District grants, and Packaged grants. Below this is a 'The lifecycle of a Rotary grant' diagram showing five stages: Draft, Authorization, Submitted, Approved, and Completion. A blue callout box points to the 'My Actions' link in the navigation bar.

**To authorize a global grant application, go to **My Actions**.**

The screenshot shows the 'My Actions' page. It features a section titled 'Authorization Required' with a table of grants. A blue callout box points to the 'Authorization Required' section, and another points to the 'Legal Authorization' link in the table.

**Go to the **Authorization Required** section of the page. You can use Filter to search for a grant by number.**

Grant Number	Grant Title	Date Created	Last Activity	
<a href="#">GG1527461</a>	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	<a href="#">Legal Authorization</a>
<a href="#">GG1749128</a>				<a href="#">Application Authorization</a>
<a href="#">GG1527461</a>				<a href="#">Application Authorization</a>
<a href="#">GG1527461</a>				<a href="#">DDF Authorization</a>

**Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you'll see various authorization links. When you find the grant you need to authorize, follow its authorization link.**

You'll be taken to step 12 of the application, **Authorizations**.

Step 12: Authorizations

### YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

**Authorization** ?

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application. In this step, you also need to authorize your

**Legal agreement**

In consideration of acknowledge and

1. The Sponsor Foundation D Agreement a
2. The total fina

Yes, I agree

Step 12: Authorizations

### YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

**Authorization** ?

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application. In this step, you also need to authorize your

**Application Authorization**

By submitting this global grant application, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district.
3. We will ensure all cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

Authorize now

[Print authorizations \(PDF\)](#)

Read the legal agreement, then click **Yes, I agree**, or read the authorization information and click **Authorize now**.

**DDF authorization**

Funding source	Amount requested
District Designated Fund (DDF)	10,000.00
District Designated Fund (DDF)	20,000.00

Authorize now

You can print a copy of the agreement for your records.

# Enter Global Grant Bank Account Information

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to the world's most serious problems. From providing clean water in local communities to promoting Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

**Types of grants**

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training to an overview:

- Global grants** support large International projects with long-term, sustainable outcomes in one or more areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

**The lifecycle of a Rotary grant**

Draft → Authorization → Submitted → Approved → Completion

- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

After a grant has been approved, primary contacts provide information about the project bank account so that the Foundation can deposit the grant money. To enter bank account information, go to **My Actions**.

My Actions

For and using grants as simple as possible. This page shows you the next step to take to follow the link in the last column when you're ready to complete the step.

Filter:

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
<a href="#">GG1642987</a>	Uganda Eye Care VT...	22/12/2016	Unpaid	<a href="#">Bank Information</a>

Go to the **Approved** grants or use **Filter** to search for a grant by number.

When you find the grant, click **Bank Information**.

Account holder

9550

Location of the bank account

--Please Select--

Account Signatories

Name

+Add Signatory

Upload Bank Statement For Funds Sent Directly

Upload

Enter the expected contributions (Funds Sent Direct Only)

Submit or save your progress

Please review the bank information you have entered before submitting and complete it later.

**Note:** All bank information must be submitted to the Foundation by the deadline.

Submit Bank Information

Save

Exit

Select the account holder from the list and then select the location of the bank account.

Click **Add Signatory** to designate two Rotarians to serve as signatories for the bank account.

When you've provided all of the information, click **Submit Bank Information**.

# Report on a Global Grant

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve the world's most serious problems. From providing clean water in local communities to promoting peace w... Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

**Types of grants**

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
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- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

**The lifecycle of a Rotary grant**

**My Grants**

Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

To report on a global grant, go to **My Grants**.

Go to the **Approved** grants section to see all of the approved grants that you're involved in or use **Filter** to search for a grant by number.

**Approved** Filter:

Grant Number	Grant Title	Date Approved	Status	Report Due	
<a href="#">GG1416944</a>	Eldo Eye Centre Clinic	26/03/2015	Paid	28/05/2016	<a href="#">Reports</a>
<a href="#">GG1419525</a>	T.A.R.A. - Tenwek Medical Proj...	06/04/2016	Paid	11/05/2017	<a href="#">Reports</a>
<a href="#">GG1641361</a>	Cervical Cancer Prevention an...	30/09/2016	Paid	24/10/2017	<a href="#">Reports</a>

When you find the grant, click **Reports**.

