

DISTRICT GRANT

Instructions and Worksheet

Part 3 Final Report Submission and Approval Process

After the project funded by a district grant has been completed, you will need to create a final report for District approval.

- Login to DACdb and select your Grant.
- Project lead must go to the Budget tab and replace budget amounts with actual amounts.
- Invoices, receipts, check copies, bank statements, photos and/or any other supporting documentation must be captured in digital form and uploaded to the folders located in the Documents tab.
- Project report information must be entered in the Final Report tab (sections 1-6). Sections 1 and 3 auto-populate from your application. Edit these sections from proposed to accomplished.
- Each of two signatories (one must be President) separately will need to login to DaCdb to electronically sign/approve the final report.
- After the final report is submitted to the district, the district grants subcommittee chair will review the report and associated documents for any issues or concerns.
- If the final report needs additional work, the district grants subcommittee chair will unlock the report (if necessary) and the club can then provide the necessary information.
- If the grant has to be unlocked, the club will again need to obtain the 2 approving signatures.
- All fully completed final reports will be reviewed by the district grants subcommittee.
- Determinations will be made (project and money) as outlined in the Policies and Procedures Supplement.
- Clubs will be notified when their Final Report is approved, and their grant status will be changed to "Complete".
- All DDF Grant Funds must be spent during the program year in which the grant was awarded.
- Any DDF Grant Funds approved for your project and not used must be returned to The Rotary Foundation through District 6860. Contact the District Grant Subcommittee Chair for the procedure.

1

Login to
DaCdb

select
GRANTS



2



Status now
shows
**APPROVED
GRANT**

Click on
PENCIL to
edit

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](#)

Approved								
Action	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
 	Sandbox	3696	Madison	Approved Grant	\$0.00	\$4,000.00	\$1,000.00	\$5,000.00
No Grants: 1					\$0.00	\$4,000.00	\$1,000.00	\$5,000.00

Edit Grant: Sandbox [2017-18] ID=3696

Grant Status: **Approved Grant** (6)
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. This Grant is **approved**. When the Club is sent their funding check, mark the Grant as Funded.
The Club needs to complete an Interim and/or Final report as required and submit for Club signatures and then District approval.

[Club: Collect FINAL Signatures](#)

Details

Contacts

Application

Budget

Documents

Activity Log





Signatures

Interim Report

Final Report





Income Items

Add Income Source

Action	Item Name	Amount	Created	Modified
 	Requested DDF Funding	\$4,000.00	Sanders, Dennis 03/27/2017	McMicken, Timothy E. 04/04/2017
 	Other Funding Required	\$1,000.00	Sanders, Dennis 03/27/2017	McMicken, Timothy E. 04/04/2017
Income Total:		\$5,000.00		

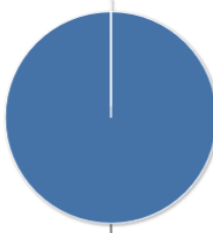
Expense Items

Add Expense

Action	Item Name	Amount	Created	Modified
 	Vision and Dental supplies	\$4,000.00	Sanders, Dennis 03/27/2017	McMicken, Timothy E. 04/04/2017
 	Travel support	\$1,000.00	Sanders, Dennis 03/27/2017	McMicken, Timothy E. 04/04/2017
Expense Total:		\$5,000.00		

Cash Analysis

Cash Available : 0 %



Spent Cash : 100 %

3

Click on
BUDGET Tab

Update to
show actual
amounts

4









Click on
**DOCUMENTS
Tab**

Upload files

Details	Contacts	Application	Budget	Documents	Activity Log	Signatures	Interim Report	Final Report
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The documents tab allows for management of all documents related to this grant.
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
 	Folder	Backup	2017-04-04 14:02:34	4 KB	
 	Folder	Documents	2017-03-27 17:17:49	0 KB	
 	Folder	Images	2017-03-27 17:17:49	0 KB	
 	File	GrantApplication.html	2017-04-04 14:02:34	15 KB	
3 Directories 1 File			Directory Space Used: 19 KB		

Last updated on: 04/04/2017 At: 13:10 By: Sanders, Dennis Created: 03/27/2017 By: Sanders, Dennis

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Ensure file names are acceptable and files are in correct place

Details	Contacts	Application	Budget	Documents	Activity Log	Signatures	Interim Report	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.

Special characters also include dashes and underscores

Supporting Photos will be inserted from the **Photos** folder in the **DOCUMENTS** tab. Note that this folder may not exist. You may have to create the Photos folder before you upload your pictures.

6

Click on **FINAL REPORT** Tab
Note Sec. 1 & 3 are auto-populated

Details	Contacts	Application	Budget	Documents	Activity Log	Signatures	Interim Report	Final Report
---------	----------	-------------	--------	-----------	--------------	------------	----------------	--------------

We did not find an existing **Final Club Report** report to edit. A NEW Final Club Report report can be found below.

When you have entered the requested information, click the **Submit 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.

