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.



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.

Detai	Clubs Involved	Contacts	Application	Budget	Expenses	Documents	Activity Log	Signature Log	Final Report
We did not find When you have Tab with today Note: The varial	d an existing Final C e entered the reques /s date. bles {%variable name	Club Report report report information	port to edit. A NEW , click the Submit ed by the system wh	V Final Club F t Final Club en the report	Report report can Report button a is saved.	be found below. t the top right. A	PDF of the report v	will then be found a	Per the Document
Please complete	this form online for y	our District Grant	District G ts Committee Chair.	rant Indi Do not send	vidual Final this form directly	Project Repo	ort		
Rotary Club:	Club: Furnitureland (6059)								
Project Title:	TEST OF NEW F	FORMAT							
Report Type:	[_] Interim (Pro	gress) Report	[X] Final Club	Report					
Project De 1. Describe th asjflasdf 2. How many 3. Who were	scription he project. What w people benefited f the beneficiaries, I	ras done, wher from this proje	n, and where did	project act	ties take plac	e? If this is a pro	gress report, wh	at remains to be do	ne?
asdfsdf				1					
4. How many	Rotarians participa	ated in the pro	oject?						
5. What did t	hey do? Please giv	e at least two	examples, not in	cluding fina	ncialpport pi	rovided to the pr	oject.		
6. If a cooper	rating organization	was involved,	what was its role	e?					

Press the Save Final Report button in the upper right.

Edit Grant: TEST OF NEW FORMAT [2021-22] 10+12639	a
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.	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.

Details	Clubs I	nvolved Contacts	Application	Budget	Expenses	Documents	Activity Log	Signature Log	Final Report
e documer To VIEW NOT uploa	nts tab allo a file, click ad files with	ws for management of all on the file name. The "Vi file names containing specia	documents related t ew" link under the A al characters (e.g., ",';	to this grant. Action columr ::*%\$@!). Re	n has been remo name your file '	for consistence ally and then uploa	y in the User Inter d it.	face. Upload File	e Add Folder
Action	T			-					
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ACTION	Туре	File Name Backup				2	Modified 021-07-24 14:58:	45 0 I	Attributes KB
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	Type	File Name Backup Documents Expenses				2	Modified 021-07-24 14:58: 021-07-24 14:46: 021-07-25 11:13:	Size :45 0 :30 0 :05 0	Attributes KB KB KB
		File Name Backup Documents Expenses Images	7			2 2 2 2 2	Modified 021-07-24 14:58: 021-07-24 14:46: 021-07-25 11:13: 021-07-24 14:46:	Size :45 0 :30 0 :05 0 :30 0	Attributes
		File Name Backup Documents Expenses Images FinalReport-210726_14	1546.pdf			2 2 2 2 2 2 2 2	Modified 021-07-24 14:58: 021-07-24 14:46: 021-07-25 11:13: 021-07-24 14:46: 021-07-24 14:15:	Size :45 0 :30 0 :05 0 :30 0 :46 172	Attributes Attributes KB
		File Name Backup Documents Expenses Images FinalReport-210726_14 GrantApplication.html	1546.pdf			2 2 2 2 2 2 2 2 2 2 2	Modified 021-07-24 14:58: 021-07-24 14:46: 021-07-25 11:13: 021-07-24 14:46: 021-07-26 14:15: 021-07-26 14:15: 021-07-26 14:15:	Size :45 0 :30 0 :05 0 :30 0 :46 172 :45 9	Attributes KB KB KB KB KB KB KB KB

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

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

Edit Grant: TEST O	Edit Grant: TEST OF NEW FORMAT [2021-22] 10+12439 🕒 🛞								
Grant Status: Approved C The Club needs to complete	Grant This Grant is locked and yo te an Interim and/or Final report as	ou are unable to save changes in i required and submit for Club sign	ts current state. However, you may atures and then District approval.	continue to add expenses, upload	files and file reports.	Save FINAL Report Club: Collect FINAL Signatures			
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7 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.

