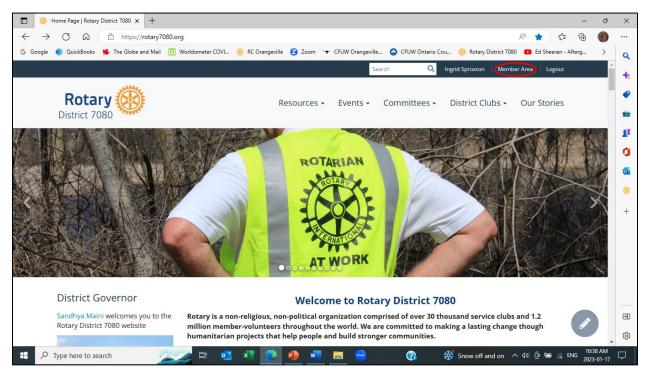
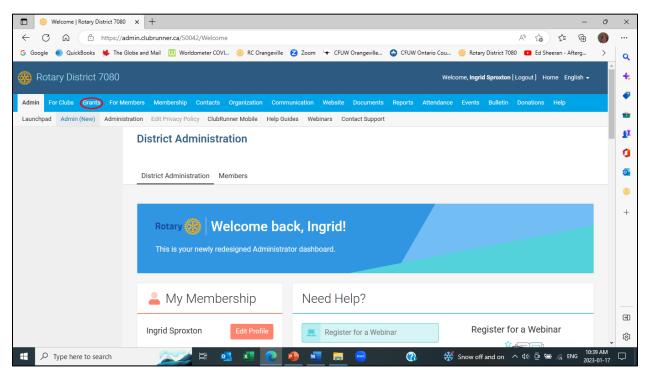
HOW TO APPLY FOR A DISTRICT GRANT

- 1. Go to the District 7080 website.
- 2. Login as a member. Click on Member Area.



3. The Member Area will be displayed. Click on Grants.



4. Click on Submit a Grant Request.

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5. The Submit a Grant Request screen is displayed.

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6. Scroll down to display the Project Details. Country, Province/Territory, Postal Code and City, will default to the information in ClubRunner for your Club.

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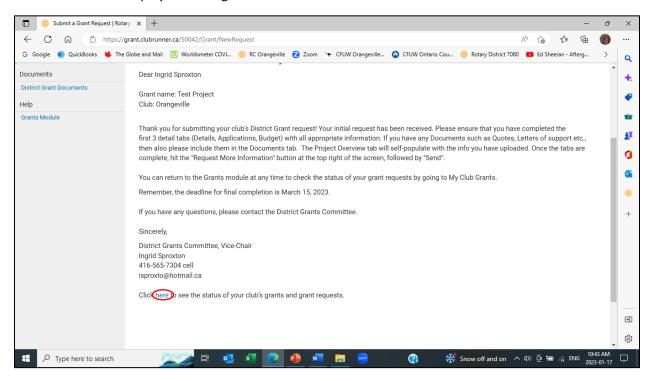
7. Enter Project Name and select Project Year. When you select the Project Year, choose the Rotary year when the application is being submitted. For example, if the application is being submitted in January 2023, the Project Year selected will be 2022-23. Once you select the Project Year, the system will check to make sure that your Club has qualified to submit a Grant request for the selected year, and that you are a qualified member for the selected year. Sponsoring Club, Contact, Country, Province/Territory, Postal Code and City, will default to the information in ClubRunner for your Club. If the project is not taking place in your Club's location, edit the Country, Province/Territory, Postal Code and City fields as needed. Enter a brief description, just a few sentences, for the project.

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8. Scroll down to the bottom of the screen. Enter the total estimated budget for the project in \$CAD and then click the Submit button.