## GG1743926 Reports

### Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. Progress reports are due every 12 months until the project is finished. Final reports are due within two months of the project's completion.

When you submit a report to the Foundation, staff will review it and may contact you to ask for more information.

You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

Click **Start a Report**.

#### Reports

No.	Type	Status	Due	Submitted
-----	------	--------	-----	-----------

[Start a Report](#)

If you have already started a report, choose **Edit** to continue your work on it.

#### Reports

No.	Type	Status	Due	Submitted
1	Progress	Draft	28/06/2018	<a href="#">Edit</a>   <a href="#">Print</a>

[Start a Report](#) **Please note:** You can only work on one active report at a time.

## Select Report Type

To begin, select the report type.



**PROGRESS REPORT**

Use a progress report if the project is still in progress.

Continue



**FINAL REPORT**

Submit a final report when all project activities are finished.

Continue

Choose **Progress Report** if the project is still in progress. Choose **Final Report** when all project activities are finished. Click **Continue**.

## GG1743926 Reports

### Teachers' Training Program 2B



**Progress report**

This is a progress report, which indicates that your project activities are still in progress.

If your activities are completed, switch to a final report. [Change Report Type](#)

Select **Change Report Type** if you need to change the report from a progress to a final report, or vice versa.

## Committee Members ✓

If any committee members have changed since your last report, your committee needs to include at least three members.

Several sections of the report will automatically include information that was provided in the grant application. Complete each section of the report, beginning with **Committee Members**.

### Primary contacts

Name	Club	District	Sponsor	Role
			Club	Host
			Club	International

You can add new committee members if necessary.

If any committee members no longer serve on the project committees, remove them by clicking on the X to the right of their information.

Name	Club	District	Sponsor	Role	Date Added	
			Club	Host		X
			Club	International		X

+ Add Committee Members   ✓ Notify All Committee Members

### International committee members

Name	Date Added	
Primary Contact International...		X
Primary Contact International...		X

+ Add Committee Members   ✓ Notify All Committee Members

Use the **Save & Continue** button to move to the next section.

Save & Continue

Save

Exit

Skip

## Project Objectives and Implementation

Tell us about the progress you and your partners have made on your project.

### PROJECT OBJECTIVES

The Rotary Foundation approved global grant funding to be used for the following project:

The main objective is to enhance teaching competence of Elementary School teachers in mathematics and science. Why elementary teachers? Learning something early in life has a better chance to succeed. Hence, elementary school years are the golden time for children to learn especially something basic such as math and natural science. It is expected that once they master those subjects, they can easily follow other advanced lessons such as Physics, Biology and naturally...

Have any of these objectives changed?

In the **Project Objectives and Implementation** section of the report, include information about the progress made on the project.

## Measuring Success

Each project measure that you provided on the grant application (in step 5) is listed below. You can report your results or edit results that you reported earlier. You can also add measures that you didn't include in your application.

How many children benefited from the project?

In **Measuring Success**, add information about the success of the project in terms of the measures you provided in the grant application.

### Impact measures

Report the results for each of the grant measures up to now. Add new measures by using the link below the current measures.

1. Number of benefiting school-age children

## Participants

### SPONSOR PARTICIPATION

What roles and responsibilities did host sponsor Rotarians have?

What roles and responsibilities did international sponsor members have?

In the **Participants** section, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

## SCHOLAR

Tell us a little about the scholar's involvement.

If your grant involves a **Scholar**, provide information about the scholar in the Participants section of the report.

Ask the scholar to write the evaluation

Rate the scholar's level of participation in Rotary activities. The scholar won't be

- Poor
- Fair
- Good
- Very good
- Excellent

Mark the Rotary activities the scholar participated in during their studies.

- Club meetings
- Conferences (e.g., district conferences)
- Service projects
- Fundraising events
- None
- Other (please specify)

## GG1750670 Reports

Global Grant Scholarship

### Progress report

This is a progress report, which indicates that your project activities are still in progress.

