

# DACdb Interface Overview for District Grant Application

Login to Rotary 5500 (Rotaryd5500.org) and DACdb (top right).

Click on the **My Club** tab and select the **Club Grants** icon

The screenshot displays the DACdb interface. At the top, there is a navigation bar with tabs: Home, My DA..., My CLUB (highlighted with a red circle), DISTRICT, and Help. The user is logged in as St. Peter, Michael J. for Rotary District 6860 - Madison.

On the left, the 'MY CLUB NAVIGATION' menu includes: My Club Members, Find Member, Member Cards, Club Leadership History, Admin Functions, Club Setup, and Help Functions.

The main area is titled 'My CLUB FUNCTIONS' and contains a grid of 18 icons representing various club functions. The 'Club Grants' icon, which features a globe and the word 'Grants', is highlighted with a red circle. Other icons include Find Member, AREA, Club Attendance, Calendar, Club Bulletins, Club FILES, Club Information, Club Committees, Club Engagement, Club ezBulletins, Club ezStory, Club Finance, Club Maps, PMAIL, PText, Reports, RI Compare, Club Sponsors, Club Statistics, and Club Websites.

Click **Change OrgYear** and set the year to the **new Rotary Year** to identify all club members with grant signature permission for the new Rotary year. **Two signatures are required.** Recommended signatures include President-Elect (President during grant year), Foundation Chair, and/or anyone who will work on this grant. They will be notified whenever changes are made to the grant application.

Note this date  
in your grant  
page headings

**GRANT NAVIGATION**

- Grant Overview
- Club Grants
- Grant Secure Files
- Admin**
- Club Signatures
- Help

### Madison Club Grant Signatures: [2018-19]

A summary of the Club Signatures approvals is shown below.

**Club Signatures Configuration:**

Number of Club Signatures Required:  The District requires a minimum of **2** club signatures.

**Authorized Club Signatures for 2018-19:**

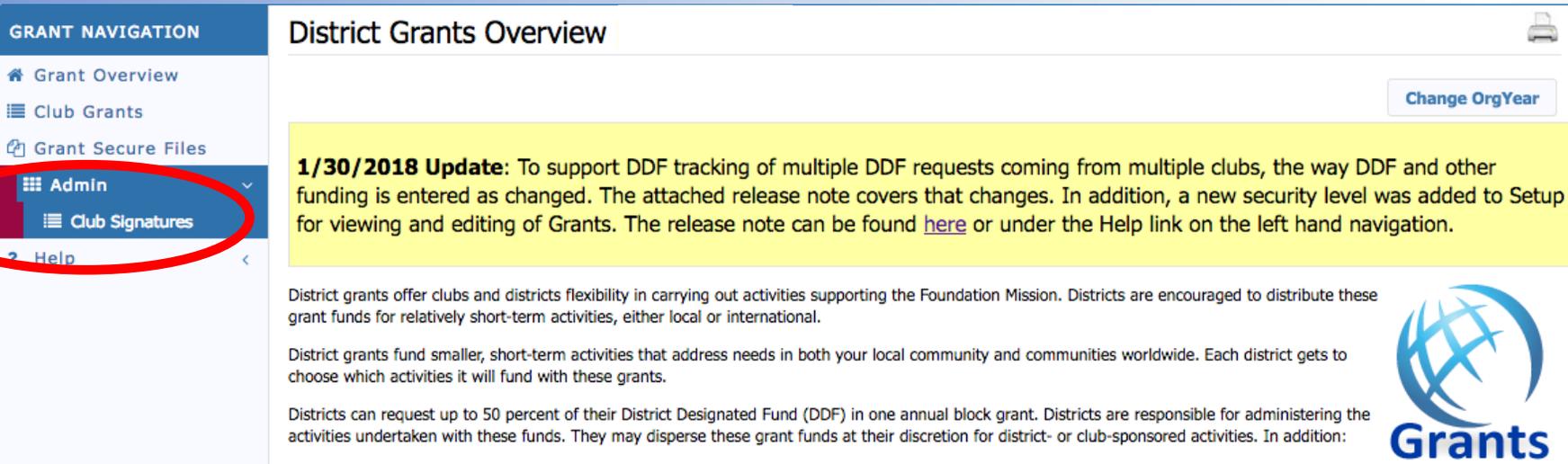
This is the list of members that have access to edit (Club Level) and approve the Grant. To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Then click the [Save] button (above-right) to save your changes.

Members NOT on list: <input type="checkbox"/> Include District Members	Members with Club signature permission:
Houssain, Elizabeth A. (Madison)	St. Peter, Michael J. (Madison)
Jacobson, Marc J. (Madison)	Stone, Timothy S (Madison)
<b>Johnson, Toni B. (Madison)</b>	
Keenan, Michael L (Madison)	
Kemp, Joseph M (Madison)	
Klein, Destin J (Madison)	
Klein, Ron (Madison)	
LeCroy, Gail J. (Madison)	
Lemieux, Thomas S. (Madison)	
Lilienthal, Morris H. (Madison)	
Lindley, Ashley E. (Madison)	
Luttrell, F. Alex III (Madison)	

**Change OrgYear** **Save**

Select **Admin** and then **Club Signatures** in the **Grant Navigation** bar.

