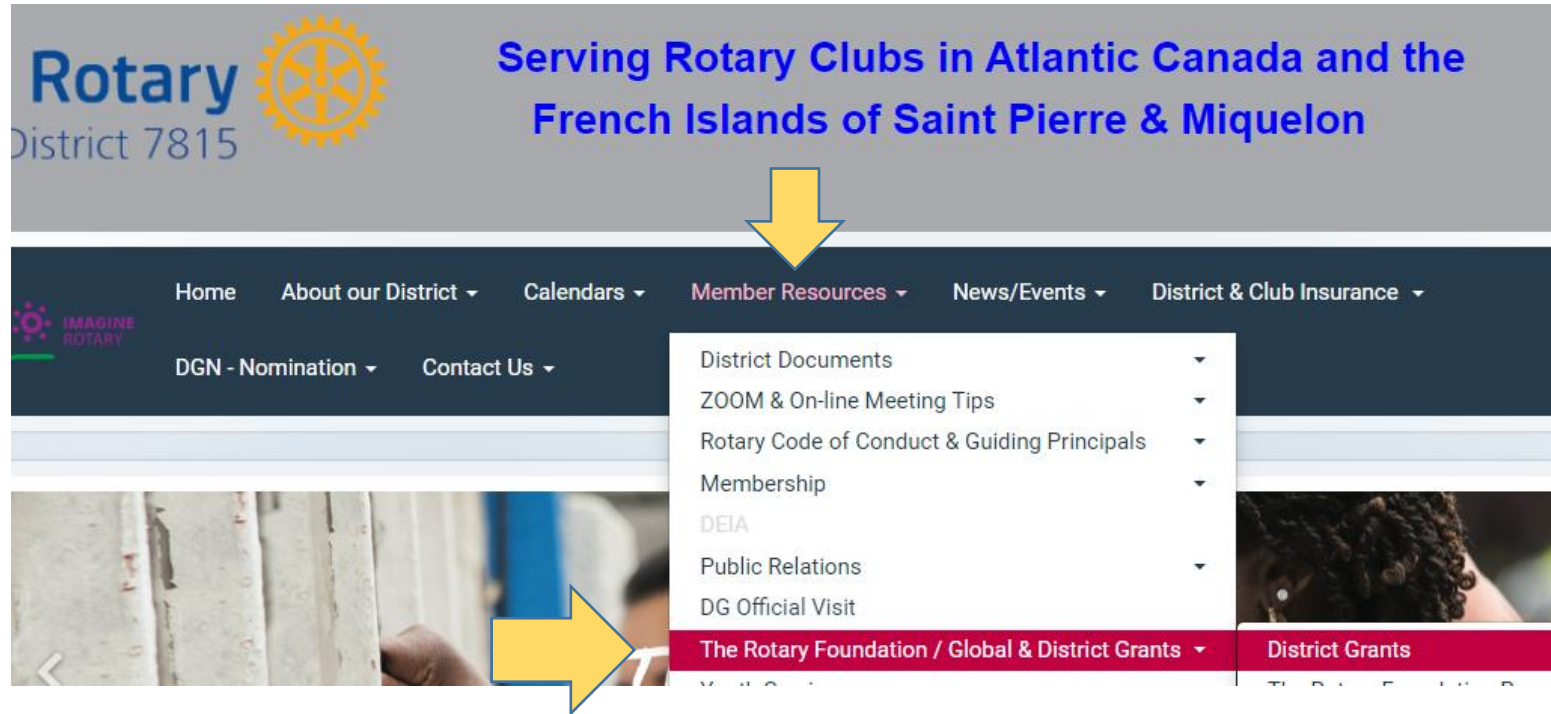


District Grant Screen Shots

Taken from ClubRunner

District Grants – Getting Started

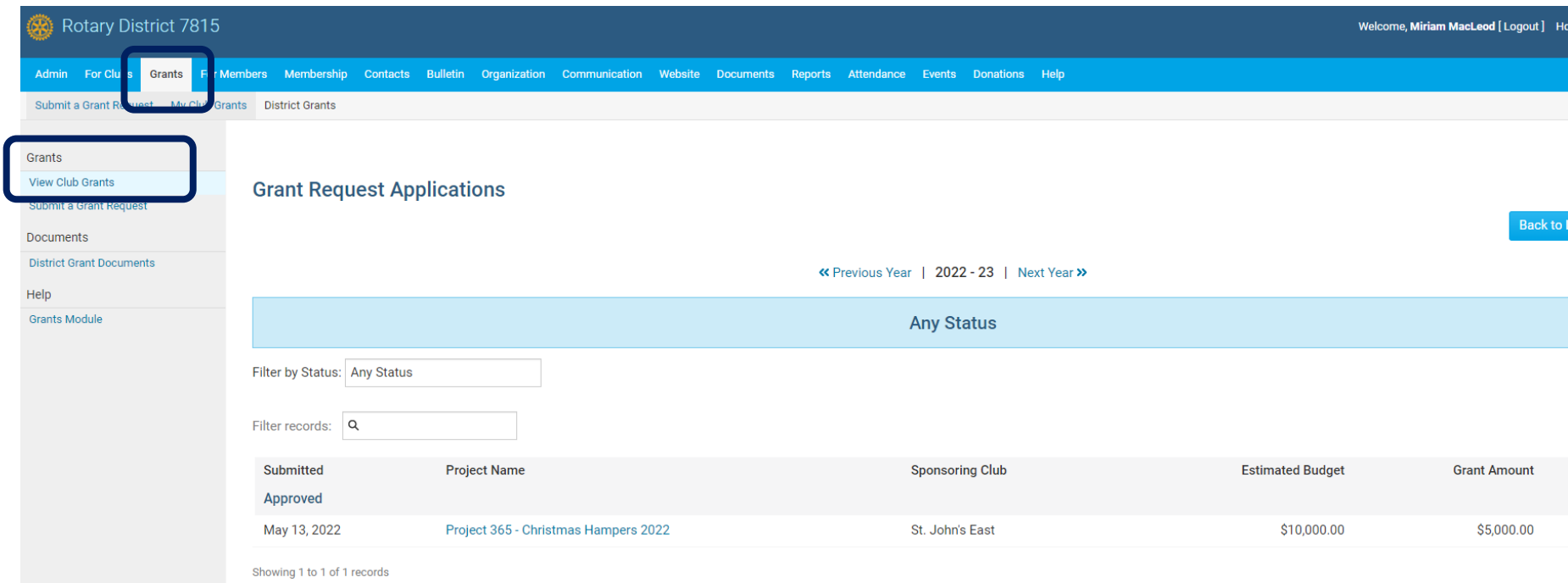


[Home Page | Rotary District 7815 \(ridist7815.org\)](https://www.rotary.org/en/home-page-rotary-district-7815-ridist7815org)

Member Resources

1. The Rotary Foundation/Global & District Grants
2. District Grants
3. District Grants Home Page

Grants – District Grants



The screenshot shows the Rotary District 7815 website. The top navigation bar includes links for Admin, For Clubs, Grants, Members, Membership, Contacts, Bulletin, Organization, Communication, Website, Documents, Reports, Attendance, Events, Donations, and Help. The 'Grants' link is highlighted. Below the navigation bar, there is a sidebar with links for Submit a Grant Request, My Club Grants, District Grants, Grants, View Club Grants, Submit a Grant Request, Documents, District Grant Documents, Help, and Grants Module. The main content area is titled 'Grant Request Applications' and features a 'Back to List' button. A filter bar shows 'Any Status' and a search filter. Below this is a table of grant applications.

Submitted	Project Name	Sponsoring Club	Estimated Budget	Grant Amount
Approved				
May 13, 2022	Project 365 - Christmas Hampers 2022	St. John's East	\$10,000.00	\$5,000.00

Showing 1 to 1 of 1 records

If your Club has a District Grant application during the current Rotary year, it appears here.

- Grants
- View Club Grants

Submitting a Grant Proposal