The scholar will complete and authorize the **Scholar Evaluation**.

### Scholar Evaluation

Tell us about your Rotary activities, your coursework, res

### Scholar Authorization

#### CERTIFY AND SUBMIT

The next step is to submit your evaluation for review and authorization by your sponsors.

You will not be able to edit your report after you submit it. Your sponsor members will complete their part of the report and submit it to The Rotary Foundation.

- I certify that my report is complete and accurate and includes the latest information.

Submit and Authorize

## Vocational Training Teams

Observations of the vocational training team project will help us understand how the project has benefited from the project initiatives.

In this section, we encourage the vocational training team leader fill out the information. If the primary contact or project sponsor answers the questions, the team leader is responsible for review and certify and submit.

### 1. IRPC Bridge Training Team

Has this vocational training team completed its training?  Yes  No

If your project includes a vocational training team, the **Vocational Training Teams** section of the report will be visible. The vocational training team leader should complete this section.

If the team has traveled, select **Yes**, and more questions will be displayed. The team leader will answer these questions and authorize the section.

Has this vocational training team completed its training?  Yes  No

Notify team leader that reporting is active

#### ACTIVITY DETAILS

When did the team travel?

Departure

dd/mm/yyyy

Return

dd/mm/yyyy

List each training objective.

If multiple teams are involved in the grant, the leader of each team will need to complete and authorize their team's section of the report.

#### CERTIFY AND SUBMIT

The next step is to submit this section for review and approval.

This section cannot be edited after it's submitted.

I certify that the answers above are complete and accurate to the best of my knowledge.

Submit and Authorize

**Project Expenditures**

Keeping accurate records of your expenses throughout your grant is important to its success. Use the expense log to report everything you've spent grant money on since your last report. If this is your first progress report, report all expenditures since you received the funds. Expenses you entered in previous reports are shown but cannot be changed.

Use the summary report to compare your expenditures with the budget. You'll see the variance for each budget category.

**Grant amount:**  
52,052 USD

**Expense log**  
View your project budget from the application.

Date	Description	Amount	Category
+ Add Expense			

**Expense summary**  
What was the date of this purchase or other expense?

Category	Amount	Variance
Training		
<b>Totals:</b>		

In the **Project Expenditures** section, enter what you've actually spent in the Expense log by clicking **Add Expense**.

**Add an expense**

Tell us a little more about each expense.

What was the date of this purchase or other expense?

**Add an expense**

Confirm or change the exchange rate of this

You can view the budget that was included in the grant application by clicking **View your project budget from the application**.

**Add an expense**

Tell us a little more about each expense.

**Category**  
--Please Select--

**Description**  
100/100 characters

**Supplier**  
100/100 characters

**Expense details** ✎

Date ..... 01/01/2018  
Amount ..... 500.00 IDR

Save & Close   Save & Add New   Cancel

Financial Details

PROJECT BANK STATEMENTS

Upload bank statements from the project bank account for all deposits and withdrawals. In addition to the bank statements, for all scholarships, please attach receipts for any expenses over \$75.

 Upload

FINANCIAL MANAGEMENT

Who is in charge of the project's financial management?

In the **Financial Details** section, you'll answer questions about the project's budget, financial management, and challenges. For both progress reports and final reports, provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

Review and Lock

... can be submitted to The Rotary Foundation.

... of the information is accurate. Download a

... change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.

When you've completed the sections above, you're ready to finalize and submit your report. In this next section, you **Review and Lock** your report. Check each answer you've given to make sure all of the information is accurate and complete.

