DISTRICT GRANT TRAINING

DISTRICT 6960

Rotary

A NEW DISTRICT GRANT PROCESS

- ALL 2018-2019 DISTRICT GRANTS ENTERED INTO DACdb
- FINAL REPORTS WILL BE FILLED IN DACdb for all Grants this year 2018-2019
- New Grant Applications will be entered for 2019-2020 year

WHY THE CHANGE TO DACdb?

- Better tools for filling your grant
- Greater visibility to your grant
- You can see your grant in DACdb Now!
- You will be able to see your grant through each step of the process
- Capture all documentation of your project final report

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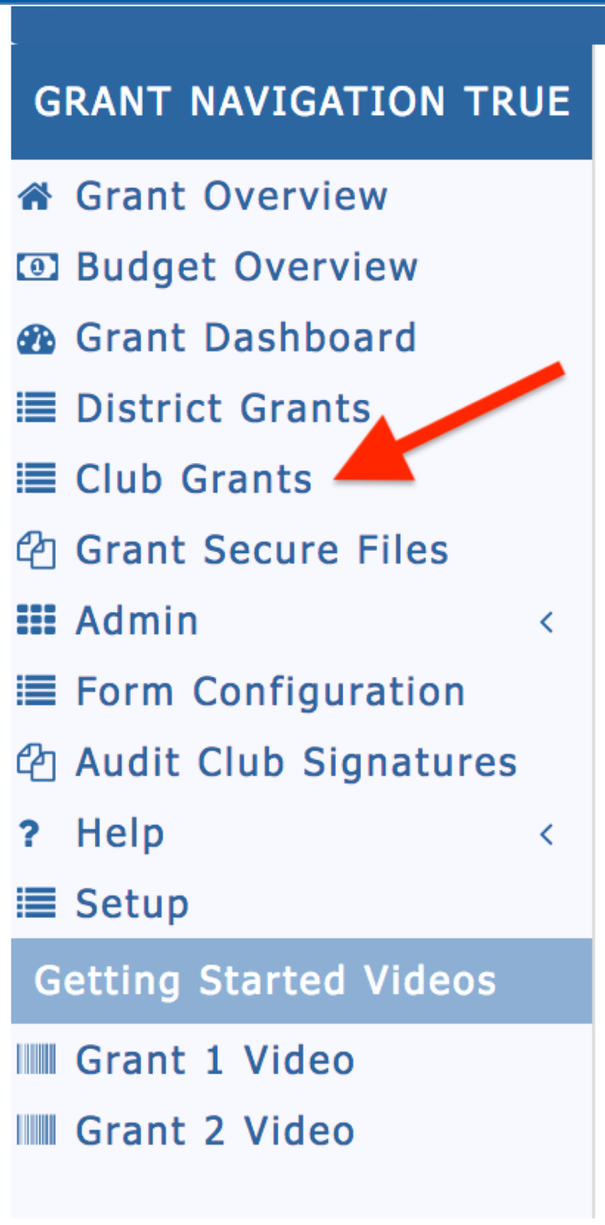
What Next?

- We are asking that you file your final report in DACdb for your approved grants
- Please be PATIENT
- Don’t be afraid to ask for help
- Contact Andy Lyman andy@allpointpos.com or 941-343-9999 x3

