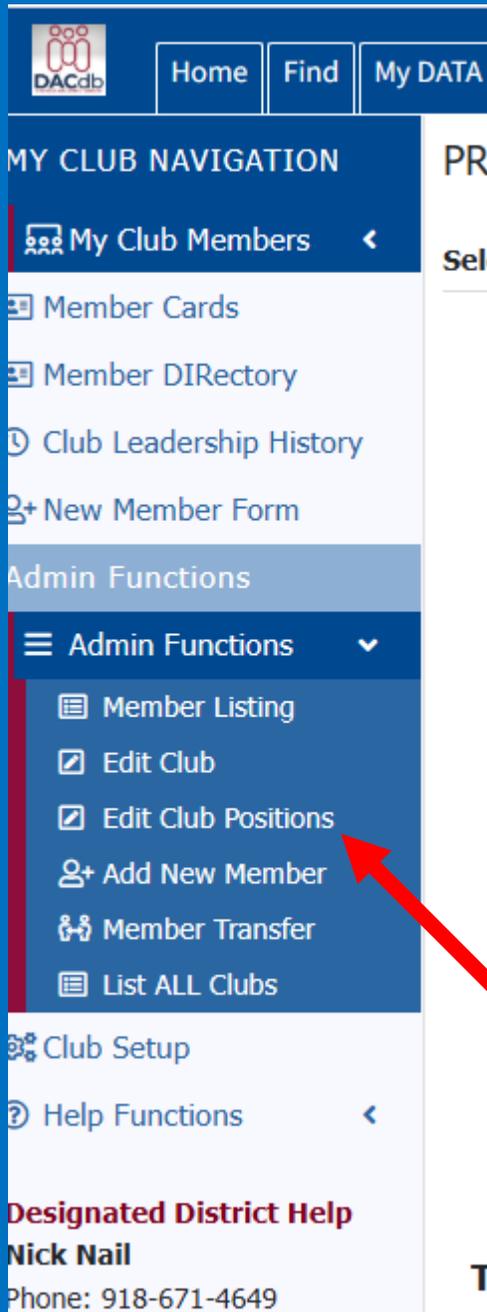


HOW TO CREATE AND ENTER A DISTRICT GRANT IN DACDB



The Grant Writer will need to be at least a level 3 in DACdb. To assign a Grant Writer Coordinator, click on Admin Functions, then Edit Club Positions. Click on the pencil by the member's name and then add their new position to the current and/or next year. Be sure to click SAVE.

The Grant Writer needs to have Level 3 access in DACdb to work with grants. By assigning Grant Writer Coordinator in DACdb, this level is automatically assigned to the member.

Login to DACdb, click the My Club tab and then look for the Club Grants icon.

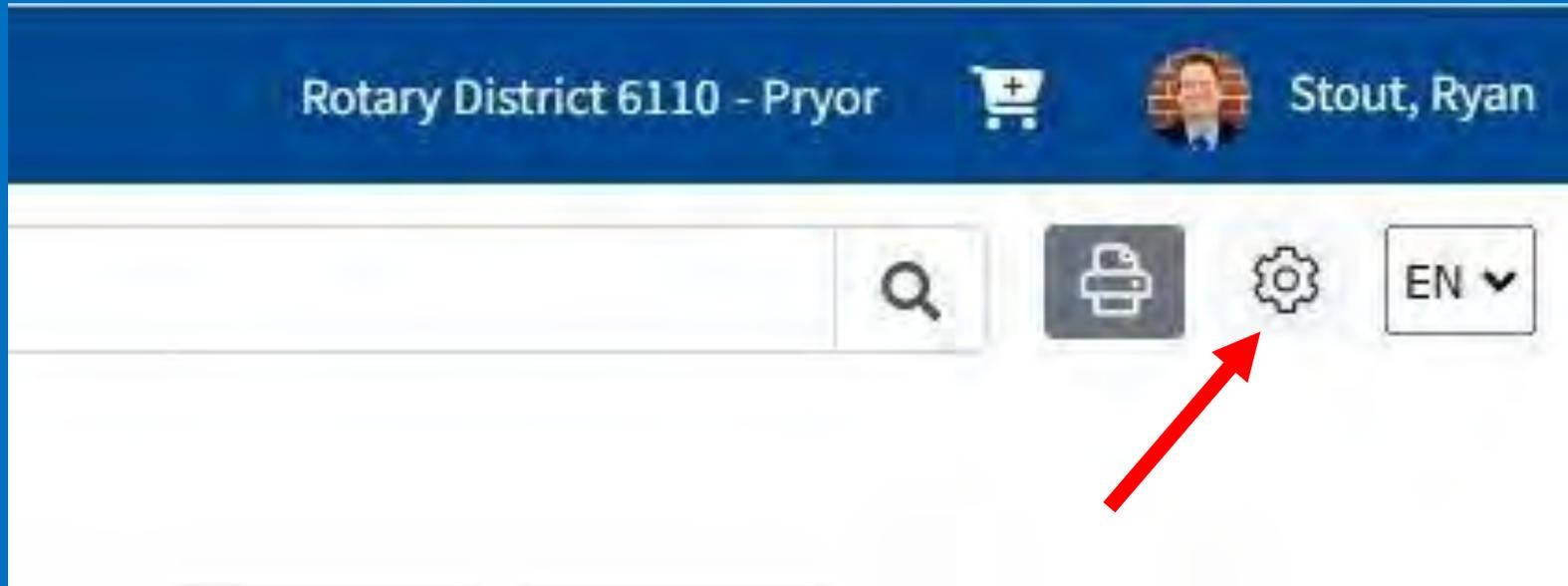
My CLUB DISTRICT Support / Learning

PRYOR CLUB FUNCTIONS (#2491)

Select a function. **Reposition** ICONS by dragging and dropping. **Remove/Add** ICONS using  Configuration.
 = The top 6 functions will **appear on the CLUB Shortcuts menu** in the same order arranged here.

 Club Grants	 Members	 GoogleCal	 RI Club Compare	 Club Committees	 Verify
 Club Bulletins	 Engagement (w/ Attendance)	 PText	 Find Member	 New Member	 Club Statistics
 Membership Success Center	 Club Waivers	 Survey	 Speakers		

If you don't see the Grants icon, then look in the upper right-hand corner for the little gear. Click on it!



Click and drag on the Grants box, moving it to the yellow section.

Setup

Configure the Icon Actions that are displayed here. Drag and drop the icons names in the "order" in which you want them appear.

Icons Displayed:
Select and position the icon names and the order in which you want them displayed (long list may be continued on the 2nd line):

ClubMembers	GoogleCal	RICompare	Committees	Verify	PMail	ClubFilesNew	Calendar	Reports	ezStory	Websites	Finance	ClubBulletins	Engagement	PText
FindMember	NewMem	Statistics	Map	ezBulletinNew	eMeeting	Assignments	Area	ClubInfo	Sponsors	MapSys	Waivers	Survey	Speakers	

Available Icons:
Club Actions:

EZGiving	ezLeads	EZPayments	Grants
----------	---------	------------	---------------

[Set Club Default](#) [Reset My Configuration](#) [Set My Configuration](#)

Notice the Grants icon is now in the upper section. Click on Set My Configuration to lock it in. You are ready to start now!

Setup

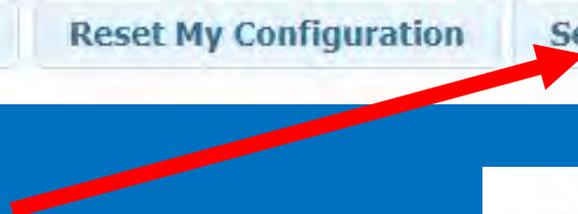
Configure the Icon Actions that are displayed here. Drag and drop the icons names in the "order" in which you want them appear.