REVIEW & LOCK REPORT

 **Review**  
Check each answer in the report to make sure all of the information is accurate and complete.

 View this report as a printable PDF

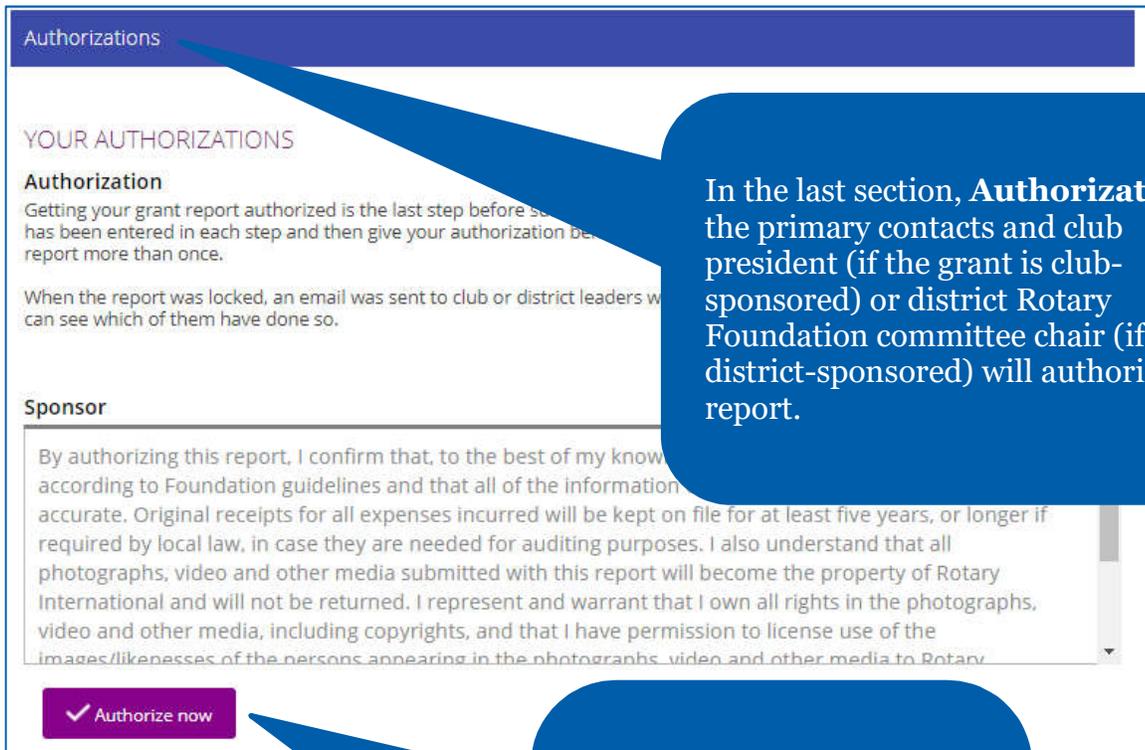
 **Lock Report**  
After you review the report, lock it. Only the primary contacts can lock the report. This will make it read-only and change its status from "Draft" to "Authorizations Required" — you won't be able to make changes. District and club leaders who need to authorize the report will receive an email promoting them to do so.

Primary contacts and other authorizers can unlock the report.

 Lock Report

You may find it helpful to print the full report.

After you review the grant report, lock it. This will change its status from **Draft** to **Authorizations Required** and make it read-only — you won't be able to make changes. Only the primary contacts can lock the report.



In the last section, **Authorizations**, the primary contacts and club president (if the grant is club-sponsored) or district Rotary Foundation committee chair (if it is district-sponsored) will authorize the report.

Review the authorization information, then click **Authorize now**. As soon as everyone who needs to authorize the report does so, the report is submitted to The Rotary Foundation for review. After your report is submitted, you cannot change it without contacting Rotary staff.

## Authorize a Global Grant Report

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to the world's most serious problems. From providing clean water in local communities to promoting Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

### Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training to an overview:

- Global grants** support large International projects with long-term, sustainable outcomes in one or more areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

After a primary contact affirms that the report is complete and the report's status changes to **Authorizations Required**, the other primary contact and the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.

Approved

Filter:

Date Approved	Payment Status	Report Due

[Report Authorization](#)

Go to the **Approved** grants section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.

### Authorizations

#### YOUR AUTHORIZATIONS

##### Authorization

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. Once your report has been entered in each step and then give your authorization below. Depending on your report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize. You can see which of them have done so.

