

## DISTRICT APPROVE 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
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

District Signers review the final report, including the Financial Report, to be sure it is ready to approve.

First district signer presses District: Sign Final Report if it is ready to be signed. There is also an option to reject the report if it is not ready to be signed.

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

Grant Status: Submitted Final Report 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. The Final report is **waiting on District signatures**. 0 of 2 District signatures have been received. **Additional signatures are required.**

District: Sign Final Report    Reject FINAL Report

Press the Sign Grant button on the Grant Signatures pop-up.

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
Cannady, Claudia H.	Summit	07/25/2021 10:44 AM
Hellinger, Joseph	Furnitureland	07/24/2021 03:01 PM
Hellinger, Joseph	Furnitureland	07/26/2021 02:31 PM
Hawkins, Lanetta	Furnitureland	07/24/2021 03:04 PM
Hawkins, Lanetta	Furnitureland	07/26/2021 02:34 PM
Ebert, John Thomas	Pittsboro	07/25/2021 10:42 AM

Sign Grant    Cancel

The second grant signer reviews the final report and, if it is complete, repeats the signing procedure.

The last district signer to sign presses the Approve Final Report button.

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

Grant Status: Submitted Final Report 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. The Final report is **waiting on District signatures**. 2 of 2 District signatures have been received. The District can now approve the report.

Approve Final Report    District: Sign Final Report    Reject FINAL Report    LVL

The status bar changes to Final Report Approved. When the grant is ready to be closed, press the Close Project button.

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

Grant Status: Final Report Approved 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 **approved**. The District can now close the project. Closing the project will generate the Closing Report, which can be found under the Document Tab. The Closing Report will contain all the signatures.

Close Project    LVL 7: Update FINAL Report    LVL-7: Save Grant    LVL-7: Change