The person working on the grant must have Level 2 access to use these features.  
Your club president or club secretary can make that change in DACdb.



**GRANT NAVIGATION**

- Grant Overview
- Club Grants
- Grant Secure Files
- Admin**
- Club Signatures
- Help

### District Grants Overview

[Change OrgYear](#)

**1/30/2018 Update:** To support DDF tracking of multiple DDF requests coming from multiple clubs, the way DDF and other funding is entered as changed. The attached release note covers that changes. In addition, a new security level was added to Setup for viewing and editing of Grants. The release note can be found [here](#) or under the Help link on the left hand navigation.

District grants offer clubs and districts flexibility in carrying out activities supporting the Foundation Mission. Districts are encouraged to distribute these grant funds for relatively short-term activities, either local or international.

District grants fund smaller, short-term activities that address needs in both your local community and communities worldwide. Each district gets to choose which activities it will fund with these grants.

Districts can request up to 50 percent of their District Designated Fund (DDF) in one annual block grant. Districts are responsible for administering the activities undertaken with these funds. They may disperse these grant funds at their discretion for district- or club-sponsored activities. In addition:



Use the right arrows ( >> ) to move names to the signature list and click **SAVE**.  
(Click **SAVE** after every change!)

This date should  
now be the new  
grant year

**GRANT NAVIGATION**

- Grant Overview
- Club Grants
- Grant Secure Files
- Admin**
  - Club Signatures**
- Help

### Madison Club Grant Signatures: [2018-19]

A summary of the Club Signatures approvals is shown below.

**Save Successful:**  
The signature authority has been saved successfully.

**Club Signatures Configuration:**

Number of Club Signatures Required:  The District requires a minimum of **2** club signatures.

**Authorized Club Signatures for 2018-19:**

This is the list of members that have access to edit (Club Level) and approve the Grant. To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Then click the [Save] button (above-right) to save your changes.

Members NOT on list: <input checked="" type="checkbox"/> Include District Members	Members with Club signature permission:
Allen, John E. (Madison)	Johnson, Toni B. (Madison)
Alvarez, Peter (Madison)	St. Peter, Michael J. (Madison)
Bedsole, Keith A. (Madison)	Stone, Timothy S (Madison)
Berger, Donna J. (Madison)	
Blackwell, Pamela P (Madison)	
Brennan, Craig R. (Madison)	
Brown, J. Scott (Madison)	
Brown, Michael Alan (Madison)	
Canale, Jason M. (Madison)	
Cedeno, Kevin L (Madison)	
Cepeda, Sandra L. (Madison)	
Coleman, Andre (Madison)	

## Select CLUB GRANTS in the Grant Navigation bar.

**GRANT NAVIGATION**

- 🏠 Grant Overview
- 🏠 Club Grants**
- 📁 Grant Secure Files
- ⚙️ Admin
- ❓ Help

### District Grants Overview

[Change OrgYear](#)

**1/30/2018 Update:** To support DDF tracking of multiple DDF requests coming from multiple clubs, the way DDF and other funding is entered as changed. The attached release note covers that changes. In addition, a new security level was added to Setup for viewing and editing of Grants. The release note can be found [here](#) or under the Help link on the left hand navigation.

District grants offer clubs and districts flexibility in carrying out activities supporting the Foundation Mission. Districts are encouraged to distribute these grant funds for relatively short-term activities, either local or international.

District grants fund smaller, short-term activities that address needs in both your local community and communities worldwide. Each district gets to choose which activities it will fund with these grants.

Districts can request up to 50 percent of their District Designated Fund (DDF) in one annual block grant. Districts are responsible for administering the activities undertaken with these funds. They may disperse these grant funds at their discretion for district- or club-sponsored activities. In addition:



Double check Org Year. Click on **New Club Grant Request.**

**GRANT NAVIGATION**

- 🏠 Grant Overview
- 🏠 Club Grants**
- 📁 Grant Secure Files
- ⚙️ Admin
- ❓ Help

### Club Madison Grants






A summary is shown below of all grants submitted to the District from this Club.  
 When more than one club is working on together on a Grant, the sponsor club is designated (\*) below.  
 Click on **\$** below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

[Change OrgYear](#)
**New Club Grant Request - Click Here to Create Grant**

No Grants Found

↕ Action	Project Name	↕ Proj No	Club	↕ Status	↕ Requested DDF	↕ Approved DDF	↕ Other Funding	↕ Total Project Budget
No Grants found in <b>2018-19</b> OrgYear								

## Complete tabs across the top: Details, Clubs Involved, Contacts, and Application.

**Grant Details**
ID=0
□ □

Grant Status: **New Grant Request** Fill out the Grant information shown below. Click "Save" when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded. Save