##### Sponsor

By authorizing this report, I confirm that, to the best of my knowledge, the information provided is accurate according to Foundation guidelines and that all of the information provided is accurate. Original receipts for all expenses incurred will be provided to the Rotary Foundation. All photographs, video and other media submitted to the Rotary Foundation will be used for promotional purposes. The Rotary Foundation and will not be returned to the sponsor. I warrant that I own all rights in the photographs, video and other media, including the right to use the images/likenesses of the people appearing in the photographs, video and other media to Rotary.

Authorize now

Review the report content, then go to the **Authorizations** section of the report. Review the authorization information, and click **Authorize now**. When the final authorizer completes this step, the report's status changes to **Submitted**, and Rotary staff will see that the report is ready for review.

## Apply for a District Grant (district leaders only)

Rotary Grant Center Home Apply for a Grant My Grants My Actions

Rotary Grants

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

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**Types of grants**

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
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**District qualification**

Before applying for grants, district leaders agree to follow the stewardship requirements listed in the memorandum of understanding.

**The lifecycle of a Rotary grant**

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement
- Grant Travel

To start a district grant application, go to **Apply for a Grant**.

Only district governors, Rotary Foundation committee chairs and grants subcommittee chairs can apply for a district grant. So under Choose the type of grant you're applying for, the district grant option will be available only to them. Choose District Grant from the list and click **Let's begin!**

### Apply Now

Begin the grant application only after your district and partners have finalized the project plan and you've contacted your district about your project's need to ensure you can answer every question clearly and concisely. Your regional grants officer will work with you to make any changes you need to your project needs in order to meet grant criteria.

Choose the type of grant you're applying for:

District Grant [2017/2018]

Let's begin!

Spending plan activities

#	District or club	Activity or project type	Brief description	Location
+ Add activity				
Administrative expenses				
Total amount (USD):				0

In the Spending plan activities section, choose **Add Activity** to start giving the details of your spending plan.

### Add New Activity

Is this activity for a club or your district?

District 6970  Club

Activity or project type:  Location:

Total amount (USD):

Brief description:

400/400 characters remaining

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity.

Once you've added all of the information, click **Save & Close**. Do this for each activity in the spending plan.

**Bank Information**

Please enter information about the bank account. The Foundation will deposit the grant funds into this account and will draw from it. At least two Rotary members from your district must be designated as signatories for the account.

**RESPONSE NEEDED**  
Please fill out the highlighted questions or sections below.

**Bank account name**

**Location**

Please Select ▼

In the **Bank Information** section, enter the bank account name and choose the country where the district's bank account is located. When you do, additional lines will appear. Provide all of the requested information.

**ACCOUNT SIGNATORIES**

Please select two Rotary members who have been listed as signatories. Only members who have been listed as signatories will appear in the search results.

**RESPONSE NEEDED**  
Please select two account signatories.

#	Name	Club
+ Add signatory		

Click **Add signatory** to designate two Rotarians from your district who will serve as signatories for the bank account.

Review and Lock

Now that you've completed both steps, it's time to finalize

**Review**  
 Double-check the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.

**REVIEW AND LOCK APPLICATION**

**Review**  
 It's important to do a thorough review of the application before it's sent to authorizers. It's helpful to print a copy of the application to review.

[View application as a printable PDF](#)

**Lock application**  
 Locking the application will change its status to "Authorizations Required". District leaders who need to authorize all authorizations are completed. Once the application is submitted to the district, the district leader can lock the application.

To make any changes or corrections, an authorizer will need to unlock the application first.

[Lock Application](#)

When you've completed the steps above, you're ready to **Review and Lock** your application.

After you review the grant application, click **Lock Application**. This will change its status from "Draft" to "Authorizations Required" and make it read-only. You won't be able to make changes.

Authorizations

**YOUR AUTHORIZATIONS**

**Authorization**  
 Getting your grant application authorized is the last step before it can be submitted to the district. District leaders will review the application that has been entered in each step and then give your authorization.

**District leader authorization**

District Grant Agreement

This District Grant Agreement (Agreement) is between the District of Columbia Office of the International (TRF) and the District. In consideration of the District's agreement to provide (Grant) from TRF, the District agrees to

[Authorize now](#)

In the **Authorizations** section, district leaders will authorize the grant application.

