- Log in to DACdb and Click on the **My Club** tab.

- Click on the **Club Grants icon**

- In the left-side menu, click on **Admin and Club Signatures. It is required that you add the club signers first so please do not skip this step.**
  - Change the **ORGYEAR to the current Rotary orgyear.**
  - In the left-side column, select the Member Name of those that you wish to have access to Sign and Manage your club grant application. These members will receive notifications regarding the grant. Click on the right facing arrows to move them into the right-side Permissions box. Click on the left facing arrows to remove the member from the access list.
  - Click **Save** at the top right corner of the screen.

- In the left-side menu, select **Club Grant View**

- On the right side of the screen, click on the **New Club Grant Request Button** to begin the application. **Or, if you are repeating a grant from last year, you can copy the grant by clicking on the AA icon to the left of the grant name in the Action column. You will need to change to the previous orgyear to copy your grant information over to the current orgyear.**

  - The **Progression Bar** feature at the top of the screen will be a great resource to show you where your club is at in the Grant process.
  - Under the **Details** tab, enter all the required information noted with an asterisk (*).
  - If any other clubs are involved in your project, click on the **Clubs Involved** tab and select the club from the left side menu and move to the right-side column using the right facing arrows. If no other club is involved, you can skip this tab.
  - Under the **Contacts** tab, select the club members that you want to have access to the grant application and receive notifications regarding the grant. We recommend 2 or more members included to receive notifications about the grant but only require 1 member.
  - Under the **Application** tab, enter all required information and at the bottom be sure to click on the Statement Agreement and Trustee Guidelines disclaimers.
  - Click Save at the top right corner of the screen to save your application

- You will see additional tabs have been added to the screen: Budget and Documents.
  - Under the **Budget** tab, click on the **Add Income Source**
  - Enter a Description for your District Grant Request including the amount and click on DDF Requested. Example: DDF Requested $1,000 ($1,000 is the maximum per club)
  - Click Add at the bottom right
  - Next, click on the **Add Income Source**, and enter the amount of what your club will be contributing to the project and select Other Club Funding. For example, Other Club Funding $1,000

- o Click Add at the bottom right and Enter your project expenses by clicking on the ADD Expenses button. The Budget Summary should have a Zero balance.

- Change the status of the grant and submit it for club approval.
  - o Click on the **Change Status** button in the top right corner of the screen.
  - o In the dropdown menu, select **Submit for Club Approval** and click Change Status.

- **Audit Club Signatures**, only members given approval can sign a Grant.
  - o When correctly signed, you will see "e/signature" notation.

- Next, you will **Change Status** to **Submit Grant for District Approval**.

- Once the District approves the grant, the club receives an email notifying them that they are ready to start working on their project.

- **New Expense tab allows you to upload your receipts and track your expenses for the grant project.**

- Under the **Documents** tab, after the project is completed, upload your photos.

- Complete your **Final Report**. Add your numbers to the final report and click Save Final Report button in the top right corner. If you do not save the Final Report Report, your information may be lost and you would need to re-enter it.

- Submit the **Final Report for Club Signatures**. The last Club Grant Signer will see a pop up window open that asks if they are ready to submit the Final Report to the district and you click on the button to send the Final Report to the district.

- Submit **Final Report to the District for approval**.

- The **District will approve the final report and update the status to Project Complete**.

- Your Club will receive a check.

Additional resources can be found online in the DACdb Grant Module. In the left side menu, under "Getting Started Videos," you will find Grant Video 1 to be extremely helpful.

All District 6110 Grant Management Training documents can be on the Rotary District 6110 website, rotarydistrict6110.org, under the Rotary Foundation tab and District Grants.