Icons Displayed:
Select and position the icon names and the order in which you want them displayed (long list may be continued on the 2nd line):

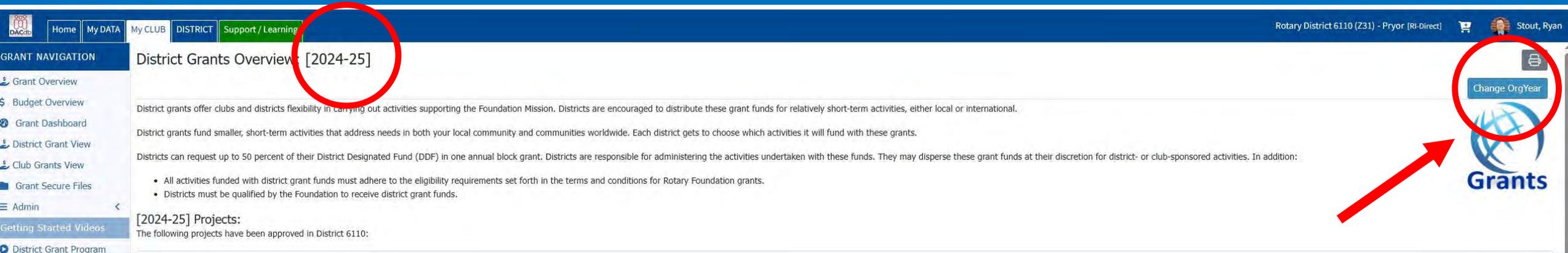
Grants	ClubMembers	GoogleCal	RICompare	Committees	Verify	PMail	ClubFilesNew	Calendar	Reports	ezStory	Websites	Finance
ClubBulletins	Engagement	PText	FindMember	NewMem	Statistics	Map	ezBulletinNew	eMeeting	Assignments	Area	ClubInfo	Sponsors
MapSys	Waivers	Survey	Speakers									

Available Icons:

[Set Club Default](#) [Reset My Configuration](#) [Set My Configuration](#)



Make sure you are working in the 2025-26 grant year. Click on the Change OrgYear on the far right to change years.



Rotary District 6110 (Z31) - Pryor [RI-Direct] Stout, Ryan

Home My DATA My CLUB DISTRICT Support / Learning

GRANT NAVIGATION

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- Club Grants View
- Grant Secure Files
- Admin
- Getting Started Videos
- District Grant Program

District Grants Overview [2024-25]

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:

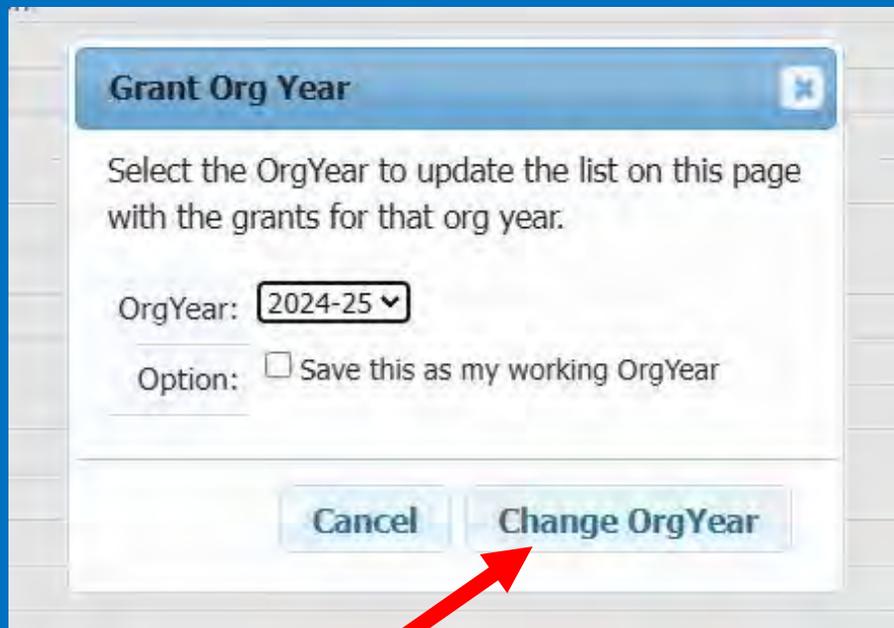
- All activities funded with district grant funds must adhere to the eligibility requirements set forth in the terms and conditions for Rotary Foundation grants.
- Districts must be qualified by the Foundation to receive district grant funds.

[2024-25] Projects:
The following projects have been approved in District 6110:

Change OrgYear

Grants

Change the year in the dropdown menu. Click Change OrgYear.



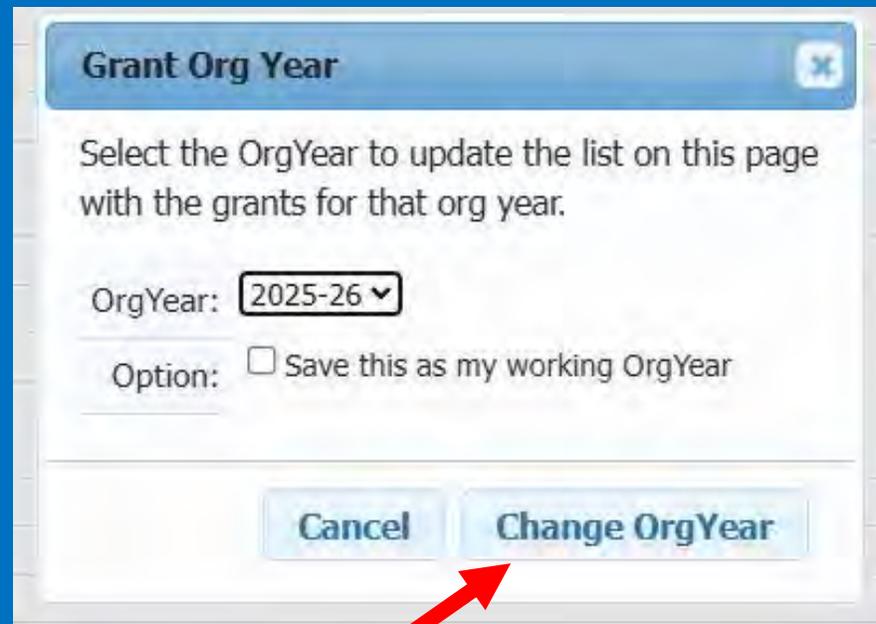
Grant Org Year

Select the OrgYear to update the list on this page with the grants for that org year.

OrgYear: 2024-25

Option: Save this as my working OrgYear

Cancel Change OrgYear



Grant Org Year

Select the OrgYear to update the list on this page with the grants for that org year.

OrgYear: 2025-26

Option: Save this as my working OrgYear

Cancel Change OrgYear

Now you can verify you are in the correct year. Next step is to click on Admin. This is where you will set who signs the grants for your club.

The screenshot shows the Rotary District 6110 web application interface. The top navigation bar includes 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Support / Learning'. The main content area is titled 'Club Pryor Grants [2025-26]'. Below the title, there is a search bar and two buttons: 'Change OrgYear' and 'New Club Grant Request - Click Here to Create Grant'. A table with columns for 'Action', 'Project Name', 'Proj No', 'Club', 'Status', 'Requested DDF', 'Approved DDF', 'Other Funding', and 'Total Project Budget' is displayed, showing 'No Grants found in 2025-26 OrgYear'. A red circle highlights the year '2025-26' in the page title. A red arrow points to the 'Admin' link in the left-hand navigation menu.