The screenshot displays the Rotary District 7815 website's Grants Module. The top navigation bar includes links for Admin, For Clubs, Grants, For Members, Membership, Contacts, Bulletin, Organization, Communication, Website, Documents, Reports, Attendance, Events, Donations, and Help. The 'Grants' link is highlighted with a red box. Below this, a sub-menu shows 'Submit a Grant Request', 'View Club Grants', and 'District Grants'. The 'Submit a Grant Request' link is also highlighted with a red box. The main content area is titled 'Submit a Grant Request' and contains instructions for submitting a grant request, including a note about the first step in the application process and a contact email (peimiriam@outlook.com or cell 709-330-4045). Below the instructions is a section titled 'Project Details' with a form containing the following fields:

- Project Name:** A text input field.
- Project Year:** A dropdown menu with the option '-- Select Year --'.
- Country:** A dropdown menu with the option 'Canada'.
- Province/Territory:** A dropdown menu with the option 'Newfoundland/Labrador'.
- Postal Code:** A text input field with the value 'A1C 0C1'.
- City:** A text input field with the value 'St. John's'.
- Description:** A text input field.

- Click on **Grants – Submit a Grant Request** when the project plan is ready.
- District Grants match Club Funds, up to a specified amount, which varies yearly.
- How much our District's Rotarians donate to the Rotary Foundation correlates to the amount of Grant money available.
- The Grants Module accepts Grant submissions from **February to mid-May** each year.

District Grant – Initial Submission

Project Details

Project Name:*

Please select the year this project will be completed.

