COMPLETING A D6330 DISTRICT GRANT REQUEST, APPLICATION AND FINAL REPORT ON THE DISTRICT WEBSITE.

Note: Applying for a District Grant is a four-stage process:

- Submit a Grant Application. Deadline May 31

  If you cannot complete the full application by May 31, submit a Grant Request (Proposal, 400 characters max.) for the next Rotary Year, including an estimate of the total project cost in USD. December 31 is the deadline for clubs to submit a full application for the project outlined in the proposal.

- When approved, Implement and complete the project. DO NOT START THE PROJECT UNTIL APPROVAL IS RECEIVED.
- Submit a satisfactory Final Report.
- Receive a Cheque for the approved grant amount.

BEFORE YOU START

You will need:

- Copies of supplier quotations or cost estimates.
- Copies of approval letters from the Beneficiaries.

LOG INTO THE DISTRICT WEBSITE.

You will need your user ID and password to do this.

Click on the Member Area in the upper right corner then click on Grants, upper left

Click on Submit a Proposal

Look at the left side of the screen under District Documents.

- Review the Terms and Conditions for Rotary Foundation District and Global Grants.
- Review the District 6330 District Grant Rules and Tips.

SUBMITTING A DISTRICT GRANT APPLICATION

- **PROJECT DETAILS**
  Select the correct Project Year.
  Give the project a name.
  Describe the project and enter the estimated budget in US dollars (USD).
- **APPLICATION BUTTON**. Enter the required details in each section. Remember to click Update (Save) before moving to another section.
- **BUDGET BUTTON**. Click Update all information added during the Proposal stage. Name all sources of income with amounts in USD. Click Add Project Financing button. Name all expenditures. Remember the Expenditure Total should be the same as the Income total. Convert quotation currency to USD.
- **DOCUMENTS BUTTON**. Click Add button. Upload copies of quotations and letters of approval from your computer files. Use the Edit button to name the documents appropriately.
- Email District Grants Committee Chair stating that the application is ready for review.

Note: Canadian clubs use the official RI exchange.

Note: Wait for Acceptance of the Application by the District Grant committee before starting to implement the project.

PROJECT OVERVIEW BUTTON Click Print for a hard copy of all the information that has been entered about your project.

THE FINAL REPORT

BEFORE YOU START
You will need:
- Copies of supplier Invoices.
- Copies of cancelled Cheques.
- Pictures and copies of Media reports and notices.

INDIVIDUAL PROJECT REPORT BUTTON.
- Tell about implementing your project in each section. Click Update.
- FINANCIAL REPORT. Click Add Income Items. List and name all sources of income with amounts in USD . Click Add Expense Item. List and name all expense items in USD.
- DOCUMENTS BUTTON. Click Add button. Upload copies of supplier Invoices and expense Receipts, Cancelled Cheques, Pictures, Media reports and notices from your computer. Use the Edit button to name the documents appropriately.

Note: Actual expenses may differ from Application estimates. Adjust Club funds to make Income the same as Expenses if necessary. Canadian clubs use the official RI exchange rate.
- • PRINT BUTTON - Click Print for a hard copy.
- • Click SUBMIT BUTTON.

- • Email District Grants Committee Chair that the Final Report is submitted.

THAT'S IT. YOU'RE DONE. Unless there are questions.   **DEPOSIT THE GRANT CHEQUE.**