Details
Clubs Involved
Contacts
Application

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:	<input type="text"/>
Priority:	Medium <span style="float: right;">▾</span>
* Project Org Year: 0	<b>2018-19</b> <small>OrgYear can be changed by District (if needed)</small>
* Round:	1 <small>(e.g., 1 or 2)</small>
* City:	<input type="text"/>
* State:	<input type="text"/>
* Country:	<input type="text"/>
Target Completion Date:	<input type="text"/> <small> Target completion date for this project.</small>
Area of Focus:	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"><input type="radio"/> Promoting Peace</div> <div style="width: 50%;"><input type="radio"/> Fighting Disease</div> <div style="width: 50%;"><input type="radio"/> Promoting Clean Water, Sanitation and Hygiene</div> <div style="width: 50%;"><input type="radio"/> Supporting Education</div> <div style="width: 50%;"><input type="radio"/> Saving Mothers and Children</div> <div style="width: 50%;"><input type="radio"/> Growing Local Economies</div> <div style="width: 50%;"><input type="radio"/> Other:</div> </div>
* Project Description:	<p>This should be ONE or TWO sentences...a quick description of your project. You can add details in the Application portion of the grant request.</p>

The **Target Completion Date** on the **Details** tab must match the **Completion Date** on the **Application** tab.

### Grant Details

Grant Status: **New Grant Request** Fill out the Grant information shown below. Click "Save" when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded. Save

**Details** | Clubs Involved | Contacts | Application

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

\* Project Name:

Priority:

\* Project Org Year: 0 **2018-19** OrgYear can be changed by District (if needed)

\* Round:  (e.g., 1 or 2)

\* City:

\* State:

\* Country:

Target Completion Date:  Target completion date for this project.

Area of Focus:

Promoting Peace  Fighting Disease  
 Promoting Clean Water, Sanitation and Hygiene  
 Saving Mothers and Children  Supporting Education  
 Growing Local Economies  Other:

Project's area of focus (optional) -- previous entires will appear after typing a couple of characters

\* Project Description:   
The Madison City Recreation Department said they needed to replace trees that had to be cut down at the city's main community recreation park (Dublin Park) and playground (Kid's Kingdom). Also, there is a children's garden area at the local public library where we would like to place some trees. We would purchase the trees from a local nursery which helps the city's economical growth and plant the trees as a community service project. We plan on purchasing some large, mature shade trees so that the areas will have immediate benefits and some smaller trees for future benefits.

### Edit Grant: Trees For Madison

ID=5080



Grant Status: **Submitted Grant for District Approval** This Grant is **locked** and you are in its current state. However, you may continue to add expenses, upload files and file reports. submitted for **approval by the District**.

In the **Clubs Involved** tab identify other clubs, if any, that will partner on the project.

### Grant Details

 ID=0

Grant Status: **New Grant Request** Fill out the Grant information shown below. Click "Save" when you are ready. After saving the initial Grant, the system will assign the RI Project No (GrantID), and will enable the Budget and Document Tabs to allow more detailed Budget information and project file data to be entered or uploaded. Save

Details **Clubs Involved** Contacts Application

Enter the **other** clubs involved with this project below. The primary club must remain on this list. The DDF from the other clubs participating can be aggregated into the total requested for this project on the DETAIL tab. After the initial project is created, the DDF funding can be adjust up to the maximum allocated to each club.

\* Clubs Involved:

District Club List	Clubs Involved
Alabaster-Pelham (4018)	Madison (51965)
Albertville (4019)	
Alexander City (29375)	
Aliceville (4020)	
Anniston (4021)	
Anniston Morning (27826)	
Arab (4022)	
Athens (4024)	
Bessemer (4025)	
Birmingham (4026)	

# Once you click **SAVE**, the **Budget** and **Documents** tab appear.

Edit Grant: Trees For Madison
=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
 This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

Club: Collect Grant Signatures
Save

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Details
Clubs Involved
Contacts
Application
Budget
Documents

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:	<input style="width: 95%;" type="text" value="Trees For Madison"/>
Priority:	<input style="width: 95%;" type="text" value="Medium"/>
* Project Org Year: 1	<b>2018-19</b> <small>OrgYear can be changed by District (if needed)</small>
* Round:	<input style="width: 20px;" type="text" value="1"/> <small>(e.g., 1 or 2)</small>
* City:	<input style="width: 95%;" type="text" value="Madison"/>
* State:	<input style="width: 95%;" type="text" value="Alabama"/>
* Country:	<input style="width: 95%;" type="text" value="USA"/>
Target Completion Date:	<input style="width: 100px;" type="text" value="05/15/2018"/> <small>Target completion date for this project.</small>
Area of Focus:	<div style="display: flex; flex-wrap: wrap; gap: 10px;"> <div><input type="radio"/> Promoting Peace</div> <div><input type="radio"/> Fighting Disease</div> <div><input type="radio"/> Promoting Clean Water, Sanitation and Hygiene</div> <div><input type="radio"/> Supporting Education</div> <div><input type="radio"/> Saving Mothers and Children</div> <div><input checked="" type="radio"/> Other:</div> <div><input type="radio"/> Growing Local Economies</div> </div> <input style="width: 100%; margin-top: 5px;" type="text" value="Madison City Beautification"/> <small>Project's area of focus (optional) -- previous entries will appear after typing a couple of characters</small>
* Project Description:	<div style="border: 1px solid #ccc; padding: 5px; font-size: 0.8em;">           The Madison City Recreation Department said they needed to replace trees that had to be cut down at the city's main community recreation park (Dublin Park) and playground (Kid's Kingdom). Also, there is a children's garden area at the local public library where we would like to place some trees. We would purchase the trees from a local nursery which helps the city's economical growth and plant the trees as a community service project. We plan on purchasing some large, mature shade trees so that the areas will have immediate benefits and some smaller trees for future benefits.         </div>