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: Madison (51965)

Project Title: Sandbox

Report Type: ☒ Final Club Report

Project Description

1. Describe the project. What was done, when, and where did project activities take place?

This grant allowed the Madison Rotary club to continue the fourth year of dental care to first through fifth graders and to continue the third year of vision tests for all ages. The dental efforts provided cleanings, sealant, cavity removal/repair as well as extractions when necessary. The dentist also provided toothbrushes, toothpaste, floss and usually a toy for all children. This allowed the children to continue practicing good hygiene throughout the year. The vision team provided basic retinoscopy eye exams to Honduran's of all ages. We brought several hundred pairs of glasses with us which provided an array of options for both near and farsightedness. In addition, we brought sunglasses and taught everyone about the harmful effects of UV rays and how sunglasses can help protect their eyes. Finally, we brought several bottles of antibiotics and synthetic tears which we dispensed to patients who needed them.

2. How many people benefited from this project?

7

Sec. 1:
Edit to reflect results of project.

Sec. 2:
Fill in number

8

Sec. 3:
Edit to
reflect
impact of
project.

Sec. 4:
Fill in
number
Sec. 5:
Enter the
actual
Rotarian
activity

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

The Madison Rotary Club optometrist was successful in providing children with basic eye exams and assessing children with the need of glasses. He identified children and adults who have more critical eye conditions that require treatment. This project helped the children of Choluteca in the following ways: Improved their health through better oral hygiene. Instill better oral hygiene habits in families and throughout the community. Provided glasses to improve learning ability and quality of life. Identified eye problems that can be addressed with medication. Identified more serious eye and vision problems that might lead to more in depth treatment.

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.

(1) Several Madison Rotarians collected donated materials and packed them for shipment to Honduras.
(2) Rotarian Michael St.Peter coordinated with the Indiana Lions Club to obtain donated eyeglasses and medication.
(3) Rotarians Michael St.Peter and Tim McMicken ran vision clinics for a week and checked 630 people.
(4) Rotarian Michael St.Peter recorded names of 20 people needing catarac surgery and coordinated with Choluteca Rotarians to provide these operations free of charge.

6. If a cooperating organization was involved, what was its role?

At this point click on **SAVE FINAL REPORT** to ensure that all report information is saved. Every time the Final Report is saved, a PDF file is saved in the DOCUMENTS tab. This file is named "FinalReport-
<encoded date & time>.pdf". (For example: FinalReport-170404_151540) Review this file to make sure all information has been included.

Looking back at the **FINAL REPORT** tab, you will notice that there are several paragraphs below Section 6. These sections are automatically created by the Grants Module.

Financial information will be inserted from the **BUDGET** tab.

Certifying Signatures will be inserted from the **SIGNATURES** tab.

Supporting Photos will be inserted from the **Photos** folder in the **DOCUMENTS** tab. Note that this folder may not exist. You may have to create the Photos folder before you upload your pictures.

Supporting Documentation will be inserted from the main folder in the DOCUMENTS tab. Supporting documentation consists of files you have uploaded containing items such as bank statements, invoices, receipts, checks, etc.

Once all information and documentation is in place and verified, you are ready to collect **FINAL Signatures**.

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Click on
Club:
Collect
FINAL
Signatures

Edit Grant: Sandbox [2017-18] ID=3696

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[Save FINAL Report](#)
[Club: Collect FINAL Signatures](#)

[Details](#) [Contacts](#) [Application](#) [Budget](#) [Documents](#) [Activity Log](#) [Signatures](#) [Interim Report](#) [Final Report](#)

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[Upload File](#)
[Add Folder](#)

Navigation: [Home](#)

Action	Type	File Name	Modified	Size	Attributes
	Folder	Backup	2017-04-04 16:08:24	4 KB	
	Folder	Documents	2017-03-27 17:17:49	0 KB	
	Folder	Images	2017-03-27 17:17:49	0 KB	
	Folder	Photos	2017-04-04 16:08:23	0 KB	
	File	Dental Supplies.pdf	2017-04-04 16:07:39	11,925 KB	
	File	FinalReport-170404_160824.pdf	2017-04-04 16:08:24	694 KB	
	File	Gas Receipt.jpg	2017-04-04 16:08:23	8 KB	
	File	GrantApplication.html	2017-04-04 14:02:34	15 KB	
	File	Rental Trucks 1.pdf	2017-04-04 16:06:58	9,973 KB	
4 Directories 5 Files			Directory Space Used:		22,618 KB

10

Each
signer (2)
will click
on
Club: Sign
Final
Report

Edit Grant: Sandbox [2017-18] ID=3696

Grant Status: **Submitted Final Report for Club Signatures** (10)
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 Final report is waiting on Club signatures. 0 of 2 Club signatures have now been received. **Additional signatures are required.**

[Club: Sign Final Report](#)

[Details](#) [Contacts](#) [Application](#) [Budget](#) [Documents](#) [Activity Log](#) [Signatures](#) [Interim Report](#) [Final Report](#)

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.

This is the RI Bock Grant Number (Simplified Grant Number) issued by RI. The District will enter this.

* Project Name:

* Project Priority:

* Project Org Year: 10 OrgYear can be changed by District (if needed)

11

After both
have
signed
click on
Submit
Final
Report

Edit Grant: Sandbox [2017-18] ID=3696

Grant Status: **Submitted Final Report for Club Signatures** (10)
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 Final report is waiting on Club signatures. 2 of 2 Club signatures have now been received. This report can now be submitted to the District for Approval.

[Club: Sign Final Report](#)
[Submit Final Report](#)

[Details](#) [Contacts](#) [Application](#) [Budget](#) [Documents](#) [Activity Log](#) [Signatures](#) [Interim Report](#) [Final Report](#)

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