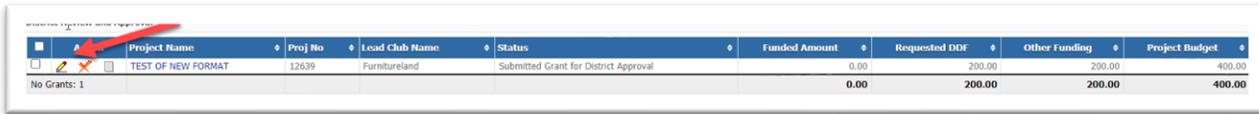


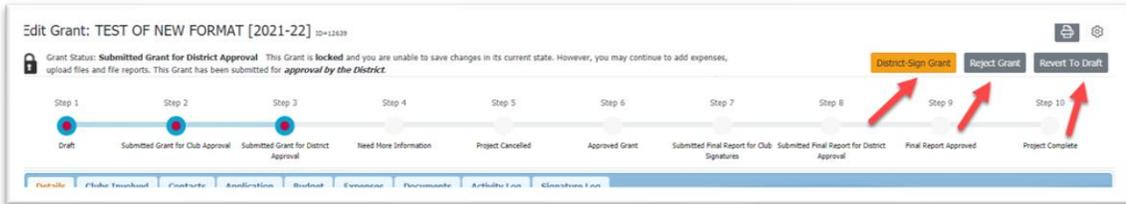
GRANT CREATION—DISTRICT APPROVE GRANT

Once a grant has been created, always access it by clicking on the pencil to the left of the grant, not on the grant name 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

After reviewing the grant, the first district signer can either accept and sign the grant, reject it, or revert it to draft so that it can be modified. If the grant is to be approved, press the yellow District-Sign Grant button.



Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12639

Grant Status: Submitted Grant for District 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. This Grant has been submitted for approval by the District.

Buttons: District Sign Grant, Reject Grant, Revert To Draft

Progress Bar:

- 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
- Step 8: Submitted Final Report for District Approval (Current Step)
- Step 9: Final Report Approved
- Step 10: Project Complete

The pop-up below will appear with the list of people who have already signed the grant. Press the Sign Grant button.



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
Hellinger, Joseph	Furnitureland	07/24/2021 03:01 PM
Hawkins, Lanetta	Furnitureland	07/24/2021 03:04 PM

Buttons: Sign Grant, Cancel

The second district grant signer repeats the process followed by the first signer and presses the District-Sign Grant button. The second district signer then presses the District-Approve Grant button.



Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12639

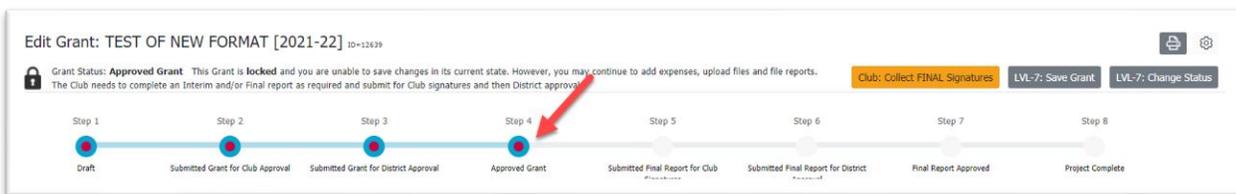
Grant Status: Submitted Grant for District Approval This Grant is locked and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. This Grant has been submitted for approval by the District.

Buttons: District Approve Grant, District Sign Grant, Reject Grant, Revert To Draft

Progress Bar:

- 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
- Step 8: Submitted Final Report for District Approval (Current Step)
- Step 9: Final Report Approved
- Step 10: Project Complete

The status bar shows that the grant is now an Approved Grant.



Edit Grant: TEST OF NEW FORMAT [2021-22] ID=12639

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.

Buttons: Club: Collect FINAL Signatures, LVL-7: Save Grant, LVL-7: Change Status

Progress Bar:

- Step 1: Draft
- Step 2: Submitted Grant for Club Approval
- Step 3: Submitted Grant for District Approval
- Step 4: Approved Grant (Current Step)
- Step 5: Submitted Final Report for Club
- Step 6: Submitted Final Report for District
- Step 7: Final Report Approved
- Step 8: Project Complete