Start By Logging Into DACdb and Find the Grants Tab

Click On “Club Grants” In Menu



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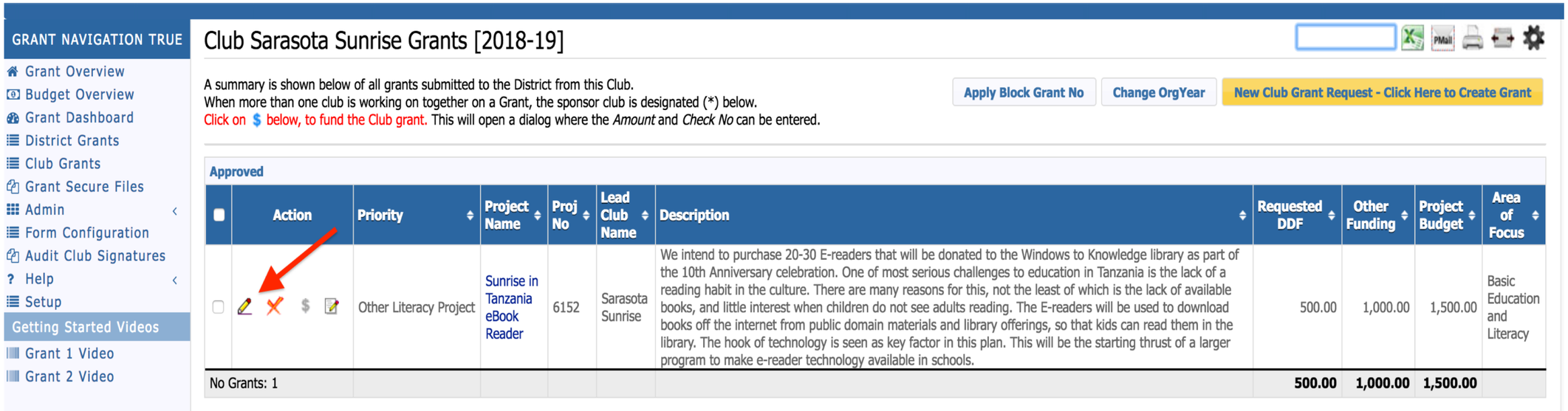
Click The Pencil To Edit The Grant



From The Grants Detail Tab Select Budget Tab

Edit Grant: Sunrise in Tanzania eBook Reader [2018-19] ID=6152

Grant Status: **Approved Grant** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. The Club needs to complete an Interim and/or Final report as required and submit for Club signatures and then District approval.

Details | Clubs Involved | Contacts | Application | Budget | Documents | Activity Log | Signature Log | 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.

* Project Name:	**Sunrise in Tanzania eBook Reader**
* Deleted:	No Delete flag for Grants (Note: Level-7+ function)
RI Project No:	6152 (By default, this will be set to the internal Grant No assigned)
Priority:	Other Literacy
* Org Year:	2018-19 (Level-7+ can change the OrgYear, if necessary)
* Round:	1 (e.g., 1 or 2)

The Budget Screen Shows Your Income Which has Been Entered For You Based Upon Your Original Grant Submission

You Will Press The ”Add Expense” Button To Enter Your Expenses

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

Income Items

Add Income Source

Action	Item Name	Club	DDF	Amount	Created	Modified
	DDF Request	Sarasota Sunrise	✔	$500.00	Lyman, Andrew 07/19/18 09:40 PM	Lyman, Andrew 07/25/18 09:46 AM
	Club Donation	Sarasota Sunrise		$1,000.00	Lyman, Andrew 07/19/18 09:41 PM	Lyman, Andrew 08/02/18 04:43 PM
	Income Total:	1 out of 1 club(s) contributed		**$1,500.00**	(DDF Request: **$500.00**, Other Funding: **$1,000.00**)	

Expense Items

Add Expense

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

Budget Summary

Description	Amount
Total Income (DDF+Club Funding):	$1,500.00
Expenses Items:	$0.00
Cash Flow (Income - Expense):	**$1,500.00**

