

District 6510

**District Grant Final Report Checklist**

**Before you Log In to Dacdb:**

* Do you have your **Letter(s) of Cooperation** (Park? School? Library? Etc) **scanned** as a **PDF**?
* Do you have your **bills, receipts, checks** (all financial information) **scanned** as **PDFs**?
* Do you have your **pictures** saved on your hard drive ready to upload on Dacdb? Are they **JPGs**?
* Open the **FinalReportExpensesSummary** spreadsheet file; **fill in all the blue areas; save it**

**Time to Log In to Dacdb. Once you are logged in:**

* Click the **Grants** TAB; click the **Club Grants** button (in the left side panel)
* Click the **Pencil** icon in front of your Grant name
* Click the **Documents** TAB (along the top margin of your Grant)
* Click the **Upload File** button to start uploading all these letters, pictures, receipts and the ExpensesSummary spreadsheet
* Keep **repeating** the **Upload File** button until everything is in the Documents TAB
* Click the **Save FINAL Report** button (top right corner) **if it is visible**
* Now, click the **Final Report TAB**; there are 6 questions on this screen:
* Question 1: do you need to add anything to the answer in the box?
* Question 2: you **must** fill in the blank with a **number** (not ‘Everyone,’ not 50+; **just a number**)
* Question 3: do you need to add anything to the answer in the box?
* Question 4: you **must** fill in the blank with a **number** (not ‘the whole club’)
* Question 5: you **must** fill in the blank with a description
* Question 6: you **must** fill in the blank with the name of the cooperating organization(s) (the organizations that gave you a letter of cooperation)
* Click the **Save FINAL Report** button (top right corner) **if it is visible**
* Click the **Club: Collect FINAL Signatures** button (top right corner)
* Remember, at least **2 of your Grant Certified members** must log in to the Grant (pencil), and click the **Club: Sign Final Report**
* The **second person** to sign the Final Report (or any of the other Grant Certified members) **must** click the button (top right, after the signatures are done) to **Submit to the District**

Problems: Contact Janice Alka at

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