

DISTRICT GRANT TRAINING

DISTRICT 6960



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



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

The screenshot shows the DACdb interface for Rotary District 6960. At the top, there's a navigation bar with the DACdb logo, the district name, and user information (Welcome: Lyman, Andrew 6960-7). Below this is a menu with various tabs like Home, Find, CLUBS, My CLUB, My DATA, Committees, PMail, Calendar, NC, Finance, Reports, Speakers, Grants (selected), District PAGES, Club PAGES, Files, RLI, ATTND, Engage, Area, R2R, Help, Admin, and Setup. A left sidebar contains a 'GRANT NAVIGATION TRUE' section with links to Grant Overview, Budget Overview, Grant Dashboard, District Grants, Club Grants, Grant Secure Files, Admin, Form Configuration, Audit Club Signatures, Help, and Setup. Below this is a 'Getting Started Videos' section with Grant 1 Video and Grant 2 Video. The main content area is titled 'District Grants Overview [2018-19]' and features a large blue banner with the Rotary Foundation logo and the text: 'Welcome to The Rotary District 6960 District Grants Process For Rotary Year 2018-2019'. Below the banner, there's a blue heading: 'Exciting things are happening for District 6960 for our District Grants process.' followed by three paragraphs of text. The first paragraph states that all grants for 2018-2019 have been entered into DACdb and will be reviewed by the Grant Committee. The second paragraph mentions the District's plan for the 2019-2020 cycle and provides contact information for Andy Lyman. The third paragraph discusses the flexibility of District Grants and Community Projects. The fourth paragraph notes that districts can request up to 50% of their District Designated Fund in one annual block grant. The fifth paragraph mentions the District SHARE Committee's role in reviewing applications.



Click On “Club Grants” In Menu

GRANT NAVIGATION TRUE

- 🏠 Grant Overview
- 🔒 Budget Overview
- 🌐 Grant Dashboard
- ☰ District Grants
- ☰ Club Grants 
- 📁 Grant Secure Files
- 🗄 Admin <
- ☰ Form Configuration
- 📁 Audit Club Signatures
- ? Help <
- ☰ Setup

Getting Started Videos

- ▮ Grant 1 Video
- ▮ Grant 2 Video



Click The Pencil To Edit The Grant

GRANT NAVIGATION TRUE Club Sarasota Sunrise Grants [2018-19]

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.

[Apply Block Grant No](#)
[Change OrgYear](#)
[New Club Grant Request - Click Here to Create Grant](#)

Approved										
	Action	Priority	Project Name	Proj No	Lead Club Name	Description	Requested DDF	Other Funding	Project Budget	Area of Focus
<input type="checkbox"/>	   	Other Literacy Project	Sunrise in Tanzania eBook Reader	6152	Sarasota Sunrise	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.	500.00	1,000.00	1,500.00	Basic Education and Literacy
No Grants: 1							500.00	1,000.00	1,500.00	



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
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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:	<input type="text" value="Sunrise in Tanzania eBook Reader"/>
* Deleted:	<input type="text" value="No"/> Delete flag for Grants (Note: Level-7+ function)
RI Project No:	<input type="text" value="6152"/> (By default, this will be set to the internal Grant No assigned)
Priority:	<input type="text" value="Other Literacy"/>
* Org Year:	<input type="text" value="2018-19"/> (Level-7+ can change the OrgYear, if necessary)
* Round:	<input type="text" value="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
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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



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

Expense Items

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



Add Expense

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

Add Expense Item

Enter the Expense information below.

Description:	<input type="text" value="Enter Description"/>
Club:	<input type="text" value="Sarasota Sunrise (4343)"/>
Amount:	<input type="text" value="0.00"/>



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.

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	



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
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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 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

changes in its current state. However, you may continue to
and/or Final report as required and submit for Club

LVL-7: Change Status

LVL-7: Save Grant

Club: Collect FINAL Signatures

Save FINAL Report

ents Activity Log Signature Log Interim Report Final Report

report can be found below.
t button at the top right. A PDF of the report will then be found under the Document

l.

Reset Report

Step Two Save
Collect FINAL
Signatures

Step One Save
Final Report

Final Project Report

n directly to TRF.

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



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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		GrantApplication.html	2018-08-14 08:23:09	12 KB	
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.