Under the Contacts tab, list only the club members involved in compiling the grant application. They will be notified automatically every time you make a change to the application. Include the individuals involved in the grant and those who will need to sign it at the end (President-Elect & 2nd signature).

Click **SAVE.**

### Edit Grant: Trees For Madison

ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

[Club: Collect Grant Signatures](#) [Save](#)

- Details
- Clubs Involved
- Contacts**
- Application
- Budget
- Documents

Select the members to be included in automatic email updates about this Grant. If you changed or added clubs involved with this Grant, save the Grant first before picking from the list.

\*Contacts:

Members NOT on list:	<input type="checkbox"/> Include District Members
Jacobson, Marc J. (Madison)	
<b>Johnson, Toni B. (Madison)</b>	
Keenan, Michael L (Madison)	
Kemp, Joseph M (Madison)	
Klein, Destin J (Madison)	
Klein, Ron (Madison)	
LeCroy, Gail J. (Madison)	
Lemieux, Thomas S. (Madison)	
Lilienthal, Morris H. (Madison)	
Lindley, Ashley E. (Madison)	

>>

<<

<< All

Members on Contact List:
St. Peter, Michael J. (Madison)

Next - **Application tab**. Make sure all sections with a **red\*** are filled. Check that Completion Date matches the date under Details tab. Make sure your current club address is listed for the grant payment. Click **SAVE** often.

Edit Grant: Trees For Madison ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

**Club: Collect Grant Signatures** **Save**

**Details** **Clubs Involved** **Contact** **Application** **Budget** **Documents**

Fill out the detailed grant application form below.

**Grant Timeframe**

\*Start Date: 10/01/2018

\*Completion Date: 05/15/2019

**Address To Mail Grant Payment**

\*Name: Rotary Club of Madison

\*Address: P. O. Box 856

\*City: Madison

\*State: Alabama

\*Zipcode: 35758

**Project Definition**

\*Describe the project objectives.

Provide local community service that enhances the beauty of our community while providing economic and environmental benefits to our community.

Use current Rotary Club address. Grant checks will be sent to this address

Detailed description about your grant request goes here and in the next few sections below.

**Application tab** continues with these sections...  
Make sure all sections with a **red\*** are filled. Click **SAVE** often.

\*Humanitarian Efforts: Describe how the project will benefit the community and/or improve the lives of the less fortunate.

Planting trees in the city park, children's playground area, and library garden will provide shade, help prevent erosion, reduces stress, and encourages pride of place. The trees will be a symbol of hope and belief in the future of our community. The positive environment created by aesthetically-pleasing landscaping not only welcomes the community to visit the park, playground, and library garden but also enhances their perception of the level of pride in the community.

\*Active Rotarian Involvement: Describe the nonfinancial participation by Rotarians in the project.

Madison Club members will obtain the trees, coordinate with the Recreation Department and Public Library, obtain and plant the trees as a community service project.

\*Publicity Plan: How will the general public know this is a rotary sponsored project?

We will post it on our public website, get articles in the Madison weekly paper and monthly Madison Living Magazine, and the city and library will have flyers posted on their bulletin boards. We will also be wearing our Rotarians at work t-shirts during the planting.

If the project involves a cooperating organization, please provide the name of the organization and attach a letter of participation in the documents section.

This could be a school, a non-profit, or another organization working with you.

Pay attention to the **Club Statement of Agreement** and **TRF Policies** and check the boxes to affirm your understand your club's obligations. This is your Memorandum of Understanding with Rotary that you will follow the rules regarding grant funds. Click **SAVE**.

#### Club Statement of Agreement

\* This document is the ELECTRONIC APPLICATION to request The Rotary Foundation District Grant Funds. It is an agreement between the Club and District 6860 acknowledging that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation Grant Funds. By authorizing this document, the Club agrees it will comply with all Foundation requirements for use, management and reporting of district grant funds including, but not limited to items listed below.

Club must maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds. The Club will disburse grant funds as allowed under the Terms and Conditions for Rotary Foundation District Grants and Global Grants. The Club will keep grant funds separate from club operating funds. The Club will establish an inventory system for equipment and other assets purchased with grant funds and maintain records for items that are purchased, produced or distributed through grant activities. The Club will ensure that all grant activities, including the conversion of funds, comply with local law.

The Club bank account must be a low or noninterest-bearing account and must have a minimum of two Rotarian signatories from the club for disbursement. Grant funds may not be deposited in investment accounts including, but not limited to mutual funds, certificates of deposit, bonds and stocks. Bank statements must be available to support receipt and use of TRF grant funds. The Club must maintain a written plan for transferring custody of the bank accounts in the event of a change of signatories.