Once you have reviewed the agreement language, click **Authorize now**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.

# Report on a District Grant (District Leaders Only)

Rotary Grant Center

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**The lifecycle of a Rotary grant**

**Navigation:** Home, Apply for a Grant, My Grants, My Actions

**Helpful Links:** Questions about the grant process? We're here to help, from getting you started to final steps. Application Supplement for Microcredit Projects, Areas of Focus Policy Statements, Conflict of Interest Policy for Program Participants, Cooperating Organization Memorandum of Understanding, Global Grant Calculator, Global Grant Lifecycle, Global Grant Monitoring and Evaluation Plan Supplement, Global Grant Scholarship Supplement.

To report on a district grant, go to **My Grants**.

Go to the **Approved** grants section to see all of the approved grants that you're involved in or use **Filter** to search for a grant by number.

**Approved** Filter:

Grant Number	Grant Title	Date Approved	Payment Status	Report Due	Reports
<a href="#">DG1960474</a>	District 6440 (2018-19)	03/08/2018	Paid	14/08/2019	<a href="#">Reports</a>
<a href="#">GG1873251</a>	HealthRays Digital X-ray Unit #10 - Dispensario Antituberculoso Cent...	08/08/2018	Paid	01/11/2019	<a href="#">Reports</a>
<a href="#">GG1759591</a>	Ugandan Water, Sanitation, Hygiene and Environment Project	10/08/2018	Unpaid	23/10/2018	<a href="#">Reports</a>
<a href="#">GG1638680</a>	Rural Haiti WASH Project: Sustainable Access to Clean Water in Pignon	16/06/2017	Partially Paid	15/06/2018	<a href="#">Reports</a>

When you find the grant, click on **Reports**.

# District Grant Application

Report on the use of district grant funds by identifying the amount of grant funds distributed to each activity. Add new lines to report on any contingency funds listed in the original spreadsheet and any activities not detailed in the application.

Update the table with the actual amount of money distributed to each activity.

 Click "Save & Exit" at the bottom of this page to save your progress and return to the report later.

No.	District/Club	Activity type	Activity description	Activity location	Planned amount (USD)	Distributed amount (USD)
1.	6440	Contingency fund			22577	0
2.	Lake Forest-Lake Bluff	Health: general	Operation Warm Coats: Lake Forest/Lake Bluff Rotary Club will provide new warm coats to children in some of the neediest communities in Lake County.	United States	1856	<input type="text" value="0"/>
3.	Long Grove/Kildeer/Hawthorn Woods	Education: scholarship	Operation Warm Coats: our Club would once again join with Operation Warm, The Chapel in Lake Zurich, and other community organizations to purchase and distribute coats to needy children. The overall project target for this year is 2000 coats. At \$16-18 per coat, our \$3000 would provide between 165 and 190 coats.	United States	1455	<input type="text" value="0"/>
4.	McHenry	Education: literacy	AP Exam Scholarships: AP test fee subsidization for low income students. This project would off-set AP test fees (approx. \$95 per test) for low income students at area high schools	United States	1171	<input type="text" value="0"/>

Click **Add Activity** to add new line items if any activities were replaced with others, or to indicate how contingency funds were used.

			Working with Kids Against Hunger organize, promote and volunteer for a food packing event designed to engage 400-500 volunteers to pack 100,000 meals, for use in the USA and Paraguay..	United States	3750	<input type="text" value="0"/>
49:	Woodstock	Community development: general	Organize and operate a Mobile Food Pantry in cooperation with the Northern Illinois Food Bank and the Woodstock Food Pantry 10 times a year.	Afghanistan	1604	<input type="text" value="0"/>
Spending plan total:					99440	0

When you have completed the table on disbursed funds, enter funds to be returned to The Rotary Foundation, if any. Check the box to authorize the report, and click **Submit**. At any time, you can click **Save** to ensure that your work is saved.

49: Woodstock      Community development: general      Organize and operate a Mobile Food Pantry 10 times a year.

Identify any unused district grant funds to be returned to The Rotary Foundation.  
 USD

On behalf of the District Rotary Foundation Committee, I certify that these district grant funds were spent in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants.