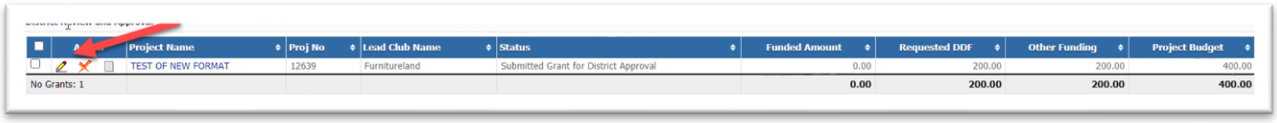
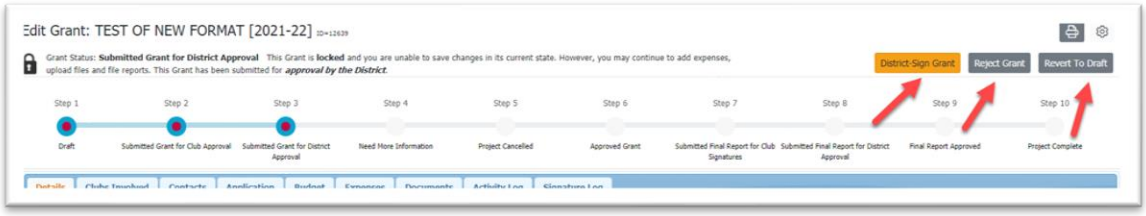
GRANT CREATION—DISTRICT APPROVE GRANT

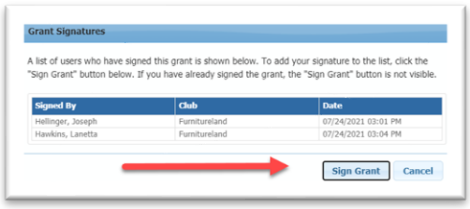
Once a grant has been created, always access it by clicking on the pencil to the left of the grant, not on the grant name itself.



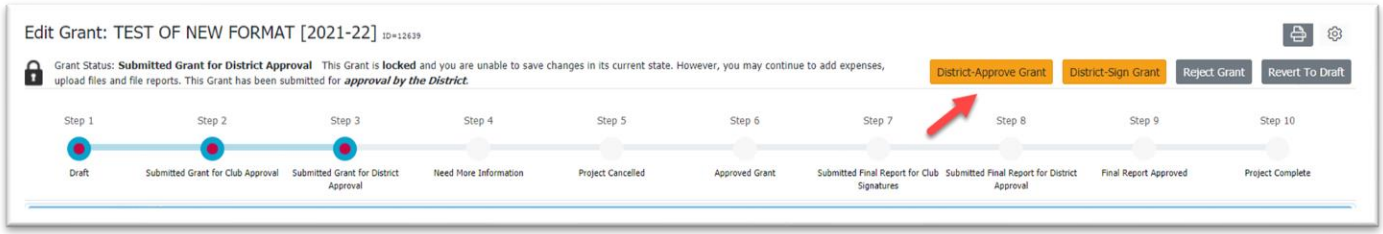
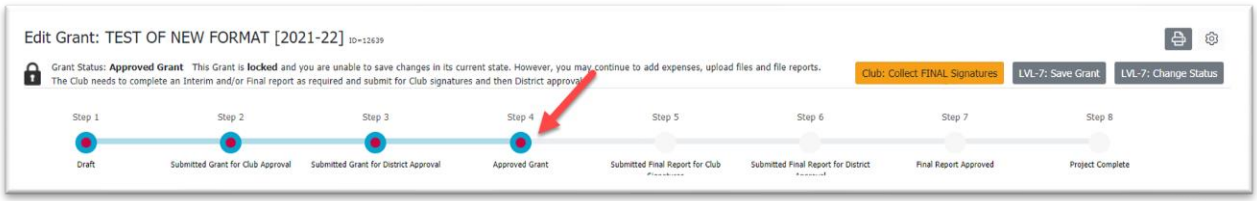
After reviewing the grant, the first district signer can either accept and sign the grant, reject it, or revert it to draft so that it can be modified. If the grant is to be approved, press the yellow District-Sign Grant button.



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



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.



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