

REMINDERS

Before you start entering your grant---

- Complete the MOU (Memorandum of Understanding) and return to [Pam Ray](#).
- Set up a separate checking account for grants.
- Set up in DACdb two signers for each club participating in your grant.
- Your grant must have Rotary involvement—not just send money to support an organization.
- You cannot request a larger amount of DDF than the district has allotted to your club.

When entering a grant—

- Place the correct name and address of the club member to receive the district check.
- Clubs must match the DDF (district designated funds) requested by an equal or greater club contribution.
- Budgeted income and expenses must balance.
- After you have set up the grant, to continue working on it, access it by clicking on the pencil next to its name, not by clicking on the link to the name of the grant.

The screenshot displays the DACdb interface for grant management. At the top, a progress bar shows stages: 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, and Project Complete. Below this is a navigation menu with tabs: Details, Clubs Involved, Contacts, Application, Budget, Expenses (highlighted), Documents, Activity Log, Signature Log, and Final Report. The main content area is titled 'Expense Receipts' and features an 'Add Receipt' button. A table lists expenses with columns: #, Action, Ref, Vendor, Amount, Pay To Ref, Docs, Comments, Created, and Modified. A red arrow points to the 'Action' column of the first row. The table contains one entry with ID 2075, amount \$100.00, and a 'Receipt Total' of \$100.00.

#	Action	Ref	Vendor	Amount	Pay To Ref	Docs	Comments	Created	Modified
2075			Test 1	\$100.00				Maris, R. Philip 01/23/2022 11:06 AM	
Receipt Total:				\$100.00					

When preparing the final report—

- Be sure all club signers are still available to sign the final report and add additional signers if needed.
- Receipts and expenditures are entered through the EXPENSES tab.
- You must upload into DACdb
 - Receipts for all your expenses
 - Proofs of payment by the club for all receipts.
- Return any unused DDF to the district before your final report can be accepted.

2022 Important Dates

- April 31—all MOUs received from clubs.
- May 15—all final reports for 2021-22 grants have been submitted to the district.
- May 31—all applications for 2022-23 grants have been submitted to the district.
- May 15, 2023—last day for district to accept final reports for 2022-23 grants. Final reports are due within 30 days of the completion of the grant.