The screenshot shows the DACdb website interface. At the top, there is a navigation bar with tabs for 'Home', 'My DATA', 'My CLUB', 'DISTRICT', and 'Support'. Below this is a 'GRANT NAVIGATION' sidebar menu. The menu items are: Grant Overview, Budget Overview, Grant Dashboard, District Grant View, Club Grants View, Grant Secure Files, Admin (with a dropdown arrow), Club Signatures (highlighted with a red arrow), Getting Started Videos, and District Grant Program. Below the navigation menu are sections for 'My CLUB Shortcuts' and 'DISTRICT Shortcuts', each containing several icons. The main content area on the right is titled 'District Grants Overview' and contains introductory text and a list of bullet points.

District Grants Overview

District grants offer clubs and...

District grants fund smaller, s...

Districts can request up to 50...

- All activities funded w...
- Districts must be quali...

[2025-26] Projects:
The following projects have b...

Club(s)
(*) Lead Club on project

There are no **approved** proj...

Click on Club Signatures. It will autofill with a list of your club members.

Click on a name to highlight it. Then click on the >>>.

Grant Overview

- Budget Overview
- Grant Dashboard
- District Grant View
- Club Grants View
- Grant Secure Files

Admin

- Club Signatures
- Getting Started Videos
- District Grant Program
- My CLUB Shortcuts
- DISTRICT Shortcuts

Authorized Club Signatures for: 2025-26:

A summary of the Club Signatures approvals is shown below.

Number of Club Signatures Required: The District requires a minimum of 1 club signatures.

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).

Club Signatures Configuration: Include District Members Add by Leadership Role (ex. P,T,S)

Members NOT on list:

- Sherrer, R. Benjamin (Pryor)
- Smith, Doug (Pryor)
- Sordahl, Fred H (Pryor)
- Sordahl, Rachel (Pryor)
- Stout, Jacqueline C (Pryor)
- Taylor, Michelle (Pryor)
- Taylor, Shawn S. (Pryor)
- Watts, Gina Alvis (Pryor)
- Whipple, Max (Pryor)
- Wilkerson, John C. Jr. (Pryor)
- Yerton, Maria (Pryor)
- Webster, Catherine E. (Pryor)

Members with Club signature permission:

>>>

<<<

<<< All



The name you chose is now in the Signature Permission box. Only one signature is required for District Grants. REMEMBER to click SAVE!

A summary of the Club Signatures approvals is shown below.

Change OrgYear Save



Number of Club Signatures Required: 1 The District requires a minimum of 1 club signatures.

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.

Club Signatures Configuration: Include District Members Add by Leadership Role (ex. P,T,S)

- Members NOT on list:**
- Allen, Terry D Jr. (Pryor)
 - Arric, Steven William (Pryor)
 - Buffington, Pamela A. (Pryor)
 - Burdick, Larry G. (Pryor)
 - Carey, Dean A (Pryor)
 - Chaney, Jack S. (Pryor)
 - Clack, W. Gerald (Pryor)
 - Clark, Doug (Pryor)
 - Dean, Tracey Lee (Pryor)
 - Fell, Edward A. (Pryor)
 - Griffin, Amanda (Pryor)
 - Hansbrough, Eric W. (Pryor)

>>>
<<<
<<< All

- Members with Club signature permission:**
- Webster, Catherine E. (Pryor)

The green box means success. Now click on the Club Grants View on the left menu.

Home My DATA My CLUB DISTRICT Support / Learning

GRANT NAVIGATION

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- Club Grants View
- Print Secure Files

Admin

- Club Signatures

Getting Started Videos

- District Grant Program

My CLUB Shortcuts

DISTRICT Shortcuts

Pryor Club Grant Signatures: [2025-26]

Authorized Club Signatures for: 2025-26:

A summary of the Club Signatures approvals is shown below.

Save Successful:
The signature authority has been saved successfully.

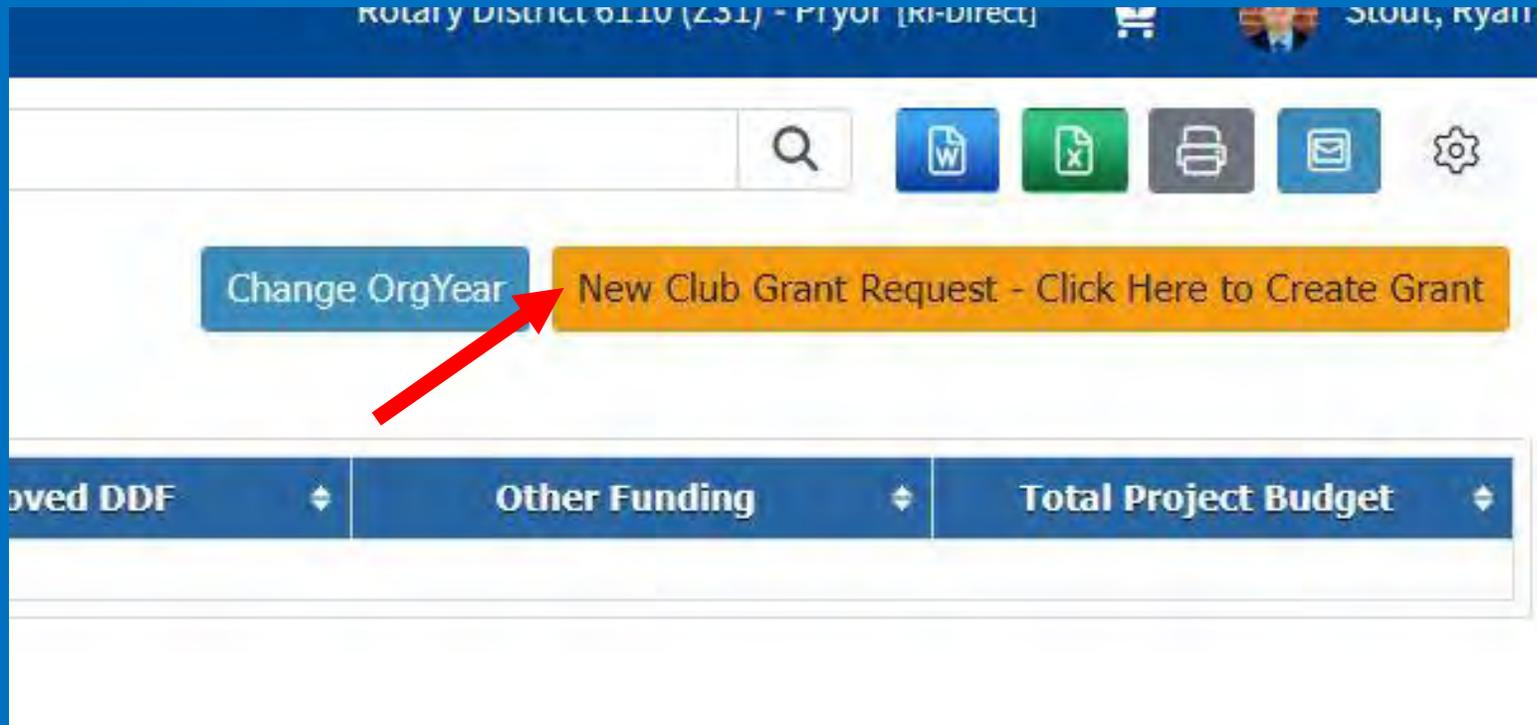
Number of Club Signatures Required: The District requires a minimum of 1 club signatures.

