

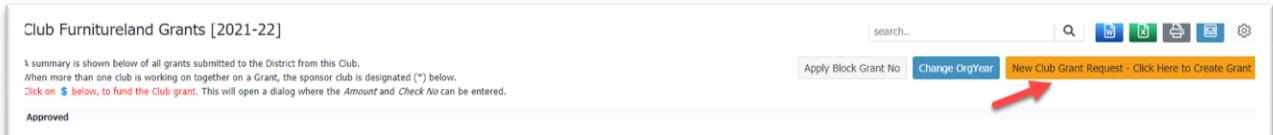
CLUB--CREATING A GRANT



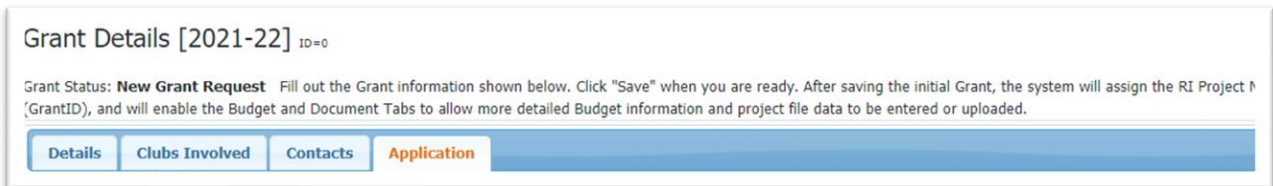
To start a new grant, click on the GRANTS Ikon  under the MY CLUB tab.

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.

Club Statement Agreement

This application and agreement are entered into between the Rotary club(s) listed on the application and Rotary International District 7690 Grants Committee. In applying for and accepting Project Funding from Rotary District 7690 and/or The Rotary Foundation, the sponsoring club agrees:

1. To utilize the project funds to support a project within an area of focus as outlined in this application. Funds provided by the district will not be used for any purpose other than those specified in this application.
2. To submit timely progress reports on the project and a final report no later than **May 15, 2022**. Receipts for all expenditures and any unused funds must be submitted with reports.
3. To defend, indemnify and hold harmless Rotary International (RI), The Rotary Foundation (TRF), Rotary District 7690, their respective directors, trustees, officers, employees, and committee members (collectively RI/TRF/District) from any and all damages, losses, judgments and costs.
4. That this agreement may be cancelled for any reason without notice upon the failure of the sponsors to abide by the terms set forth herein. The sponsors agree to return any grant funds upon cancellation, in their entirety, including any interest earned.
5. All applicable laws of the States of Illinois and North Carolina, USA, govern this agreement.

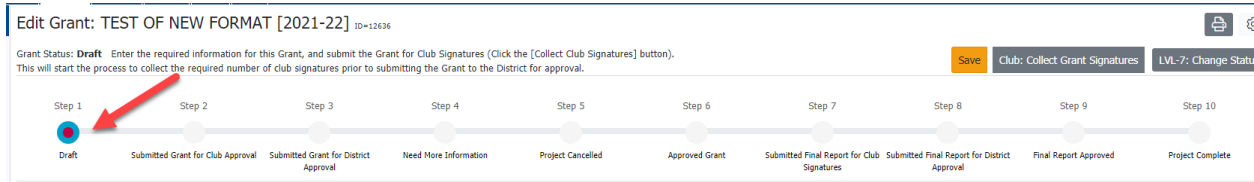
By signing below, I certify that the sponsoring club or clubs acknowledge and accept the terms of this agreement and agree to abide by the stipulations set forth herein.

Yes, I Understand and accept the terms of the Club Statement Agreement.

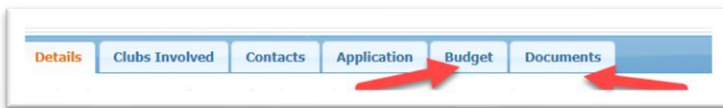
Press the yellow SAVE button.



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.

Details Clubs Involved Contacts Application **Budget** Documents

Budget Income Items Add Income Source

Action	Item Name	Club	DDF	Amount	Created	Modified
	DDF	Furnitureland	<input checked="" type="checkbox"/>	\$200.00	Hellinges, Joseph 07/24/2021 02:49 PM	
	Club funds	Furnitureland		\$200.00	Hellinges, Joseph 07/24/2021 02:49 PM	
Income Total: 1 out of 1 club(s) contributed				\$400.00	(DDF Request: \$200.00 , Other Funding: \$200.00)	

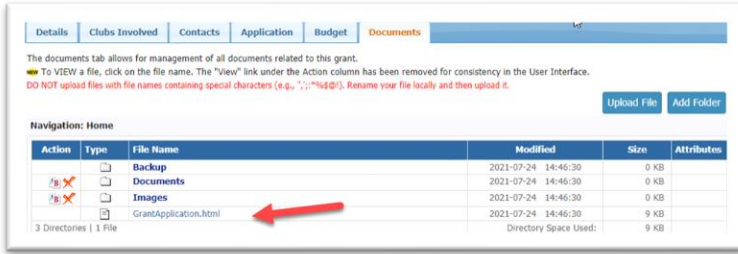
Budget Expense Items Add Budget Expense

Action	Item Name	Club	Amount	Created	Modified
	Thing A	Furnitureland	\$150.00	Hellinges, Joseph 07/24/2021 02:50 PM	
	Thing B	Furnitureland	\$175.00	Hellinges, Joseph 07/24/2021 02:51 PM	
	Thing C	Furnitureland	\$75.00	Hellinges, Joseph 07/24/2021 02:51 PM	
Expense Total:			\$400.00		

Budget Summary

Description	Amount
Total Income (DDF+Club Funding):	\$400.00
Expenses Items:	(\$400.00)
Cash Flow (Income - Expense):	\$0.00

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.