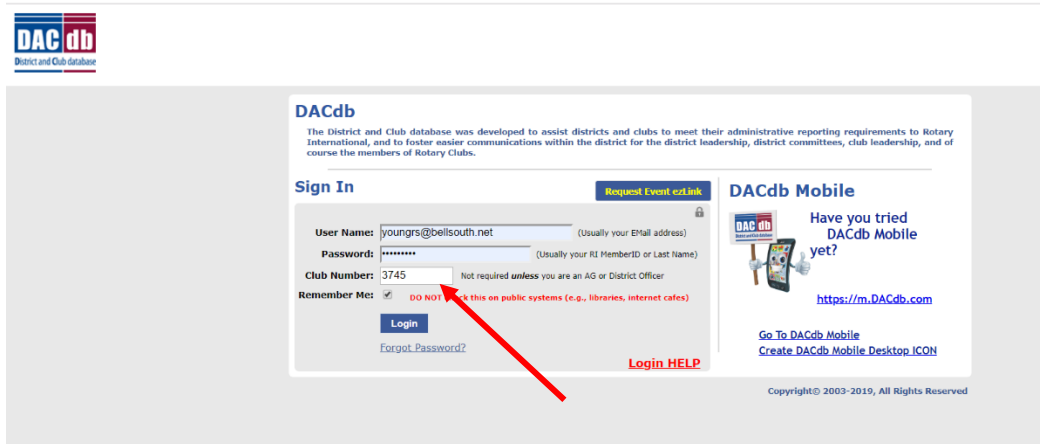


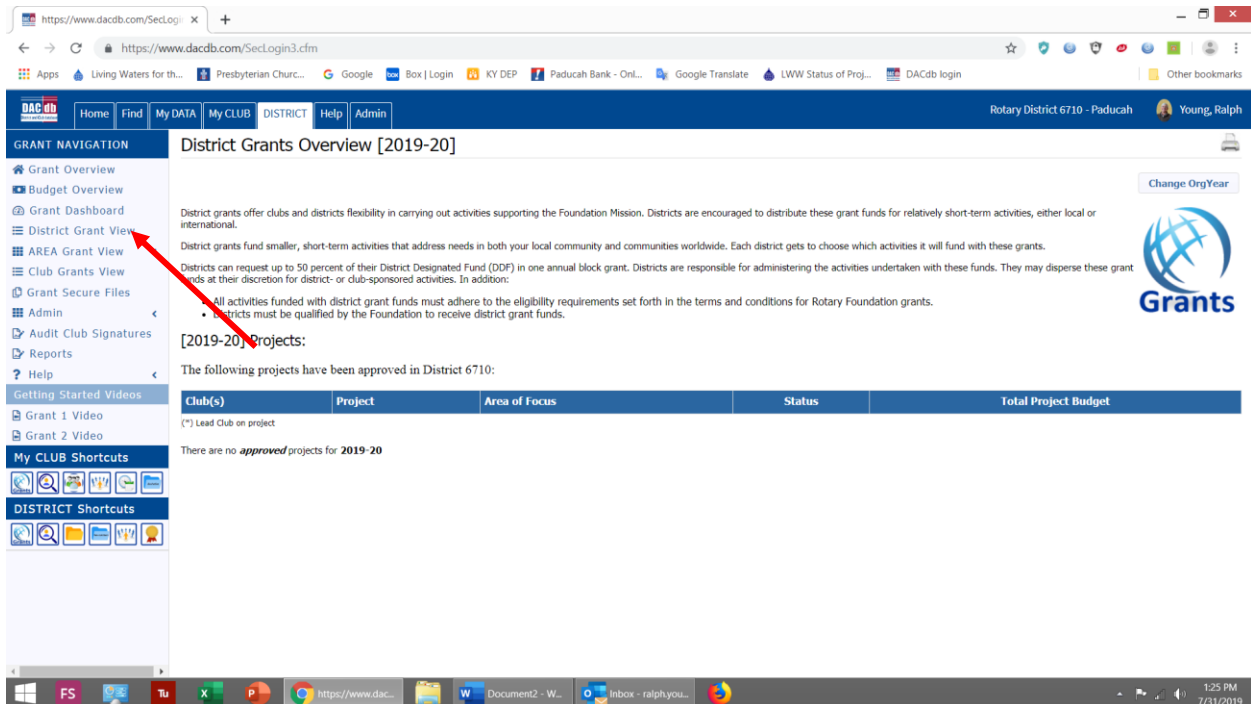
Directions for Approving on-line Rotary District Grant Applications and Reports

District 6710 has adopted Rotary International's on-line system for administering all District and Global Grant processes. This job aide is designed to assist those less familiar with DACdb on how to approve Club District Grants on-line. Ralph Young, Randy Bridges, Barry Smith, and Clay Howerton are approved.

1. Log in to DACdb. When logging in, make sure that you input your club number (3745) where indicated to open more access to DACdb.



2. When you get to the District Home Page, click on the District Grants shortcut.
3. At the District Grants Overview Home Page, click on District Grant View in the menu to the left.