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.

Club Signatures Configuration: Include District Members Add by Leadership Role (ex. P,T,S)

Members NOT on list:		Members with Club signature permission:
Allen, Terry D Jr. (Pryor)	>>>	Webster, Catherine E. (Pryor)
Arric, Steven William (Pryor)	<<<<	
Buffington, Pamela A. (Pryor)	<<<< All	
Burdick, Larry G. (Pryor)		
Carey, Dean A (Pryor)		
Chaney, Jack S. (Pryor)		
Clack, W. Gerald (Pryor)		
Clark, Doug (Pryor)		
Dean, Tracey Lee (Pryor)		
Doyle, Zac (Pryor)		
Fell, Edward A. (Pryor)		
Griffin, Amanda (Pryor)		

Click on New Club Grant Request in the upper right corner of the screen to start a new grant.



Grant Details [2025-26] 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 prompt you to enter Budget information and project file data to be entered or uploaded.

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: OrgYear can be changed by District (if needed)
Year:

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

* City:

* State:

* Country:

Lat/log:

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
- Supporting Environment
- COVID-19
- Disaster Relief
- Other:

* Project Description:
(limited to 410 characters)

REMEMBER to click SAVE after you complete each section.



The project description does not need to be long. Tell the basic story of what the project will accomplish. CLICK SAVE!

Grant Details [2025-26] 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:

Priority:

* Project Org Year: 0 **2025-26** OrgYear can be changed by District (if needed)

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

* City:

* State:

* Country:

Lat/log: (0, 0)

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
- Supporting Environment
- COVID-19
- Disaster Relief
- Other:

* Project Description: (limited to 410 characters)

Now click on the Clubs Involved tab.

Edit Grant: Dictionaries for 3rd Graders [2025-26] ID=20627



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 Club: Collect Grant Signatures



- 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:

Priority:

* Project Org Year: 1 Org/Year can be changed by District (if needed)

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

* City:

* State:

* Country:

Lat/long:

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
 - Supporting Environment
 - COVID-19
 - Disaster Relief
 - Other:

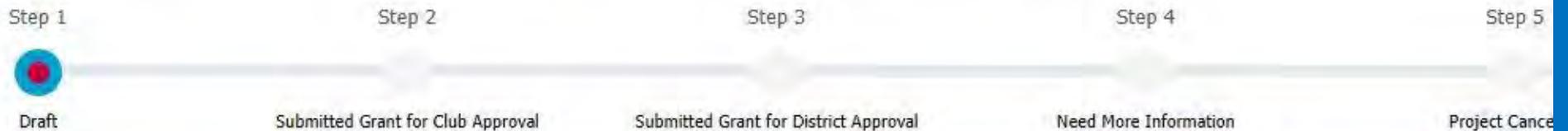
* Project Description: (limited to 410 characters)

DDF Funding Summary:	DDF Requested	Other Funds Requested	Total Grant Amount	Funded DDF	Check No	RI Block Grant Number
	0.00	0.00	0.00	0.00		

Your club will automatically be listed in the right hand box. Add any if you are partnering with another club. Click SAVE and then the Contacts tab.

Edit Grant: Dictionaries for 3rd Graders [2025-26] ID=20627

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.



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

Enter the **other** Clubs involved in 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 a

* Primary Club: Pryor

*Clubs Involved:

Club List

- Altus Area Sunset (83231)
- Altus Sunset Rotaract (214749) - Rotaract-Community Club
- Aurora (2465)
- Bartlesville (2476)
- Bartlesville Daybreak (28994)
- Bella Vista (50503)
- Bentonville (2432)
- Berryville (2433)
- Bixby (54300)
- Booneville (2434)



Clubs Involved

Pryor (2491)

These are not the same as the person signing the grants. These are club members who should get emails from DACdb when updates are made to the grants, such as Club President, Club Treasurer, etc. as decided by the club. Now click on SAVE and then on the Application tab.

 Include District Members' and 'Members on Contact List:'. The 'Members NOT on list' section contains a list of names: Allen, Terry D Jr. (Pryor), Arric, Steven William (Pryor), Buffington, Pamela A. (Pryor), Burdick, Larry G. (Pryor), Carey, Dean A (Pryor), Chaney, Jack S. (Pryor), Clack, W. Gerald (Pryor), Clark, Doug (Pryor), Fell, Edward A. (Pryor), and Griffin, Amanda (Pryor). The 'Members on Contact List' section contains a list of names: Dean, Tracey Lee (Pryor) and Stout, Ryan (Pryor). Between the two lists are three buttons: '>>', '<<', and '<< All'. At the bottom of the page, there is a footer: 'Created: 04/05/25 By: Stout, Ryan'."/>

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

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

Members NOT on list: Include District Members

- Allen, Terry D Jr. (Pryor)
- Arric, Steven William (Pryor)
- Buffington, Pamela A. (Pryor)
- Burdick, Larry G. (Pryor)
- Carey, Dean A (Pryor)
- Chaney, Jack S. (Pryor)
- Clack, W. Gerald (Pryor)
- Clark, Doug (Pryor)
- Fell, Edward A. (Pryor)
- Griffin, Amanda (Pryor)

Members on Contact List:

- Dean, Tracey Lee (Pryor)
- Stout, Ryan (Pryor)

>> << << All

Created: 04/05/25 By: Stout, Ryan

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



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

Fill out the detailed grant [20627] application form below.

Grant Timeframe

*Start Date:

*Completion Date:

Address To Mail Grant Payment

*Name:

*Address:

*City:

*State:

*ZipCode:

Project Definition

*Describe the project objectives.

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

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

Each section needs to be completely filled out. Make sure the address to receive the grant check is correct. Fully detail the project in each section in the Project Definition boxes.

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

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



If your club is partnering with another organization, it should be listed here.

Club Statement Agreement

*This document is the ELECTRONIC APPLICATION defined in Section 2(d)(3) of the Memorandum of Understanding (MOU) provided by the Rotary District for Clubs participating in the District Grant Program. It is an agreement between the Club and District 6110 explaining what measures the Club will undertake to ensure proper implementation of District Grant activities and management of Rotary Foundation Grants Funds. By authorizing this document, the Club agrees it will comply with all Foundation requirements contained within the MOU executed during Future Vision Grants Management Seminars. Club MUST submit a Closing Report within 60 days of project completion.

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

Trustee Guidelines & Matching Grant Awards Terms & Conditions

*By signing this grant request, I confirm that our Rotary Club is requesting a District Grant in the amount above will be spent in accordance with Trustee approved guidelines and the Terms and Conditions of Matching Grant Awards. All of the information contained herein is true and accurate.

Yes, I Understand and accept the terms and conditions.

The two boxes must be checked before clicking SAVE or you will not be able to progress any further in the application.

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

Club Statement Agreement

*This document is the ELECTRONIC APPLICATION defined in Section 2(d)(3) of the Memorandum of Understanding (MOU) provided by the Rotary District for Clubs participating in the District Grant Program. It is an agreement between the Club and District 6110 explaining what measures the Club will undertake to ensure proper implementation of District Grant activities and management of Rotary Foundation Grants Funds. By authorizing this document, the Club agrees it will comply with all Foundation requirements contained within the MOU executed during Future Vision Grants Management Seminars. Club MUST submit a Closing Report within 60 days of project completion.

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

Trustee Guidelines & Matching Grant Awards Terms & Conditions

*By signing this grant request, I confirm that our Rotary Club is requesting a District Grant in the amount above will be spent in accordance with Trustee approved guidelines and the Terms and Conditions of Matching Grant Awards. All of the information contained herein is true and accurate.