The Club will submit a final report on the use of grant funds within 60 days of project completion. All projects must be completed and reported on by June 15 of the program year in which the funds are awarded. All grant funds must be spent and reported on in the year they are awarded. Grant funds must be used only for the approved request and must be returned if used inappropriately or if the project cannot be completed in the program year.

Yes, I Understand and accept the terms of the Club Statement Agreement.

#### TRF Policies

\* I confirm that our Rotary Club is requesting a District Grant in the amount above and that funds will be spent in accordance with all applicable TRF policies. All of the information contained herein is true and accurate.

Yes, I Understand and accept the terms and conditions.

This page replaces the MOU that was formerly required of clubs during grant qualification.

Next, complete the **Budget tab**. Click **Add Income Source** to enter income items.

**Edit Grant: Trees For Madison** ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

[Club: Collect Grant Signatures](#) [Save](#)

**Details** **Clubs Involved** **Contacts** **Application** **Budget** **Documents**

**Income Items** [Add Income Source](#)

Action	Item Name	Club	DDF	Amount	Created	Modified
There is NO income source defined. Add the DDF amount being requested and other funding Income sources above.						
<b>Income Total:</b>		0 out of 1 club(s) contributed		<b>\$0.00</b>	(DDF Request: <b>\$0.00</b> , Other Funding: <b>\$0.00</b> )	

**Expense Items** [Add Expense](#)

Action	Item Name	Club	Amount	Created	Modified
<b>Expense Total:</b>			<b>\$0.00</b>		

**Budget Summary**

Description	Amount
Total Income (DDF+Club Funding):	\$0.00
Expenses Items:	\$0.00
<b>Cash Flow (Income - Expense):</b>	<b>\$0.00</b>

Include the club's requested DDF on one line. Put additional funds your club may be including on a second line. Click **Add** for each item.

**Edit Grant: Trees For Madison** ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

**Club: Collect Grant Signatures** **Save**

**Budget Item Entry**

Enter the Grant funding information below. Specify if the funding source is coming from requested DDF funds or part of the club contribution.

Description: DDF Requested  
Club: Madison (51965)  
Amount: 1000.00  
Funding Source:  DDF Requested  Other Club Funding

**Cancel** **Add**

**Income Items**

Action	Item Name
	Club Project Fund

**Expense Items**

Action	Item Name	Club	Amount	Created	Modified
	Trees				
	Supplies such as top soil	Madison	\$200.00	St. Peter, Michael J. 02/15/2018 11:55 PM	St. Peter, Michael J. 02/15/2018 11:55 PM
	Signage	Madison	\$200.00	St. Peter, Michael J. 02/16/2018 12:14 AM	
<b>Expense Total:</b>			<b>\$1,200.00</b>		

**Created** **Modified**

Michael J. 02/16/2018 12:11 AM

(DDF Request: **\$0.00**, Other Funding: **\$200.00**)

**Add Income Source**

**Add Expense**

Click **Add Expense** to identify each estimated expense item. Click **Add** for each item.

Details Clubs Involved Contacts Application Budget Documents

Income Items Add Income Source

Action	Item Name	Created	Modified
There is NO income source			
<b>Income Total</b>		DDF Request: <b>\$0.00</b> , Other Funding: <b>\$0.00</b>	

Expense Items

Action	Item Name	Created	Modified
Expense			

Budget Summary

Description	
Total Income (DDF+Club Funding):	\$0.00
Expenses Items:	\$0.00
<b>Cash Flow (Income - Expense):</b>	<b>\$0.00</b>

### Add Expense Item

Enter the Grant funding information below. Specify if the funding source is coming from requested DDF funds or part of the club contribution.

Description:

Club:

Amount:

Cancel Add

After all **Income** and **Expenses** are entered, the **Budget Summary** must total **\$0.00**. Click **SAVE**.

Edit Grant: Trees For Madison +5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button). [Club: Collect Grant Signatures](#) [Save](#)

This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

**Details** | **Clubs Involved** | **Contacts** | **Application** | **Budget** | **Documents**

**Income Items** [Add Income Source](#)

Action	Item Name	Club	DDF	Amount	Created	Modified
 	Club Project Funds	Madison		\$200.00	St. Peter, Michael J. 02/16/2018 12:11 AM	
 	DDF Requested	Madison	✓	\$1,000.00	St. Peter, Michael J. 02/17/2018 01:39 PM	
<b>Income Total:</b>		1 out of 1 club(s) contributed		<b>\$1,200.00</b>	(DDF Request: <b>\$1,000.00</b> , Other Funding: <b>\$200.00</b> )	

**Expense Items** [Add Expense](#)

Action	Item Name	Club	Amount	Created	Modified
 	Trees	Madison	\$800.00	St. Peter, Michael J. 02/15/2018 11:54 PM	
 	Supplies such as top soil	Madison	\$200.00	St. Peter, Michael J. 02/15/2018 11:55 PM	St. Peter, Michael J. 02/15/2018 11:55 PM
 	Signage	Madison	\$200.00	St. Peter, Michael J. 02/16/2018 12:14 AM	
<b>Expense Total:</b>			<b>\$1,200.00</b>		

**Budget Summary**

Description	Amount
Total Income (DDF+Club Funding):	\$1,200.00
Expenses Items:	(\$1,200.00)
<b>Cash Flow (Income - Expense):</b>	<b>\$0.00</b>

Complete the **Documents tab**. Upload any letters of commitment, photos of your project area, cost estimates and other relevant documents at this time.