Project Year:*

-- Select Year --

Country

Canada

Province/Territory

New Brunswick

Postal Code

City:

Description:*

Select Province/Territory

Alberta

British Columbia

Manitoba

New Brunswick

Newfoundland/Labrador

Northwest Territories

Nova Scotia

Nunavut

Ontario

Prince Edward Island

Quebec

Saskatchewan

Yukon

Estimated Budget:

Top Tip – The Club project may be substantial. If the full value is \$20,000, you need to provide receipts to match the total. Instead, you could request a component of the project. Focusing on total costs under \$10,000 reduces reporting requirements. Another benefit of submitting a sub-component of the project helps to ensure it is complete by the due date of **May 31st**.

Sample Grant

Project Name: *

Please select the year this project will be completed. Once selected, the year cannot be changed.

Project Year: *

Sponsoring Club: ▼

Contact: ▼

Country: ▼

Province/Territory: ▼

Postal Code:

City:

Description: *

Estimated Budget:

- Let's follow the lifecycle of a Grant, from start to finish
- Starting Point– Project Details
- The timeframe to submit a District Grant application is **late February to May 15th, 2023.**

Sample Grant – Details, continued

Local Club Partners

- List any partnering clubs within the District. Note that only one grant application needs to be made by the main sponsoring club.

 Add Club

Other Partners

- List any cooperating organizations, clubs outside the district, or other partners that are participating in this project.

 Add Partner

Communication

You will receive **two** automated emails:

1. Grant Received
2. Grant under review

Dear Miriam MacLeod,
Rotary Club of St. John's East

This is an email notification letting you know that your District grant request is currently under review by the District Grants Committee.

You will receive messages letting you know whether or not it has been authorized to proceed with a full application.

Return to the Grants module at any time and check the status of your grant requests by going to My Club Grants.

If you have any questions, please contact the Grants Committee Chair Miriam MacLeod at peimiriam@outlook.com or 709 330 4045.

Sincerely,

District Grants Committee

District Grant Application tabs

Click on any of the tabs below to access and update the various sections of this Grant application.



Details Application Budget Documents Project Overview Individual Project Report Activity Log

Provide a detail description of the project by completing the **Partners & Cooperating Organizations**, if applicable, in sections below, the various sections under the **Application** tab and the details of the budget under the **Budget** tab.

Step 1 – Details

Step 2 – Application

Step 3 – Budget

Step 4 – Project Overview

Step 5 – Individual Project Report


Activity Log

The Grant Application – revealed!

Details Application Budget Documents Project Overview Individual

▼ General Description

Describe the project and the problem and how it supports the community. Indicate the number of Rotarians who...



Edit

► Community Assessment & Impact


► Sustainability









► Cooperating Organizations





► Implementation Plan





- Each component ensures the Grants Committee has the information they need to assess the grants – and there is good governance.
- Click **Edit** to begin. You will get a Word-style box to type in the details of the project.

General Description



 Image  Embed Media  Templates     

Normal (...) Font Size **B** *I* U ~~S~~ x_2 x^2 I_x    

“ ”     Source

|

body div

Project Application

General Description

- Describe the project and the problem and how it supports the Rotary Mission. Outline the need it will address, including the intended beneficiaries and how the project will benefit the community. Indicate the number of Rotarians who will be involved in the implementation of the project

Community Assessment and Impact

- Describe how the benefiting community was determined and what impact will be made by this project after grant funding has been expended.

Project Application – continued

Sustainability

- Are there any sustainability concerns associated with this project?

Cooperating Organizations


- Identify cooperating organizations or groups, if any, (other than partnering Rotary clubs) that are working with the sponsoring club to provide funding or help with project implementation.

Implementation Plan

- Describe specific activities of the sponsoring club and any partners in implementing the project. What will the Rotarians who are members of the partner clubs contribute during the project? Please note that financial support is not considered active involvement.

Budget

Expected Expenses


- List all anticipated expenses for this project including those that will be funded outside of the District grant.
- Add expenses one at a time using the button 

Expected Income

- List all anticipated income for this project, including funds that will be contributed by the club, any partners and the District grant.
- Add funding sources using the button 

Documents

Project Documents

- Attach all related documents and files such as photos, quotes, correspondence and receipts.
- Organize the documents by using Folders to classify them by document type or content 
- Upload files one at a time or multiple documents at once.



Project Overview


- This is the complete view of all the components on one page:
 - Details
 - Application
 - Budget
 - Documents
- You can print a copy of the complete application for your records.

Individual Project Report – Project Description

- **Answer the following questions in your Project Description**
 - **The Project Description provides a brief report of the project and the results.**
1. Describe the project. What was done, when, and where did the project activities take place?
 2. How many people benefited from this project?
 3. Who were the beneficiaries, how were they impacted by this project, and what humanitarian need was met?
 4. How many Rotarians participated in this project?
 5. What did they do? Please give at least two examples, not including financial support, provided to the project.
 6. If a cooperating organization was involved, what was its role?

Activity Log

Project Activity Log

Here you can see all actions performed on this grant application. 

- In the **Activity Log**, you can see status updates and changes made by both the Grant Committee Chair and the Grant Requestor.
- All parties can see who made any changes, and when they were made.