Yes, I Understand and accept the terms and conditions.

Click SAVE
then click
on the
Budget tab.

Step 1

Step 2

Step 3

Step 4

Step 5



Draft

Submitted Grant for Club Approval

Submitted Grant for District Approval

Need More Information

Project Cancelled

Details

Clubs Involved

Contacts

Application

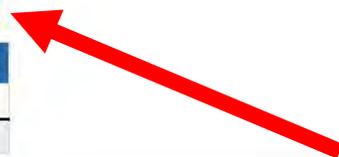
Budget

Documents

Budget 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.						
Income Total: 0 out of 1 club(s) contributed				\$0.00	(DDF Request: \$0.00 , Other Funding: \$0.00)	



Click Add Income Source under the Budget Income Items.

Budget Expense Items

Add Budget Expense

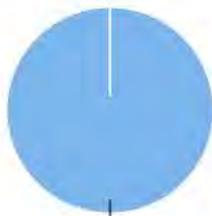
Action	Item Name	Club	Amount	Created	Modified
Expense Total:			\$0.00		

Budget Summary

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

Cash Analysis

Cash Available: 0 %



Spent Cash: 100 %

Budget Funding

DDF Funds: 0 %

Other Funds: 0 %

This is where your funding comes from – some are club funds and some are grant funds called DDF or District Designated Funds.

In this example, the total budget for the project is \$3000. With the two to one match, \$1000 will come from Other Club Funding. Click on Add.

Add Income 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:

Funding Source: DDF Requested
 Other Club Funding

Cancel

Add

Add Income Source

Created

Modified

02/16/25 07:24 PM

(DDF Request: \$0.00, Other Funding: \$1,000.00)

Add Income 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:

District DDF funds

Club:

Pryor (2491) ▼

Amount:

2000.00

Funding Source:

- DDF Requested
 Other Club Funding

The remaining funds in this example come from requested DDF funds from the 2 to 1 match. Click add.

Cancel

Add

Now click on Add Budget Expense under Budget Expense Items.

Budget Income Items

[Add Income Source](#)

Action	Item Name	Club	DDF	Amount	Created	Modified
 	Club Foundation Funds	Pryor		\$1,000.00	Stout, Ryan 04/05/25 06:38 PM	
 	District DDF funds	Pryor	✓	\$2,000.00	Stout, Ryan 04/05/25 06:39 PM	
Income Total: 1 out of 1 club(s) contributed				\$3,000.00	(DDF Request: \$2,000.00, Other Funding: \$1,000.00)	

Budget Expense Items

[Add Budget Expense](#)

Action	Item Name	Club	Amount	Created	Modified
Expense Total:			\$0.00		

Budget Summary

Description	Amount
Total Income (DDF+Club Funding):	\$3,000.00
Expenses Items:	\$0.00
Cash Flow (Income - Expense):	\$3,000.00

Ignore the red message and click Add. If you have multiple checks that will be written, you can enter each one or have one entry listed as checks for..... with the total they will be written for.

Add Expense Item

Enter the Expense information below.

Description:

Club:

Amount: **Please enter a value less than or equal to NaN.**

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.



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

Budget Income Items

Add Income Source

Action	Item Name	Club	DDF	Amount	Created	Modified
	Club Foundation Funds	Pryor		\$1,000.00	Stout, Ryan 02/16/25 07:24 PM	
	District DDF funds	Pryor	✓	\$2,000.00	Stout, Ryan 02/16/25 07:25 PM	
Income Total: 1 out of 1 club(s) contributed				\$3,000.00	(DDF Request: \$2,000.00 , Other Funding: \$1,000.00)	

Budget Expense Items

Add Budget Expense

Action	Item Name	Club	Amount	Created	Modified
	Dictionary purchase	Pryor	\$3,000.00	Stout, Ryan 02/16/25 07:29 PM	
Expense Total:			\$3,000.00		

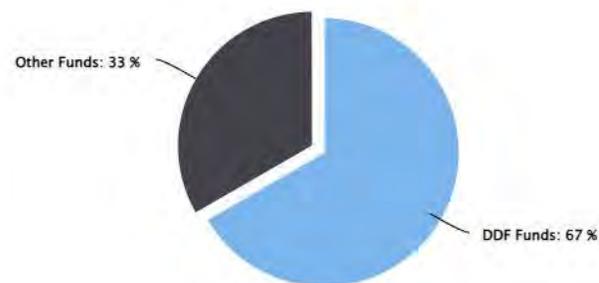
Budget Summary

Description	Amount
Total Income (DDF+Club Funding):	\$3,000.00
Expenses Items:	(\$3,000.00)
Cash Flow (Income - Expense):	\$0.00

Cash Analysis

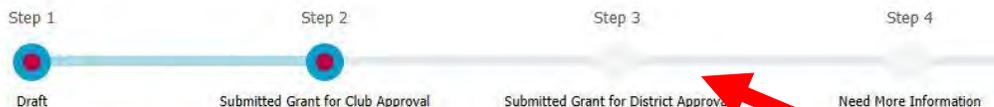


Budget Funding



Before you SAVE, make sure the Budget Summary shows a balance of zero in the Cash Flow box. If not, adjust your entries to balance.

Grant Status: **Submitted Grant for Club Approval** This Grant is **locked**. This Grant is locked. You are unable to change the information, clubs, contact and application are required from 1 Club:
- Only 0 of 1 lead club signatures made
- Only 0 of 1 total signatures made.



- Details
- Clubs Involved
- Contacts
- Application
- Budget
- Expenses
- Documents
- Activity Log
- Signature Log

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: Org/Year can be changed by District (if needed)

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

* City:

* State:

* Country:

Lat/log: (36.308427500, -95.316913600)

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
 - Supporting Environment
 - COVID-19
 - Disaster Relief
 - Other:

* Project Description:
(limited to 410 characters)

