Part 2   CLUB APPROVAL SIGNATURES

Now that your District Grant Application has been completed you will need 2 approving signatures.

- Each approver separately will need to login to DaCdb to approve the grant.
- After the grant is submitted to the district, the district grants subcommittee chair will review the application for any issues or general concerns.
- This person will communicate directly with the project lead you previously identified in Part 1 step 9.
- If the application needs additional work, the district grants subcommittee chair will unlock the application and the club can then enter/update or complete the necessary information.
- The club will then again need to obtain the 2 approving signatures.
- All fully completed applications will be reviewed by the district grants subcommittee.
- Clubs will be notified by PMail when your grant application has been approved.

The Grant Process consists of five steps, with Clubs doing parts 1,2 and 4 and the District parts 3 and 5.

Part 1
The project lead will complete the project details, application and budget items and identify contacts and signatories.

Part 2
The 2 club members will log in separately and electronically sign the grant request.

Part 3
The District Grant Committee Chair will perform a preliminary review of the grant request to ensure all necessary information is provided. If incomplete the district grants subcommittee chair will inform the project lead of the information needed to complete grant request. All complete grant requests will then be reviewed by the district grants subcommittee with final approval granted by the DG. The committee will mark the grant request as either approved or not, electronically sign the approved grant requests and notify Clubs of their decision.

Part 4
When a Club's project is completed, the project lead will submit a Final Report. The Final Report will include any details and outcomes. It will also contain a recap of all expenses, invoices, receipts, checks and supporting photos. Final Reports are due within 30 days of project completion. Last Final Report submission date is June 15, 2017. All projects are to be completed within the Rotary year.

Part 5
The district grant chair will review a Club's Final Report. Once the Final Report is approved, the chair will close the project. When the project close report is generated, all the approval signatures will appear on the report.

1

First Approver now needs to Login to DaCdb

select GRANTS

Rotary District 6860

ID | Logout
Welcome: Croomes, E. Steven 6860-4

Home   My CLUB   My DATA   Committees   PMail ALL   Calendar   DUES   Reports   Speakers   Grants   Club PAGES   Files   Forms   ATTND   AGs   Help

Home   FIND a Member   MAP to CLUBs   GoTo RegisterME   View District NEWSLETTER   View District COMMITTEES   View District LEADERSHIP   View RELEASE NOTES   RI   Theme

Dashboard Home   My Club Dashboard   District Dashboard   District Stats   System Dashboard

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2

CHANGE ORG YEAR
If Necessary

Club Madison Grants [2016-17]

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

3

Status now shows SUBMITTED GRANT FOR CLUB APPROVAL

Click on PENCIL to select

Club Madison Grants [2017-18]

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**

Other Status

☐	Action	Project Name ⇕	Proj No ⇕	Lead Club Name ⇕	Status ⇕	Approved DDF ⇕	Requested DDF ⇕	Other Funding ⇕	Project Budget ⇕
	✏️ ✗	Honduras Dental and Vision	1218	Madison	Submitted Grant for Club Approval	$0.00	$3,000.00	$2,000.00	$5,000.00
No Grants: 1						$0.00	$3,000.00	$2,000.00	$5,000.00

4

Click on CLUB-SIGN GRANT APPLICATION

Edit Grant: Honduras Dental and Vision [2017-18] ID=1218

Grant Status: **Submitted Grant for Club Approval** (2)
This Grant is **locked** and you are unable to save changes in its current state.
You may continue to add expenses, upload files and file reports.
Signature are required from **1** Club:
- Only **0** of 1 lead club signatures made
- Only **0** of 1 total signatures made.

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

Details	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: Honduras Dental and Vision

5

You will now get a pop-up window.

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

Sign Grant   Cancel

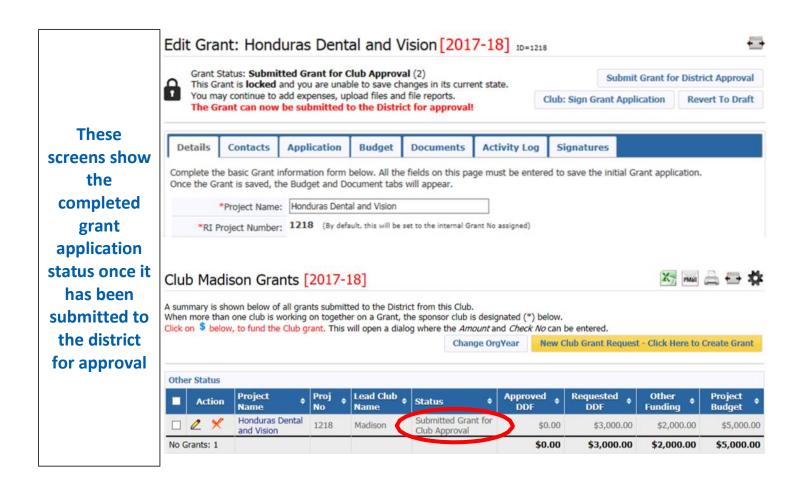|	
6 **Second Approver now needs to Login to DaCdb** **select GRANTS**	**Follow previous steps 2-3-4-5 for second approver to sign the grant**
You can click on SIGNATURES **to review all those who have signed the application**	Edit Grant: Honduras Dental and Vision [2017-18] ID=1218 Grant Status: **Submitted Grant for Club Approval** (2) This Grant is **locked** and you are unable to save changes in its current state. You may continue to add expenses, upload files and file reports. **The Grant can now be submitted to the District for approval!** Submit Grant for District Approval Club: Sign Grant Application Revert To Draft Details	Contacts	Application	Budget	Documents	Activity Log	**Signatures** Submitted Grant for Club Approval **Club Madison Signature** Croomes, E. Steven President 01/03/2015 12:28 PM e/Signature Position Date Grant Application Club Signatures **Club Madison Signatures** (2 of 2 Received) Klein, Destin J International Service Chair 01/03/2015 12:49 PM e/Signature Position Date Croomes, E. Steven President 01/03/2015 12:47 PM e/Signature Position Date
7 **Second Approver can now click on** **SUBMIT GRANT FOR DISTRICT APPROVAL**	Edit Grant: Honduras Dental and Vision [2017-18] ID=1218 Grant Status: **Submitted Grant for Club Approval** (2) This Grant is **locked** and you are unable to save changes in its current state. You may continue to 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: Sign Grant Application Details	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: Honduras Dental and Vision

These screens show the completed grant application status once it has been submitted to the district for approval

NEXT STEP (after project completed): Part 3 District Grant – District Grants Final Report Submission and Approval