Be careful how you name your documents. NO ODD CHARACTERS LIKE DASHES, COMMAS, ETC. Please rename your photos and scans with short names!

Files types accepted: pdf, jpeg, docx, xlsx files

Edit Grant: Trees For Madison ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button). [Club: Collect Grant Signatures](#) [Save](#)

This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

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**Details** | Clubs Involved | Contacts | Application | Budget | **Documents**

The documents tab allows for management of all documents related to this grant.  
**NEW** To VIEW a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.  
 DO NOT upload files with file names containing special characters (e.g., ", ; : \* % \$ @ !). Rename your file locally and then upload it.

[Upload File](#) [Add Folder](#)

Navigation: [Home](#)

Action	Type	File Name	Modified	Size	Attributes
		<b>Backup</b>	2018-02-16 00:01:47	4 KB	
		<b>Documents</b>	2018-02-15 23:22:03	0 KB	
		<b>Images</b>	2018-02-15 23:22:03	0 KB	
		GrantApplication.html	2018-02-16 00:01:47	12 KB	
3 Directories   1 File			Directory Space Used:	16 KB	

Once all six tabs are completed and checked,  
 click on **Club: Collect Grant Signatures** to begin the signing process.  
**Remember...Club President for the Grant Year must be one of the two signers!**

## Edit Grant: Trees For Madison

ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
 This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

Club: Collect Grant Signatures
Save

Details
Clubs Involved
Contacts
Application
Budget
Documents

The documents tab allows for management of all documents related to this grant.  
NEW To VIEW a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.  
**DO NOT** upload files with file names containing special characters (e.g., ",;:\*%\$@!). Rename your file locally and then upload it.