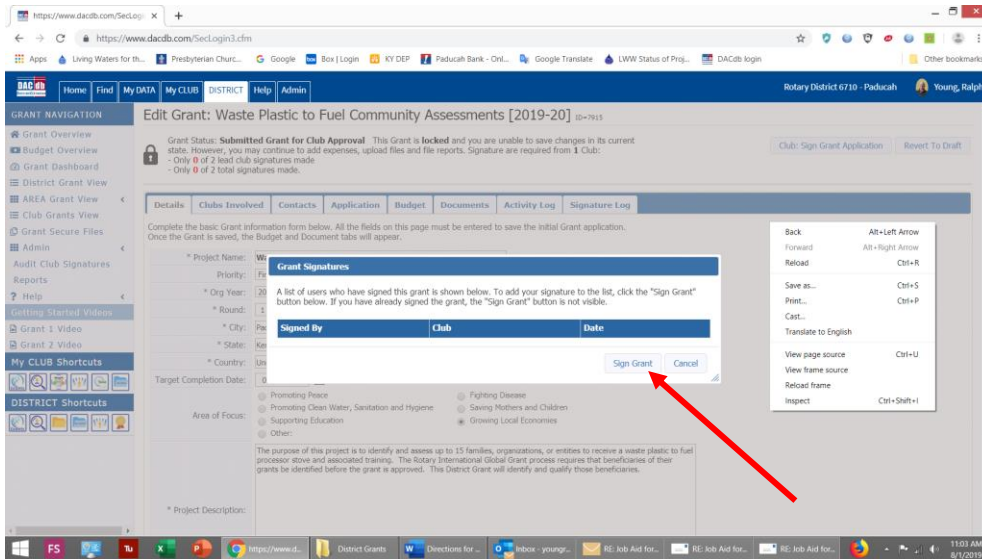
- Scroll down the list of grants listed until you find the Paducah club grant that is ready for approval.

The screenshot shows the DACdb website interface. The top navigation bar includes 'Home', 'Find', 'My DATA', 'My CLUB', 'DISTRICT', 'Help', and 'Admin'. The user is logged in as 'Young, Ralph' for 'Rotary District 6710 - Paducah'. The main content area displays a table of grants with columns for Project Name, Priority, Project No., Lead Club Name, Status, Funded Amount, Requested DDF, Other Funding, Project Budget, District Signatures, and No Dist. Signatures. A red arrow points to the 'Summer Reading Backpack Program' grant, which has a status of 'Submitted Grant for Club Approval' and a project number of 7914. Below this table is a 'District Review and Approval' section with its own table of grants, including 'High School Senior Scholarships' and 'Weekend Elementary School Food Backpack Program'.

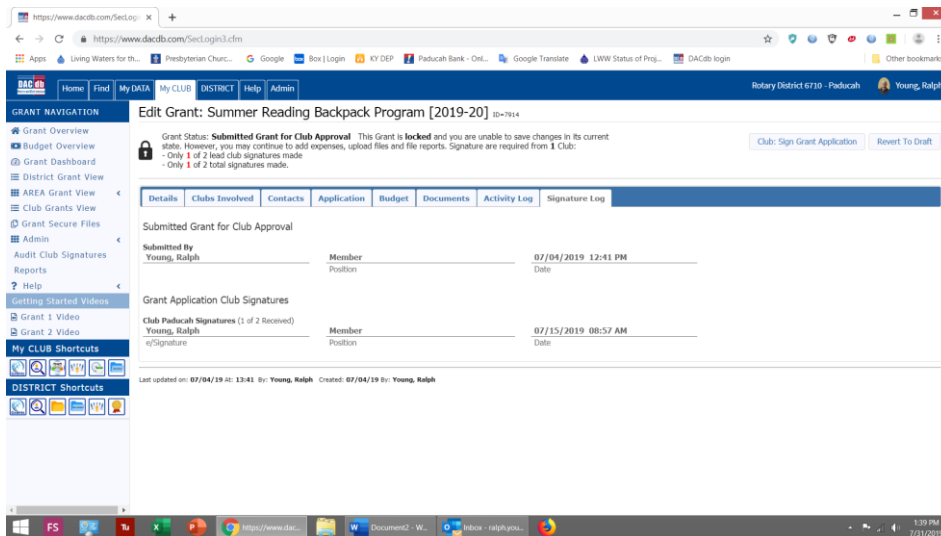
- Click on the pencil icon to open the grant selected. There will be a number of tabs across the top of the page. Each tab provides information on the grant application. At the top right will be a button **Club: Sign Grant Application**. Click that box.

The screenshot shows the 'Edit Grant' page for the 'Summer Reading Backpack Program [2019-20]'. The page title is 'Edit Grant: Summer Reading Backpack Program [2019-20] ID=7914'. The grant status is 'Submitted Grant for Club Approval', and it is noted as 'locked' and 'unable to save changes'. A red arrow points to the 'Club: Sign Grant Application' button at the top right. The page contains several tabs: 'Details', 'Clubs Involved', 'Contacts', 'Application', 'Budget', 'Documents', 'Activity Log', and 'Signature Log'. The 'Details' tab is active, showing fields for Project Name, Priority, Org Year, Round, City, State, and Country. Below these fields are radio buttons for 'Area of Focus' and a 'Project Description' section.

6. When the signature window opens you will see the names of people that have signed the grant. If no one has signed there will be no signatures. (see below)
7. At this point, click on the box – **Sign Grant**.



8. After signing, click on the Signature Log tab and verify that your signature has been recorded.
9. Our club needs two signatures before the grant advances for District approval.



10. If you have any questions, please contact Ralph Young, Sheila Stoke, or Rick Harned.

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