:dit Grant: TEST O	F NEW FORMAT [202	L-22] 10=12639					((i)
Grant Status: Submitted expenses, upload files an	I Final Report for Club Signatures d file reports. The Final report is wait	This Grant is locked and you a ing on Club signatures. 0 of 2 Clul	re unable to save changes in its c b signatures have now been receiv	urrent state. However, you may contin ved. Additional signatures are required.	ue to su		Club: Sign Final Rep	port
Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	
•	•	•	•	• •				
Draft	Submitted Grant for Club Approval	Submitted Grant for District Approval	Approved Grant	Submitted Final Report for Club Signatures	Submitted Final Report for District Approval	Final Report Approved	Project Complete	
Details Clubs Involve	ed Contacts Application	Budget Expenses I	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.

ign Grant" button below. I	f you have already signed the gra	ant, the "Sign Grant" button is not visible.
Signed By	Club	Date
Cannady, Claudia H.	Summit	07/25/2021 10:44 AM
Hellinger, Joseph	Furnitureland	07/24/2021 03:01 PM
Hawkins, Lanetta	Furnitureland	07/24/2021 03:04 PM
Ebert, John Thomas	Pittsboro	07/25/2021 10:42 AM

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.

FORMAT [2021-22]	ID=12639					e
ort for District Approval This G The Final report is waiting on D	arant is locked and you are unab District signatures. 0 of 2 Distri	le to save changes in its current : ct signatures have been received.	state. However, you may continue to Additional signatures are required.	bbe o		
Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Grant for Club Approval Submitted	Grant for District Approval	Approved Grant Sub	mitted Final Report for Club Subm	nitted Final Report for District Fi	nal Report Approved Proj	ect Complete
			Signatures	Approval		
	FORMAT [2021-22] et for District Approval This G . The Final report is waiting on D Step 2 Grant for Oub Approval Submitted acts Application Budg	FORMAT [2021-22] 10-12639 et for District Approval This Grant is locked and you are unab . The Final report is waiting on District signatures: 0 of 2 Distri Step 2 Step 3 Grant for Club Approval Submitted Grant for District Approval acts Application Buddaet Expenses Docume	FORMAT [2021-22] It for District Approval This Grant is locked and you are unable to save changes in its current. The Final report is waiting on District signatures. 0 of 2 District signatures have been received. Step 2 Step 3 Grant for Club Approval Submitted Grant for District Approval Approved Grant Submitted Grant for District Approval Approved Grant Submitted Grant for District Approval	FORMAT [2021-22] ID=12639 et for District Approval This Grant is locked and you are unable to save changes in its current state. However, you may continue to the final report is waiting on District signatures. 0 of 2 District signatures have been received. Additional signatures are repared. Step 2 Step 3 Step 4 Step 5 Cant for Club Approval Submitted Grant for Datrict Approval Approved Grant Submitted Final Report for Club Submitted Final Report for Club acts Application Budget Expenses Documents Activity Log Signature Log Final Report	FORMAT [2021-22] ID=12639 et for District Approval This Grant is locked and you are unable to save changes in its current state. However, you may continue to add . The Final report is waiting on District signatures. 0 of 2 District signatures have been received. Additional signatures are required. . Step 2 Step 3 Step 4 Step 5 Step 6 . Cant for Club Approval . Submitted Final Report for Dubic: Approval . Approved Grant . Submitted Final Report for Dubic: Approval . R . Application Budget Excenses . Documents . Activity Log . Signature Log . Final Report	FORMAT [2021-22] ID=13539 et for District Approval This Grant is locked and you are unable to save changes in its current state. However, you may continue to add .The Final report is waiting on District signatures. 0 of 2 District signatures have been received. Additional signatures are required. Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Cant for Club Approval Submitted Final Report for Dubit: Approval Approved Grant Submitted Final Report for Dubit: Final Report of Dubit: Final Report of Dubit: Final Report of Dubit: Approved Project acts Application Budget Excenses Documents Activity Log Signature Log Final Report