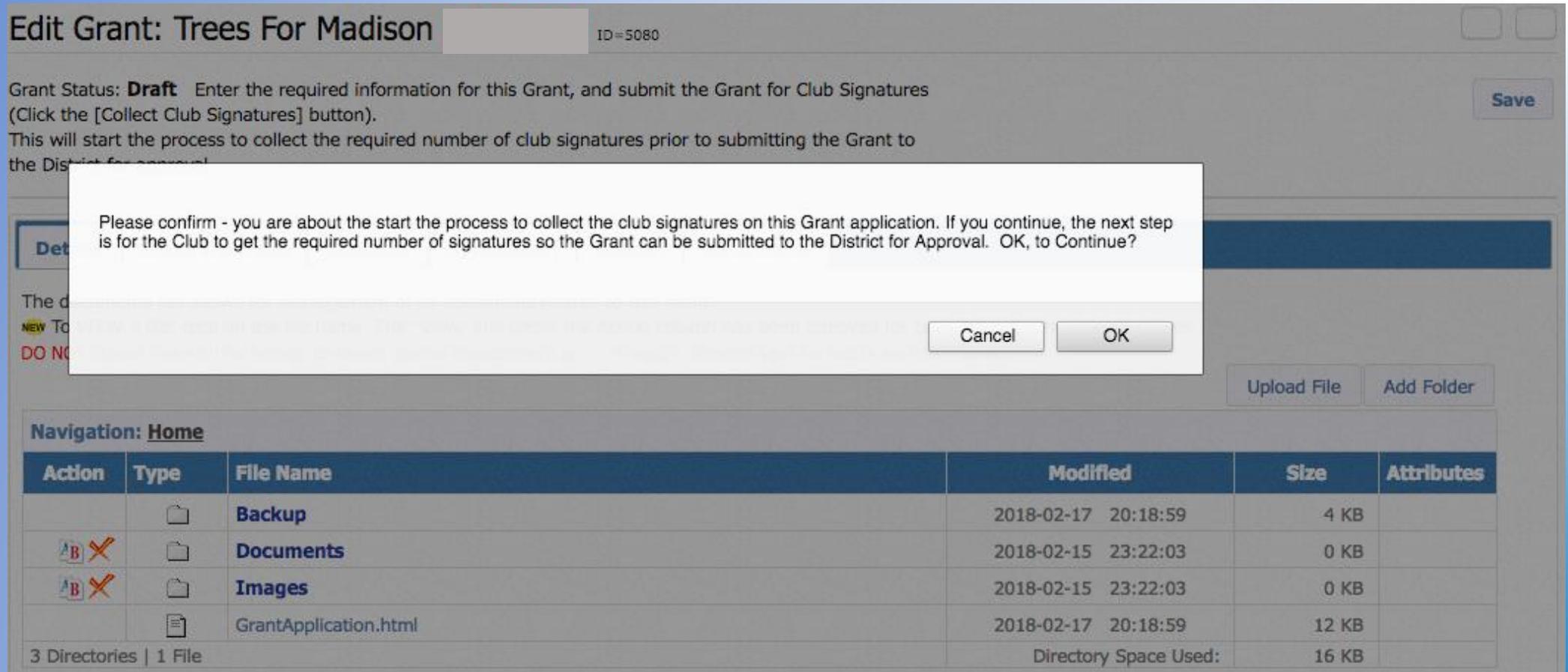
Upload File
Add Folder

**Navigation: Home**

Action	Type	File Name	Modified	Size	Attributes
		<b>Backup</b>	2018-02-16 00:01:47	4 KB	
		<b>Documents</b>	2018-02-15 23:22:03	0 KB	
		<b>Images</b>	2018-02-15 23:22:03	0 KB	
		GrantApplication.html	2018-02-16 00:01:47	12 KB	
3 Directories   1 File				Directory Space Used:	16 KB

Click **OK** to confirm you want to start the signing process.

**Note:** When you click OK to confirm, the grant application will be locked.  
Don't panic. If you have a problem, we can unlock the grant for you.



**Edit Grant: Trees For Madison** ID=5080

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button).  
This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

**Save**

Please confirm - you are about to start the process to collect the club signatures on this Grant application. If you continue, the next step is for the Club to get the required number of signatures so the Grant can be submitted to the District for Approval. OK, to Continue?

**Cancel** **OK**

**Upload File** **Add Folder**

**Navigation: Home**

Action	Type	File Name	Modified	Size	Attributes
	Folder	<b>Backup</b>	2018-02-17 20:18:59	4 KB	
	Folder	<b>Documents</b>	2018-02-15 23:22:03	0 KB	
	Folder	<b>Images</b>	2018-02-15 23:22:03	0 KB	
	File	GrantApplication.html	2018-02-17 20:18:59	12 KB	
3 Directories   1 File			Directory Space Used:	16 KB	

The **Club: Sign Grant Application** box will appear in the upper right.

Note also that the **Activity Log** and **Signatures** tabs will appear.

The **Signatures** TAB is to review the signature history and will show each signature entered with a date for those signatures. You do not add signatures in this area.

Edit Grant: Trees For Madison ID=5080

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from **1** Club:

 - Only **0** of 2 lead club signatures made  
- Only **0** of 2 total signatures made.

[Club: Sign Grant Application](#) [Revert To Draft](#)

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**Details** | **Clubs Involved** | **Contacts** | **Application** | **Budget** | **Documents** | **Activity Log** | **Signatures**

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:	<input type="text" value="Trees For Madison"/>
Priority:	<input type="text" value="Medium"/>
* Project Org Year: 2	<b>2018-19</b> <small>OrgYear can be changed by District (if needed)</small>
* Round:	<input type="text" value="1"/> <small>(e.g., 1 or 2)</small>
* City:	<input type="text" value="Madison"/>
* State:	<input type="text" value="Alabama"/>
* Country:	<input type="text" value="USA"/>
Target Completion Date:	<input type="text" value="05/15/2018"/> <small>Target completion date for this project.</small>

The **Grant Signatures** box will pop up. Click **Sign Grant**.

(It is likely you will be one of the required signatures for this grant and you will sign as the first of the two required signatures...shown on next slide.)

The screenshot shows a web application interface for editing a grant titled "Trees For Madison" (ID=5080). The grant status is "Submitted Grant for Club Approval" and is locked. A modal box titled "Grant Signatures" is open, displaying instructions and a table for tracking signatures. The table has columns for "Signed By", "Club", and "Date". Below the table are "Sign Grant" and "Cancel" buttons. At the bottom of the main interface, there is a "Target Completion Date" field set to "05/15/2018".

**Edit Grant: Trees For Madison** ID=5080

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from **1** Club:

- Only **0** of 2 lead club signatures made
- Only **0** of 2 total signatures made.

**Club: Sign Grant Application** **Revert To Draft**

**Details** **Clubs Involved** **Contacts** **Application** **Budget** **Documents** **Activity Log** **Signatures**

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

**Grant Signatures**

\* P A list of users who have signed this grant is shown below. To add your signature to the list, click the "Sign Grant" button below. If you have already signed the grant, the "Sign Grant" button is not visible.

Signed By	Club	Date
-----------	------	------

**Sign Grant** **Cancel**

Target Completion Date: 05/15/2018 Target completion date for this project.

Check the **Signatures tab** to confirm that the first signature was actually recorded.

Edit Grant: Trees For Madison ID=5080

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from **1** Club:

- Only **1** of 2 lead club signatures made
- Only **1** of 2 total signatures made.

[Club: Sign Grant Application](#) [Revert To Draft](#)

**Details** | Clubs Involved | Contacts | Application | Budget | Documents | Activity Log | **Signatures**

Submitted Grant for Club Approval

<b>Club Madison Signature</b> <b>St. Peter, Michael J.</b> e/Signature	<b>Member</b> Position	<b>02/17/2018 09:32 PM</b> Date
--	---------------------------	------------------------------------

Grant Application Club Signatures

<b>Club Madison Signatures</b> (1 of 2 Received) <b>St. Peter, Michael J.</b> e/Signature	<b>Member</b> Position	<b>02/17/2018 09:34 PM</b> Date
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The second signer will log in to DACdb, select the **GRANTS** tab and click on the **EDIT** pencil.