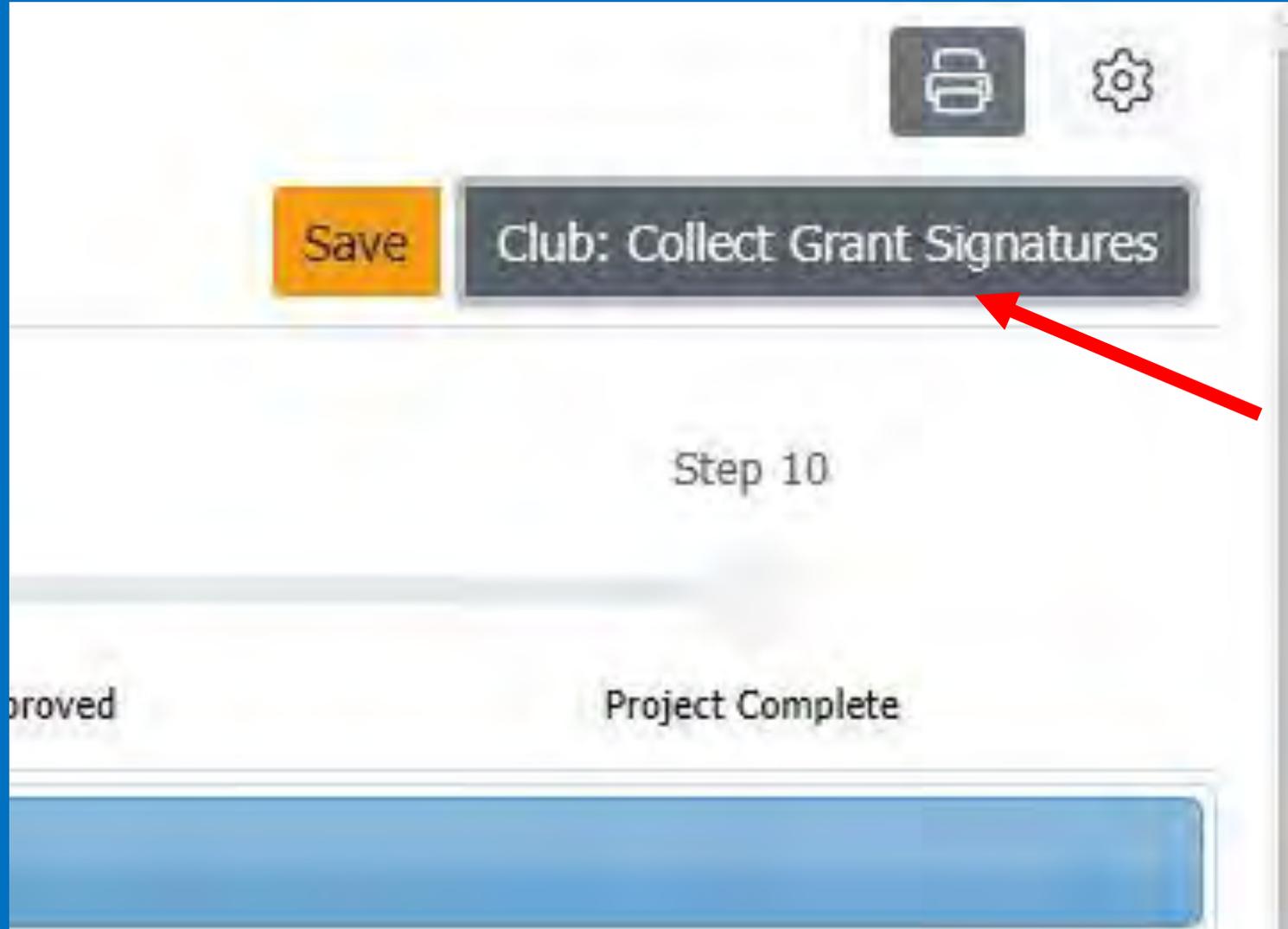
DDF Funding Summary:

DDF Requested	Other Funds Requested	Total Grant Amount	Funded DDF	Check No	RI Block Grant Number
2,000.00	1,000.00	3,000.00	0.00		

Notice the timeline that shows the progress of the grant.



Now with everything in place, click on Club: Collect Grant Signatures. An email to notify the person who is authorized to sign grants will be sent to them.



The grant signer will login to DACdb, click on the Grants icon, making sure they are in the correct grant year, then click on Club Grants View on the left. When they click on the pencil, they will see the grant ready to be signed.

Click on \$ below, to fund the Club grant. This will open a dialog where the *Amount* and *Check No* can be entered.

Approved

<input type="checkbox"/>	Action	Project Name	Proj No	Lead Club Name
<input type="checkbox"/>	   	Dictionaries for 3rd Graders	20627	Pryor
No Grants: 1				

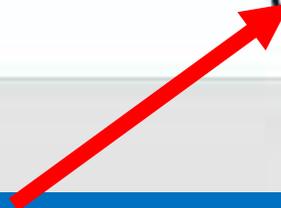
Getting Started Videos

The signer will click on Sign Grant Application.

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
-----------	------	------



The Grant Writer will now make sure everything is correct, then click on Yes, Submit Grant for District Approval.

Grant Signatures Complete

ATTENTION: All required signatures have been applied. If you are ready to submit this Grant for district approval click "Yes" below. Please be sure that:

- 1) The Grant Budget is complete.
- 2) The Grant Application has been completely filled out.

Yes, Submit Grant for District Approval

No, Continue to Add Grant Details

Grant Status: Approved Grant This Grant is **locked** and you are unable to change the information, clubs, contact and application in its current state. However, you may continue to add expenses, upload files and file reports. The Club need Interim and/or Final report as required and submit for Club signatures and then District approval.



- Details
- Clubs Involved
- Contacts
- Application
- Budget
- Expenses
- Documents
- Activity Log
- Signature Log
- Final Report

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

* Project Name:

Priority:

* Project Org Year: OrgYear can be changed by District (if needed)

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

* City:

* State:

* Country:

Lat/log: (36.308427500, -95.316913600)

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
- Supporting Environment
- COVID-19
- Disaster Relief
- Other:

* Project Description: (limited to 410 characters)

DDF Funding Summary:	DDF Requested	Other Funds Requested	Total Grant Amount	Funded DDF	Check No	RI Block Grant Number
	2,000.00	1,000.00	3,000.00	0.00		

See on the timeline that the grant is approved. Now as the project progresses, *Expenses* and *Documents* can be added. The *Activity Log* and *Signature Log* are for reference on the progress of the grant process.

Edit Grant: Dictionaries for 3rd Graders [2025-26] ID=20627



Grant Status: **Approved Grant** This Grant is **locked** and you are unable to change the information, clubs, contact and application in its current state. However, you may continue to a Interim and/or Final report as required and submit for Club signatures and then District approval.

Step 1



Draft

Step 2



Submitted Grant for Club Approval

Step 3



Submitted Grant for District Approval

Step 4



Approved Grant

Details Clubs Involved Contacts Application Budget **Expenses** Documents Activity Log Signature Log Final Report

Expense Receipts (i.e. copy of invoice for goods and services)

+ Add Receipt

Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created	Modified
Receipt Total:			\$0.00					

No Receipts Entered

Payments (i.e. copy of check or credit card statement paying for an invoice added above)

+ Add Payment

Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created	Modified
Payment Total:			\$0.00					

No Payments Entered

Expense Summary

Description	Amount
Total Receipts:	\$0.00
Total Payments:	\$0.00
Difference:	\$0.00

Click on Add Receipt. In this example it will be a copy of the Dictionary invoice.

+ Add Receipt

Created

Modified

Add Expense Item

Enter your **Expense Receipts** below. Use to the file drag and drop or file upload to save a scanned image of your receipt.

The Refnum is now sequenced automatically with the next number. However, you can overwrite the number with your own reference number.

Receipt Information:

* Vendor:

* Ref Num: Receipt No or date mm/dd (12 characters max)

* Amount: Total Receipt Amount

Comments:

Receipt/Payment Supporting Files:

DO NOT upload files with filenames containing special characters (e.g. ",';:*%\$@!). Rename your file locally, then upload it.

Expense Receipt and Payment Upload: *Your will be able to upload a **receipt** document after you save this record. Then pencile edit the record and upload or drag and drop an **receipt** document here. Valid documents are PNG, JPG, GIF, or PDF documents.*

Cancel Add

Enter the information and click Add.

This is important for the names of the files you will upload.

You can click the pencil now and upload a copy of the invoice or other documents.

Dist Submitted Grant for Club Approval Submitted Grant for District Approval Approved Grant Submitted Final

Details Clubs Involved Contacts Application Budget Expenses Documents Activity Log Signature Log Final Report

Expense Receipts (i.e. copy of invoice for goods and services)

Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created
2025	Invoice for dictionaries	\$3,000.00			Dictionary order for 2025	Stout, Ryan 02/16/25 07:51 PM

Receipt Total: \$3,000.00

Enter your **Expense Receipts** below. Use to the file drag and drop or file upload to save a scanned image of your receipt.

The Refnum is now sequenced automatically with the next number. However, you can overwrite the number with your own reference number.