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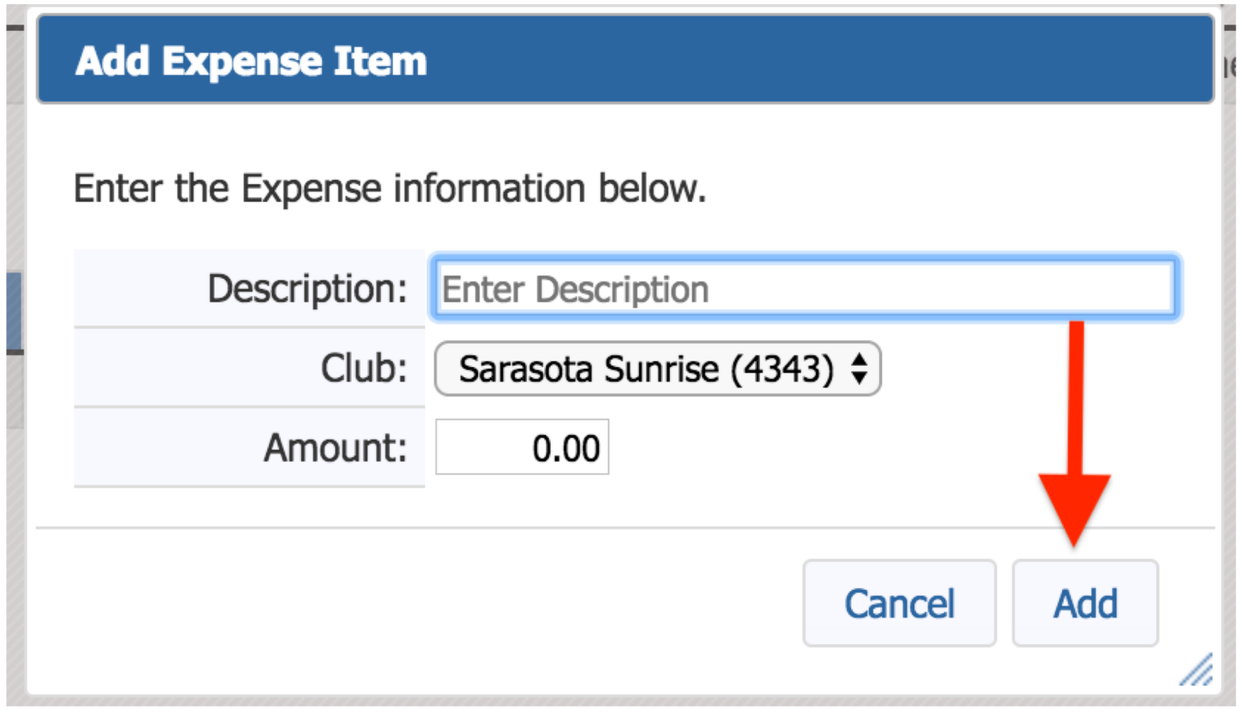
Press The “Add Expense” Button – The “Add Expense Item” Box Will Allow You To Enter All Expenses For Your Grant

Expense Items

Add Expense

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

Enter A Description For The Expense and The Amount For The Expense



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Go To The ”Documents” Tab

Add All Documentation – Project Pictures, Receipts, News Articles

Details | Clubs Involved | Contacts | Application | Budget | **Documents** | Activity Log | Signature Log

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	2018-08-14 08:26:15	4 KB	
		Documents	2018-07-19 14:22:50	0 KB	
		Images	2018-07-19 14:22:50	0 KB	
		FinalReport-180814_082615.pdf	2018-08-14 08:26:15	1 KB	
		GrantApplication.html	2018-08-14 08:23:09	12 KB	
3 Directories | 2 Files			Directory Space Used:	17 KB	

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Go To The ”Final Report” Tab
Answer Questions on Final Report

Details | Clubs Involved | Contacts | Application | Budget | Documents | Activity Log | Signature Log | 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: Sarasota Sunrise (4343)
Project Title: Sunrise in Tanzania eBook Reader
Report Type: [_] Interim (Progress) Report [X] 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?

We intend to purchase 20-30 E-readers that will be donated to the Windows to Knowledge library as part of the 10th Anniversary celebration. One of most serious challenges to education in Tanzania is the lack of a reading habit in the culture. There are many reasons for this, not the least of which is the lack of available books, and little interest when children do not see adults reading. The E-readers will be used to download books off the internet from public domain materials and library offerings, so that kids can read them in the library. The hook of technology is seen as key factor in this plan. This will be the starting thrust of a larger program to make e-reader technology available in schools.

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?

Purchase E-Readers for 20-30 for the Windows of Knowledge library in Iringa Region, Tanzania

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.

After Final Report Information Is Entered Press “Save FINAL Report” Button Then Press the “Collect FINAL Signatures” Button

By Pressing The “Collect Final Signatures” Button That Will Trigger Pmail To The Club Officer Responsible For Signing The Grant

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To Access The Final Report You Can Go Back To The “Documents” Tab

Details | Clubs Involved | Contacts | Application | Budget | **Documents** | Activity Log | Signature Log

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3 Directories | 2 Files			Directory Space Used:	17 KB	

All Documents For Your Grant Along With Final Report Will Be In The Documents Area. This Will Insure RI Audit Compliance For The District For The Required 5 Year Term.

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