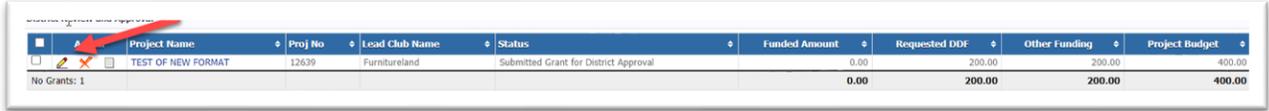


GRANT CREATION - COLLECT CLUB SIGNATURES AND SUBMIT TO DISTRICT FOR APPROVAL

Once a grant has been created, always access the grant by clicking on the pencil to the left of the name rather than on the name of the grant itself.



	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
	TEST OF NEW FORMAT	12639	Furnitureland	Submitted Grant for District Approval	0.00	200.00	200.00	400.00
No Grants: 1					0.00	200.00	200.00	400.00

Click on Collect Grant Signatures. This will notify the signers that the grant is ready to be signed.

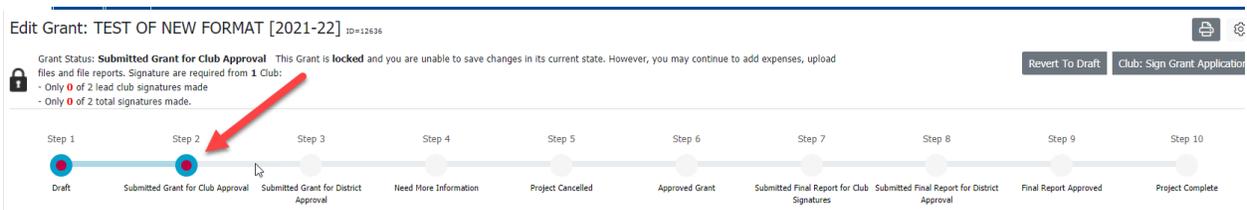


Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12636

Grant Status: **Draft** Enter the required information for this Grant, and submit the Grant for Club Signatures (Click the [Collect Club Signatures] button). This will start the process to collect the required number of club signatures prior to submitting the Grant to the District for approval.

Save Club: Collect Grant Signatures

The status bar changes to Submitted Grant for Club Approval.



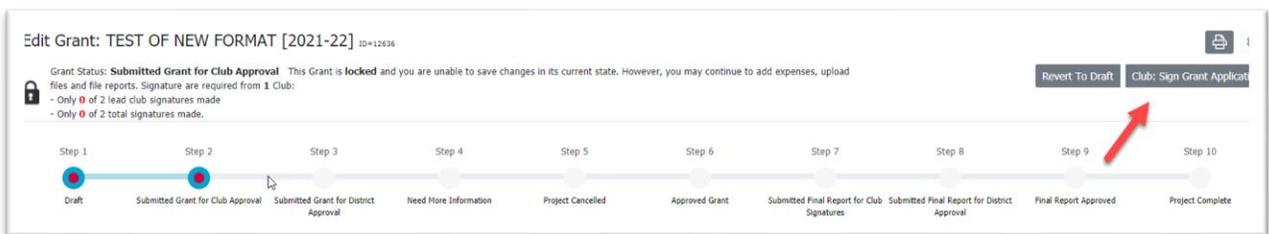
Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12636

Grant Status: **Submitted Grant for Club Approval** 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. Signature are required from **1** Club:
- Only **0** of 2 lead club signatures made
- Only **0** of 2 total signatures made.

Revert To Draft Club: Sign Grant Application

Step 1: Draft
Step 2: Submitted Grant for Club Approval
Step 3: Submitted Grant for District Approval
Step 4: Need More Information
Step 5: Project Cancelled
Step 6: Approved Grant
Step 7: Submitted Final Report for Club Signatures
Step 8: Submitted Final Report for District Approval
Step 9: Final Report Approved
Step 10: Project Complete

One of the grant signers signs on to DACdb and presses Sign Grant Application.



Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12636

Grant Status: **Submitted Grant for Club Approval** 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. Signature are required from **1** Club:
- Only **0** of 2 lead club signatures made
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Revert To Draft Club: Sign Grant Application

Step 1: Draft
Step 2: Submitted Grant for Club Approval
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Step 7: Submitted Final Report for Club Signatures
Step 8: Submitted Final Report for District Approval
Step 9: Final Report Approved
Step 10: Project Complete

A pop-up box will appear. Press Sign Grant.



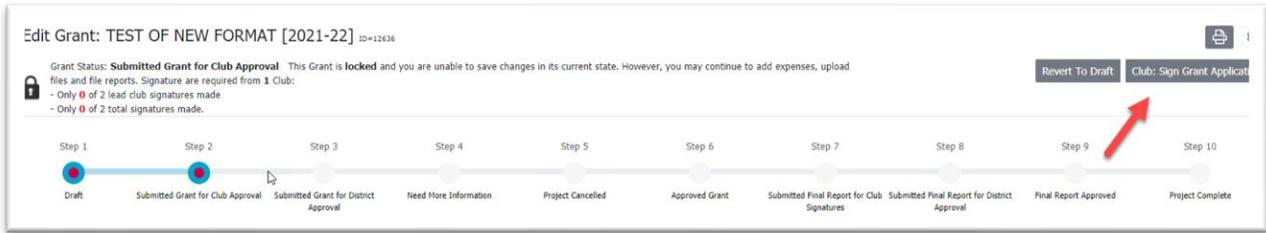
Grant Signatures

A list of users who have signed this grant is shown below. To add your signature to the list, click the "Sign Grant" button below. If you have already signed the grant, the "Sign Grant" button is not visible.

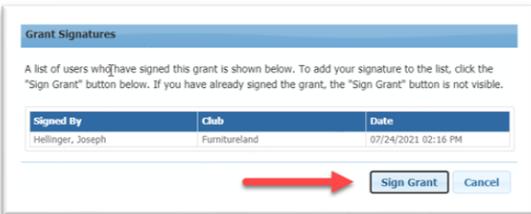
Signed By	Club	Date
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Sign Grant Cancel

The second grant signer signs on to DACdb and presses Sign Grant Application.



The same pop-up box will appear, this time showing who has signed the grant previously. The second signer presses Sign Grant.



If more than one club is participating in this grant, each club must have two people sign the grant.

When all required signers have signed, the following pop-up screen will appear. Press the button that submits the grant for district approval.



The status bar now shows that the grant has been submitted for district approval. Note that although the wording above the status bar says that the grant is **locked**, that applies only to the wording on the APPLICATION tab. You can still make changes to the other tabs as your work on the grant.