Receipt Information:

* Vendor:	<input type="text" value="Invoice for dictionaries"/>
* Ref Num:	<input type="text" value="2025"/> Receipt No or date mm/dd (12 characters max)
* Amount:	<input type="text" value="3,000.00"/> Total Receipt Amount
Comments:	<input type="text" value="Dictionary order for 2025"/>

Receipt/Payment Supporting Files:

DO NOT upload files with filenames containing special characters (e.g. ",;:*%\$@!). Rename your file locally, then upload it.

Expense Receipt
and
Payment Upload:

No files chosen



Name: Payment The Dictionary Projec -Transaction Details for Pledge110139.pdf

Size: 79 kb

Type: application/pdf

Uploaded!



It is nice to be able to drag and drop documents but also, the Choose Files option works well. Be sure the filename has the proper format to be uploaded. Click SAVE.

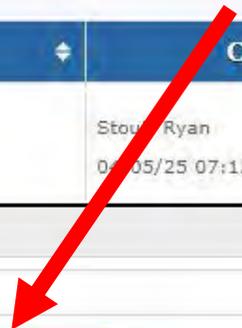
Go through the same process for the Add Payment tab. After you add, then you can click the pencil and add a copy of a check or other payment.

- Details
- Clubs Involved
- Contacts
- Application
- Budget
- Expenses**
- Documents
- Activity Log
- Signature Log

Expense Receipts (i.e. copy of invoice for goods and services)

Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created
	inv 3346	Dictionaries invoice	\$3,000.00		Payment The Dictionary Projec - Transaction Details for Pledge110139.pdf	Dictionary order	Stou Ryan 05/25 07:15 PM

Receipt Total: \$3,000.00



Payments (i.e. copy of check or credit card statement paying for an invoice added above)

[+ Add Payment](#)

Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created	Modified
Payment Total:			\$0.00					

No Payments Entered

Expense Summary

Description	Amount
Total Receipts:	\$3,000.00
Total Payments:	\$0.00
Difference:	\$3,000.00

Note: Sum of Receipt amounts *DO NOT* equal the sum of Payment amounts

Expense Receipts (i.e. copy of invoice for goods and services)

Action	Ref	Vendor	Amount	Pay To Ref	Docs
	2025	Club Foundation Funds	\$3,000.00		Fund: purch

Receipt Total: \$3,000.00

Payments (i.e. copy of check or credit card statement paying for an invoice added above)

Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created
Payment Total: \$0.00							

No Payme

Add Expense Item

Enter your **Payment / Reimbursement** for an Expense item below. Select the specific expense receipt you are making this payment for. Use to the file drag and drop or file upload to save a scanned image of your receipt.

The Refnum is now sequenced automatically with the next number. However, you can overwrite the number with your own reference number.

Payment Information:

* Pay To:

* CK/CC No: Chk# or Last-4 of CC# (DO NOT FILL IN THE FULL CREDIT CARD)

* Amount:

* Receipt Nos:

Comments:

Receipt/Payment Supporting Files:

DO NOT upload files with filenames containing special characters (e.g. ",;:*%\$@!). Rename your file locally, then upload it.

Expense Receipt and Payment Upload: *Your will be able to upload a **expense** document after you save this record. Then pencil edit the record and upload or drag and drop an **expense** document here. Valid documents are PNG, JPG, GIF, or PDF documents.*

The reference receipt you may have uploaded earlier pops up the be added by just clicking on it. Then click Add.





- Details
- Clubs Involved
- Contacts
- Application
- Budget
- Expenses**
- Documents
- Activity Log
- Signature Log
- Final Report

Expense Receipts (i.e. copy of invoice for goods and services)

Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created
	2025	Club Foundation Funds	\$3,000.00	The Dictionary Project \$3,000.00 (Ref #2026)		Funds used for dictionary purchase	Stout, Ryan 02/16/25 07:56 PM

Receipt Total: \$3,000.00

Payments (i.e. copy of check or credit card statement paying for an invoice added above)

Action	CK/CC Number	Paid To	Amount	Receipt Nos	Docs	Comments	Created
	2026	The Dictionary Project	\$3,000.00	Club Foundation Funds \$3,000.00 (Ref #2025)			Stout, Ryan 02/16/25 08:00 PM

Payment Total: \$3,000.00

Expense Summary

Description	Amount
Total Receipts:	\$3,000.00
Total Payments:	\$3,000.00
Difference:	\$0.00

This should balance to zero. If your club spent more than originally listed in the budget, being over is okay. If your club spent less than the budget, then the 2 to 1 match amount to your club receives will be adjusted to a smaller amount.

Click on the folder you want, then click on Upload File. PLEASE NOTE: copies of cancelled checks are required to show the full path of the funds. Also, photos are very important to help document your project.

 Grant Status: **Approved Grant** This Grant is **locked** and you are unable to change the information, clubs, contact and application in its current state. However, you may co Interim and/or Final report as required and submit for Club signatures and then District approval.

Step 1  Step 2  Step 3  Step 4 

Draft Submitted Grant for Club Approval Submitted Grant for District Approval Approved Grant

Details Clubs Involved Contacts Application Budget Expenses **Documents** Activity Log Signature Log Final Report

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
		Backup	2025-02-16 19:31:01	4 KB	
 		Documents	2025-02-16 18:43:26	0 KB	
 		Expenses	2025-02-16 19:53:05	0 KB	
 		Images	2025-02-16 18:43:26	0 KB	
		GrantApplication.html	2025-02-16 19:31:01	11 KB	
4 Directories 1 File				Directory Space Used:	16 KB

Last updated on: 02/16/25 At: 07:40 P By: Webster, Catherine E. Created: 02/16/25 By: Stout, Ryan

Draft Submitted Grant for Club Approval Submitted Grant for District Approval Approved Grant

[Details](#) |
 [Clubs Involved](#) |
 [Contacts](#) |
 [Application](#) |
 [Budget](#) |
 [Expenses](#) |
 [Documents](#) |
 [Activity Log](#) |
 [Signature Log](#) |
 [Final Report](#)

We found an existing **Final Club Report** report that was previously saved. That previous report is shown below so it can be updated. After updating the Final Club Report report, click the **Save Final Club Report** button at the top right. A PDF of the report will then be found under the Document Tab with today's date. When you are ready to submit the Final Club Report to the District for approval, click the **Submit Final Report** button.

Note: The variables {%-variable name%-} will be entered by the system when the report is saved.

[Reset Report](#)

District Grant Individual Final Project Report

Please complete this form online for your District Grants Committee Chair. **Do not** send this form directly to TRF.

Rotary Club: Pryor (2491)

Project Title: Dictionaries for 3rd Graders

Report Type: Interim (Progress) Report Final Club Report

Project Description

1. Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?

Every 3rd grader in Mayes County will receive a dictionary of their own, including home schooled children, private school children, public school children, and Amish and Mennonite children.

2. How many people benefited from this project?

3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?

Mayes County has a high poverty level, and therefore, little chance of a child having a book of their own at home. This project is embraced by the teachers so they can help increase a child's literacy rate and increase the rate of success when the student has their own dictionary to work with.

4. How many Rotarians participated in the project?

5. What did they do? Please give at least two examples, not including financial support provided to the project.

Labeled dictionaries, boxed them for delivery, then delivered them. Rotarians gave a short program about Rotary and the dictionary, then they were handed out to the students.

Once everything has been uploaded and the Expenses tab is completely filled out, the Final Report is ready to be completed. Items #2, 4, and 5 (6 if applicable) need to be filled in. The other areas are prefilled from the application page.



