

# District 5080 – Completing and Submitting a District Grant Application [2022-2023]

For the coming Rotary Year, 2022-23, District Grant Applications will be submitted through DACdb. Paper forms will not be used.

A great place to begin is by watching the training video showing how to complete the District Grant Application. The video can be found at”

<https://www.dacdb.com/Grants/Help/Video.cfm>

Below is an outline of the online District Grant Application steps:

Go to the District Website

<https://district5080.org/>


Login to DACdb in the upper right corner.

Username & Password required.

Click on the “My Club” tab at the top.

Click on the “Grants” icon.



*If you do not see the Grants icon, click on the  in the upper right corner. Drag and drop the Grants from the “Available Icons” on the bottom up to the “Icons Displayed” above. Then Close the Setup window with the X on the top right. You should now see the “Grants” icon.*

Look at the top of the page to see “District Grants Overview: [Rotary Year].

If it still shows 2021-22 it must be changed before you can proceed.

On the upper right, click on “Change Org Year”, a window will open, use the dropdown menu to select “2022-23”. At the bottom of the small window click the button “Change Org Year.”

In the left column click on “Admin” and then click on “Club Signatures”

There must be at least 3 names added to the list in the “Members with Club Signature Permission”

These are the people who will be required to sign the Application before it will be submitted to District 5080. This list may include the primary Project Contact and two other Club Rotarians or Project Contacts, or some Clubs may choose their President & President-Elect or some other Club Director. The primary contact and one other contact must have successfully completed the District Grants Training for the project’s Rotary Year.

Adding or editing the names in the Club Signature list in DACdb can be done by the Club President or another Club Rotarian designated by the Club President.

In the left Column, click on “Club Grants View”

Click the button the in upper right corner titled: “New Club Grant Request – Click Here to Create a Grant”

Once in the “Grant Details [2022-23] you will see 4 tabs:

Details, Clubs Involved, Contacts, Application. Other sections will be added as you progress.

Be sure to click on Save in the upper right often, to ensure you don’t lose the work you’ve completed. Save as you conclude each section.

Complete each tab in order. Additional tabs will appear later, and they are “Budget” and “Documents.”

Complete the Budget in detail. Itemize each and every expense. Make certain that the Income Total and the Expense Total match exactly.

In Documents, upload the following:

1. District – Club MOU – Signed by the Current Year Club President, Project Year Club President & Club Grant Steward
2. MOUs with any cooperating organizations
3. Any other supporting documents.

In the upper right corner, click Save once again and click “Club: Collect Grant Signatures” The person preparing the application will sign the document. When that happens the people previously selected to sign the application in the admin section will automatically receive a notification that they should sign.

### **Adding Club Signatures to the Grant Application**

Go to the Club Grants View in DACdb, you should see the Project Name of the Grant.

Just to the left there is an icon of a pencil, click on the pencil link to edit the Grant Application.

This opens the Grant Application for editing.

In the upper right corner, there is a link: Club: Sign Grant Application. In the window that opens, click the “Sign Grant” Button.

Once all the signatures have been added, the Application will automatically be forwarded to District 5080 for review.