Home CLUBS My CLUB My DATA Committees PMail Calendar NC Finance Reports Speakers **Grants** Club PAGES Files Forms ATTND Engage AREA Help

### GRANT NAVIGATION

- Grant Overview
- Club Grants
- Grant Secure Files
- Admin
- Help

## Club Madison Grants

A summary is shown below of all grants submitted to the District from this Club.  
When more than one club is working on together on a Grant, the sponsor club is designated (\*) below.  
Click on \$ below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

[New Club Grant Request - Click Here to Create Grant](#)

[Change OrgYear](#)

#### Club Process

Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
	Trees For Madison	5080	Madison	Submitted Grant for Club Approval	0.00	1,000.00	200.00	1,200.00
No Grants: 1					<b>0.00</b>	<b>1,000.00</b>	<b>200.00</b>	<b>1,200.00</b>

The second signer clicks on **Club: Sign Grant Application.**

### Edit Grant: Trees For Madison

ID=5080

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from **1** Club:

- Only **1** of 2 lead club signatures made
- Only **1** of 2 total signatures made.

**Club: Sign Grant Application** [Revert To Draft](#)

**Details** **Clubs Involved** **Contacts** **Application** **Budget** **Documents** **Activity Log** **Signatures**

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

* Project Name:	<input type="text" value="Trees For Madison"/>
Priority:	<input type="text" value="Medium"/>
* Project Org Year: 2	<b>2018-19</b> <small>OrgYear can be changed by District (if needed)</small>
* Round:	<input type="text" value="1"/> <small>(e.g., 1 or 2)</small>
* City:	<input type="text" value="Madison"/>
* State:	<input type="text" value="Alabama"/>
* Country:	<input type="text" value="USA"/>
Target Completion Date:	<input type="text" value="05/15/2018"/> <small>Target completion date for this project.</small>

The **Grant Signatures** box will pop up. Click **Sign Grant**.

### Edit Grant: Trees For Madison

ID=5080

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. Signature are required from **1** Club:

- Only **1** of 2 lead club signatures made
- Only **1** of 2 total signatures made.

**Club: Sign Grant Application** **Revert To Draft**

**Details** **Clubs Involved** **Contacts** **Application** **Budget** **Documents** **Activity Log** **Signatures**

Complete the basic Grant information form below. All the fields on this page must be entered to save the initial Grant application. Once the Grant is saved, the Budget and Document tabs will appear.

#### Grant Signatures

A list of users who have signed this grant is shown below. To add your signature to the list, click the "Sign Grant" button below. If you have already signed the grant, the "Sign Grant" button is not visible.

Signed By	Club	Date
St. Peter, Michael J.	Madison	02/17/2018 09:34 PM

**Sign Grant** **Cancel**

Target Completion Date: 05/15/2018 Target completion date for this project.

Check the **Signatures tab** to confirm that the second signature was recorded. At this point, the **Submit Grant for District Approval** box appears in gold. **Click this box.**

Edit Grant: Trees For Madison | ID=5080

Grant Status: **Submitted Grant for Club A [2018-19]** Grant is **locked** and you are unable to save changes in its current state. However, you can still add expenses, upload files and file reports. **The Grant can now be submitted to the District for approval!**

Revert To Draft | **Submit Grant for District Approval**

Club: S Submit this Grant for District

Details | Clubs Involved | Contacts | Application | Budget | Documents | Activity Log | **Signatures**

Submitted Grant for Club Approval

Club Madison Signature	Member	02/17/2018 09:32 PM
St. Peter, Michael J.	Member	02/17/2018 09:32 PM
e/Signature	Position	Date

Grant Application Club Signatures

Club Madison Signatures (2 of 2 Received)	President-Elect	09:43 PM
Stone, Timothy S	President-Elect	09:43 PM
e/Signature	Position	
St. Peter, Michael J.	Member	07/01/2018
e/Signature	Position	02/17/2018 09:34 PM
		Date

The Grant Application has been sent to the District for review.

The **Grant Status** should say **Submitted Grant for District Approval**.  
(Once the application has been approved, the Status will change to **Approved Grant**.)

## Club Madison Grants



A summary is shown below of all grants submitted to the District from this Club.  
When more than one club is working on together on a Grant, the sponsor club is designated (\*) below.  
Click on **\$** below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

[New Club Grant Request - Click Here to Create Grant](#)

[Change OrgYear](#)

District Review and Approval										
<input type="checkbox"/>	Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget	
<input type="checkbox"/>		Trees For Madison	5080	Madison	Submitted Grant for District Approval	0.00	1,000.00	200.00	1,200.00	
No Grants: 1						<b>0.00</b>	<b>1,000.00</b>	<b>200.00</b>	<b>1,200.00</b>	