

CLUB CREATE AND SIGN FINAL REPORT

Access the grant with the pencil to the left of the grant, not through the name of the grant.

	Project Name	Proj No	Lead Club Name	Status	Funded Amount	Requested DDF	Other Funding	Project Budget
<input type="checkbox"/>	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

Before creating the final report, enter all receipts and payments into the EXPENSES tab so that the amount of expenses entered equals the income the club has budgeted for the grant.

Enter other relevant documents, pictures, etc. in the DOCUMENTS tab.

Fill in the answers to the four questions shown below. Answers to all the other questions will be taken from the application but can be modified if necessary.

Final Report

We did not find an existing **Final Club Report** report to edit. A NEW Final Club Report report can be found below. When you have entered the requested information, click the **Submit Final Club Report** button at the top right. A PDF of the report will then be found under the Document Tab with today's date.
Note: The variables (%variable name%) will be entered by the system when the report is saved.

District Grant Individual Final Project Report

Please complete this form online for your District Grants Committee Chair. **Do not** send this form directly to TRF.

Rotary Club: Furnitureland (6059)
Project Title: TEST OF NEW FORMAT
Report Type: Interim (Progress) Report Final Club Report

Project Description

- Describe the project. What was done, when, and where did project activities take place? If this is a progress report, what remains to be done?
- How many people benefited from this project?
- Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
- How many Rotarians participated in the project?
- What did they do? Please give at least two examples, not including financial support provided to the project.
- If a cooperating organization was involved, what was its role?

Press the Save Final Report button in the upper right.

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.

Save FINAL Report

A copy of the final report will be saved in the DOCUMENTS tab.

If you open the final report, you'll see that the EXPENSE SUMMARY portion of the Final Report will display the receipts and payments entered in the EXPENSE tab, rather than the budgeted amounts in the BUDGET tab.

The documents tab allows for management of all documents related to this grant.

To VIEW a file, click on the file name. The "View" link under the Action column has been removed for consistency in the User Interface.

DO NOT upload files with file names containing special characters (e.g., ";", ":", ":", "%", "\$", "@", "!"). Rename your file locally and then upload it.

Navigation: Home

Action	Type	File Name	Modified	Size	Attributes
	Folder	Backup	2021-07-24 14:58:45	0 KB	
	Folder	Documents	2021-07-24 14:46:30	0 KB	
	Folder	Expenses	2021-07-25 11:13:05	0 KB	
	Folder	Images	2021-07-24 14:46:30	0 KB	
	File	FinalReport-210726_141546.pdf	2021-07-26 14:15:46	172 KB	
	File	GrantApplication.html	2021-07-24 14:58:45	9 KB	

4 Directories | 2 Files
Directory Space Used: 182 KB

Last updated on: 07/25/2021 At: 11:46 AM By: Cannady, Claudia H. Created: 07/24/2021 By: Hellinqr, Joseph

Press the Club: Collect Final Signatures tab in the upper right.

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: Save FINAL Report, Club: Collect FINAL Signatures

Progress bar: Step 1 to Step 8

The status bar changes to Submitted Final Report for Club Signatures, and club signers receive notification that the final report is ready to be signed.

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

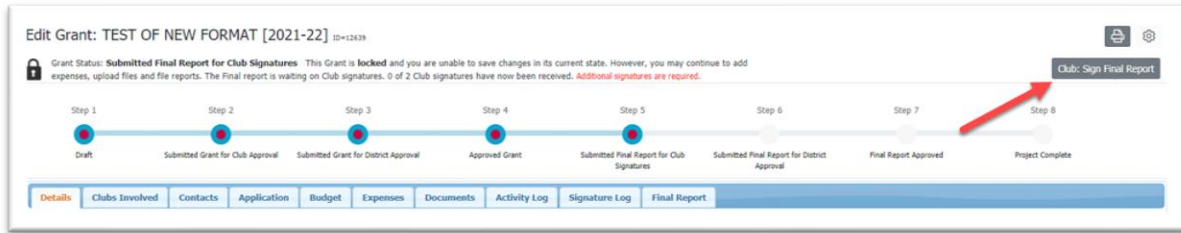
Grant Status: **Submitted Final Report for Club Signatures** This Grant is **locked** and you are unable to save changes in its current state. However, you may continue to add expenses, upload files and file reports. The Final report is waiting on Club signatures. 0 of 2 Club signatures have now been received. Additional signatures are required.

Buttons: Club: Sign Final Report

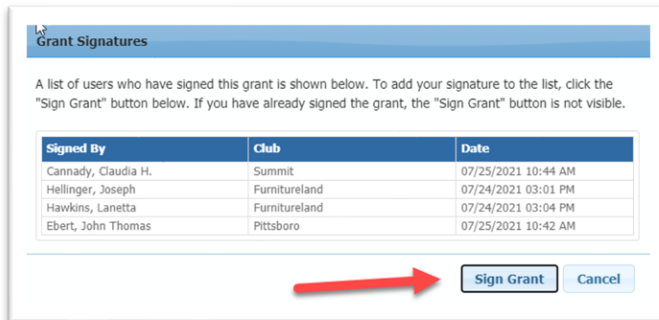
Progress bar: Step 1 to Step 8

Status bar: Details, Clubs Involved, Contacts, Application, Budget, Expenses, Documents, Activity Log, Signature Log, Final Report

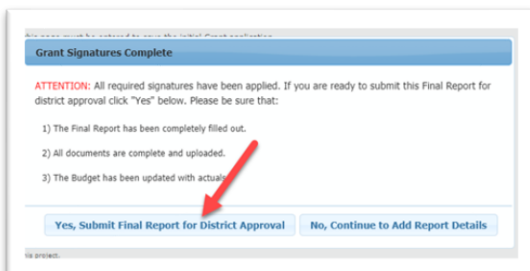
The first signer accesses the grant and presses the Club: Sign Final Report button in the upper right.



The pop-up box with the list of people who have signed previously appears. Press the Sign Grant button.



The second signer accesses the grant and repeats the signing process outlined above. If more than one club is involved, all clubs will need to have 2 people from their club sign the grant. When the last person has signed, the pop-up box below will appear. Press the Yes, Submit Final Report button.



The status bar now shows that the final report has now been submitted for district approval.