Save FINAL Report

Club: Collect FINAL Signatures

Step 7

Final Report Approved

After you Save FINAL Report by clicking the tab, then you can click on Club: Collect FINAL Signatures. The signer will again receive an email to login and sign the grant.

The signer will click on Sign Grant

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
Webster, Catherine E.	Pryor	02/16/2025 07:39 PM
Webster, Catherine E.	Pryor	02/16/2025 07:40 PM

Sign Grant

Cancel

You are ready to submit the Final Report. After clicking on YES, if everything is in order, then the District Grants Chair will approve the final report unless something is missing, close out the grant, and submit a request to the District Office for a check to be issued to your club for the appropriate DDF funds.

Grant Signatures Complete

ATTENTION: All required signatures have been applied. If you are ready to submit this Final Report for district approval click "Yes" below. Please be sure that:

- 1) The Final Report has been completely filled out.
- 2) All documents are complete and uploaded.
- 3) The Budget has been updated with actuals.

Yes, Submit Final Report for District Approval

No, Continue to Add Report Details

The activity log shows a summary of all changes made in the district grant module.

Date / Time	User Name	Activity
2025-02-16 20:04:06 PM	Stout, Ryan	PXL_20211028_142740353.jpg width resized from: 4032 to: 800
2025-02-16 20:04:06 PM	Stout, Ryan	PXL_20211028_142740353.jpg (3,294,069 bytes), uploaded to [Images\]
2025-02-16 19:40:24 PM	Webster, Catherine E.	Grant status was changed to Approved Grant
2025-02-16 19:40:24 PM	Webster, Catherine E.	All Grant signatures above state 6 deleted
2025-02-16 19:40:24 PM	Webster, Catherine E.	Notification list empty regarding state change to Approved Grant (6)
2025-02-16 19:40:08 PM	Webster, Catherine E.	Grant was signed by Webster, Catherine E., StatusID=3
2025-02-16 19:39:58 PM	Webster, Catherine E.	Grant status was changed to Submitted Grant for District Approval
2025-02-16 19:39:58 PM	Webster, Catherine E.	Grant was signed by Webster, Catherine E., StatusID=3
2025-02-16 19:39:58 PM	Webster, Catherine E.	Notification list empty regarding state change to Submitted Grant for District Approval (3)
2025-02-16 19:39:19 PM	Webster, Catherine E.	Grant was signed by Webster, Catherine E., StatusID=2
2025-02-16 19:38:29 PM	Webster, Catherine E.	Grant status was changed to Submitted Grant for Club Approval
2025-02-16 19:38:29 PM	Webster, Catherine E.	Grant was signed by Webster, Catherine E., StatusID=2
2025-02-16 19:38:29 PM	Webster, Catherine E.	Notification list empty regarding state change to Submitted Grant for Club Approval (2)
2025-02-16 19:38:18 PM	Webster, Catherine E.	Grant status was changed to Draft
2025-02-16 19:38:18 PM	Webster, Catherine E.	All Grant signatures above state 1 deleted
2025-02-16 19:37:30 PM	Webster, Catherine E.	Grant status was changed to Submitted Grant for Club Approval
2025-02-16 19:37:30 PM	Webster, Catherine E.	Notification list empty regarding state change to Submitted Grant for Club Approval (2)
2025-02-16 19:36:55 PM	Webster, Catherine E.	Grant was signed by Webster, Catherine E., StatusID=2
2025-02-16 19:32:30 PM	Stout, Ryan	Grant status was changed to Submitted Grant for Club Approval
2025-02-16 19:32:30 PM	Stout, Ryan	Grant was signed by Stout, Ryan, StatusID=2
2025-02-16 19:32:30 PM	Stout, Ryan	Emails were sent to Catherine E. Webster regarding state change to Submitted Grant for Club Approval (2)
2025-02-16 19:31:01 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 19:31:01 PM	Stout, Ryan	A club contact was removed from the list of users included in this grant. (UserID: 800747513)
2025-02-16 19:29:46 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 19:29:24 PM	Stout, Ryan	Budget item Dictionary purchase was added. Amount: 3000.00 - Credit: 0 - Debit: 1
2025-02-16 19:25:57 PM	Stout, Ryan	Budget item District DDF funds was added. Amount: 2000.00 - Credit: 1 - Debit: 0
2025-02-16 19:24:42 PM	Stout, Ryan	Budget item Club Foundation Funds was added. Amount: 1000.00 - Credit: 1 - Debit: 0
2025-02-16 19:22:32 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 18:56:32 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 18:47:44 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 18:47:44 PM	Stout, Ryan	A club contact was removed from the list of users included in this grant. (UserID: 800063242)
2025-02-16 18:46:09 PM	Stout, Ryan	Grant was updated successfully.
2025-02-16 18:43:26 PM	Stout, Ryan	Grant was created successfully.
2025-02-16 18:43:26 PM	Stout, Ryan	Club 2491 was ADDED from the list of clubs included in this grant.
2025-02-16 18:43:26 PM	Stout, Ryan	A club contact was removed from the list of users included in this grant. (UserID: 800747513)
2025-02-16 18:43:26 PM	Stout, Ryan	Grant status set as Draft

Example of the Activity Log

Details	Clubs Involved	Contacts	Application	Budget	Expenses	Documents	Activity Log	Signature Log	Final Report
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Submitted Grant for Club Approval

Submitted By

Webster, Catherine E.	Bulletin Editor, Club Membership Chair, Grant Writer Coordinator, Treasurer, TRF Chair, Club Service Chair	02/16/2025 07:38 PM
_____	Position	_____
		Date

Grant Application Club Signatures

Club Pryor Signatures (1 of 1 Received)

Webster, Catherine E.	Bulletin Editor, Club Membership Chair, Grant Writer Coordinator, Treasurer, TRF Chair, Club Service Chair	02/16/2025 07:39 PM
_____	Position	_____
e/Signature		Date

Submitted Grant for District Approval

Submitted By

Webster, Catherine E.	Bulletin Editor, Club Membership Chair, Grant Writer Coordinator, Treasurer, TRF Chair, Club Service Chair	02/16/2025 07:39 PM
_____	Position	_____
		Date

District Approval Signatures

District Signatures (1 of 1 Received)

Webster, Catherine E.	Bulletin Editor, Club Membership Chair, Grant Writer Coordinator, Treasurer, TRF Chair, Club Service Chair	02/16/2025 07:40 PM
_____	Position	_____
e/Signature		Date

Example of the Signature Log

Important things to remember:

- MOU must be signed and sent to the District office, via email is best: districtadministrator@district6110.org before a grant will be considered.
- The Grant portal is open from July 1, 2025 through November 30, 2025 for the 2025-26 Rotary year.
- Preference is given to clubs with \$100 per capita giving or more to the Annual Fund SHARE.
- No pass through grants will be accepted.
- Grants from 2024-25 must be finalized in DACdb by November 30, 2025.

Good Things to Know:

- The recording of this seminar and a .pdf of the DACdb step-by-step process will be available on the District Website under the Rotary Foundation tab, then District 6110 Grants.
- Sometimes, the DACdb software does not behave, so if you have any issues, after trying a few times, let us know!

DISTRICT 6110 POINTS OF CONTACT



The Rotary Foundation

Cathy Webster, Rotary Club of Pryor, OK

Tel: 918-625-5720; email: cathywebsterd6110@gmail.com

Ed Hardesty, Rotary Club of Tulsa Southeast

Tel. 918-706-5730; email: edwinh1313@me.com

District Grants

Laurie Delano, Rotary Club of Joplin Daybreak, MO

Tel: 417-291-4397; email: ldelano1973@outlook.com