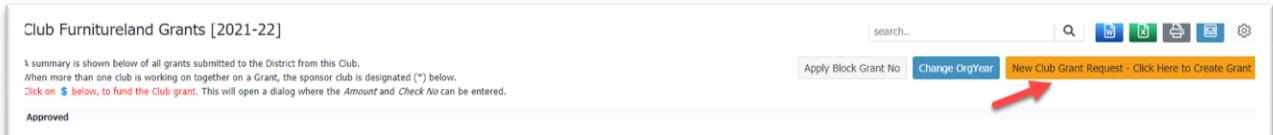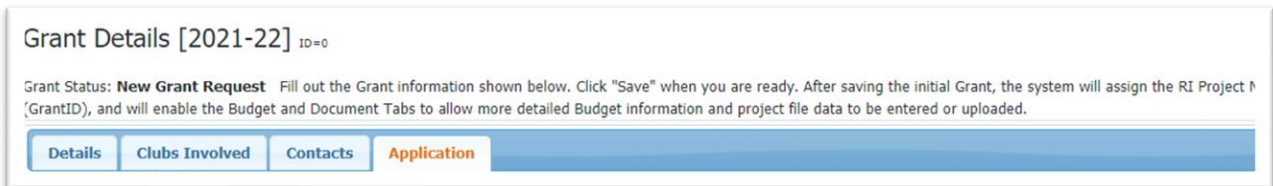# CLUB--CREATING A GRANT

To start a new grant, click on the GRANTS Ikon ![Grants] under the MY CLUB tab.

Be sure that at least 2 signers have been designated **for the current year** for **each of the clubs** that will be participating in the grant.

Click on the yellow button to create a grant.

Fill out all the fields under each of the tabs that appear.

- The PROJECT description under the DETAILS tab should be a short description of what you plan to do, generally 250 characters or less.
- Under the CLUBS INVOLVED tab, list the other clubs that will be working with your club if the project includes more than one club.
- Under CONTACTS you can add the people in your club or in the other clubs who are involved in the project and should be aware of its progress, although they are not signers for the project.
- Put a more detailed description of the project in the APPLICATION tab. Some of the wording you enter there will be automatically loaded into the final report.

Check the box which says you understand and accept the terms of the Club Statement Agreement.

Press the yellow SAVE button.

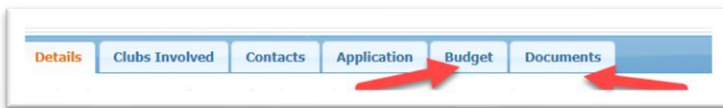The status bar near the top of the grant show that the grant is in DRAFT status.
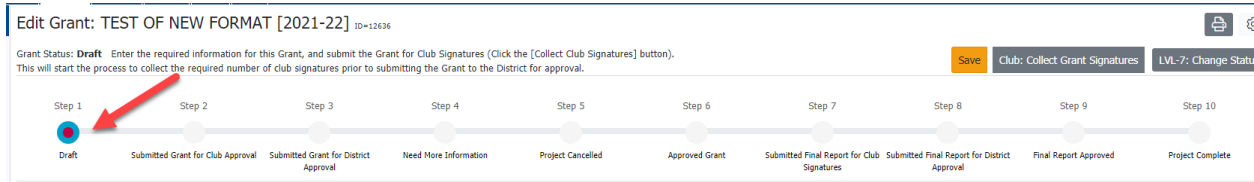
Additional tabs have now been added to the grant.

Under the BUDGET tab, add the anticipated sources of income you'll use to fund the grant and the anticipated expenses you'll incur in completing the grant. Note that club funds used for the project must be equal to or greater than the amount of district grant money you're using. If more than one club is participating in the grant, each club must provide district designated funds for the project and match the funds they are using from the district with funds being provided by their club. When revenue and expenses are in balance, the Cash Flow under the Budget Summary at the bottom of the screen will equal zero.

Under the DOCUMENTS tab, you'll be able to add documents and pictures backing up what you've done for the grant. A copy of the grant application will appear here.
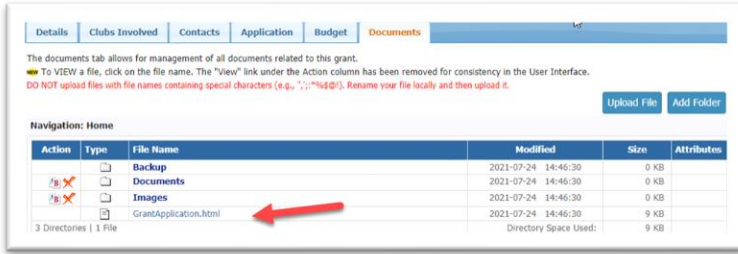
Press the SAVE button again.

Club signers and contacts will be advised that the grant has been entered and can be viewed and changed if necessary.

You're now ready to collect club signatures to prepare the grant to be submitted to district for approval.