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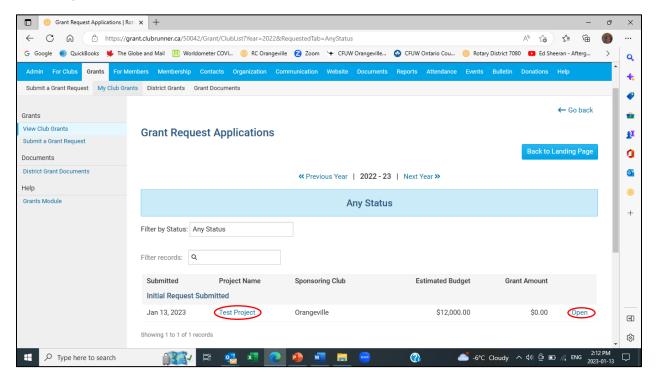
 A message acknowledging receipt of your preliminary grant submission will be displayed. To complete your application request, you will need to complete 3 more sections of the application: Details, Application and Budget. To continue with your application, click on the <u>here</u> link at the bottom of the displayed message.



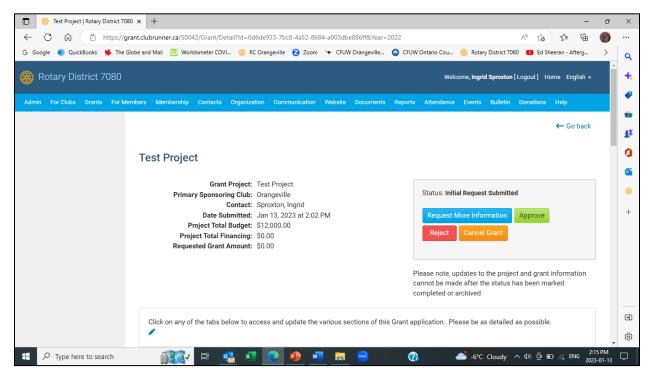
10. The Grant Request Applications screen is displayed. You may need to change the Rotary Year to display the application you just submitted. Click on Previous Year/Next Year to toggle between Rotary years.

Grant Request Applications Rot	* * +			-	ð	\times			
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11. The grant requests for your Club for the selected Rotary year will be displayed. The status of the application you just submitted will be Initial Request Submitted. Click on the Project Name link or the Open link.



12. Your application will be displayed. Scroll down to access the Details, Application and Budget sections of your application.



13. Click on the Details tab.

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Grant Project: Test Project Primary Sponsoring Club: Orangeville Contact: Sproxton, Ingrid	Status: Initial Request Submitted
Date Submitted: Jan 13, 2023 at 2:02 PM Project Total Budget: \$12,000.00 Project Total Financing: \$0.00 Requested Grant Amount: \$0.00	Request More Information Approve Reject Cancel Grant
	Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived
Click on any of the tabs below to access and update the various sections of this Gran	
Details Application Budget Documents Project Overview Individual Project	Report Activity Log
The information you included with your District Grant request submission is displaye year. You can also indicate partner organizations that will assist your Club with com Rotary clubs from outside D7080, and non-Rotary partners.	
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14. The information you included with your District Grant request submission is displayed. You can update all fields, except for the sponsoring club.

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year. You can also indicate partner organizations that will assist your Club with completing the project including other D7080 Rotary clubs, Rotary clubs from outside D7080, and non-Rotary partners.	£X.
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15. If you update any of the fields, you will need to click the Update button underneath the Estimated Budget field. Scroll down to enter Local Club Partners and Other Partners.

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16. Local club partners are other 7080 clubs, besides your own, that will assist with the project. To add a local club partner, click on the Add Club button. If there are no local club partners, go to step 22.

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17. The Add Local Club Partner screen is displayed.

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18. Click on the drop-down list for Club Name.

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19. Select the name of the club who will be assisting your Club with the project.

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20. Click on the drop-down list beside Contact. A list of the local club partner's members will be displayed.

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21. Select the project contact from the local club partner. Enter the contribution amount in \$CAD and click the Create button.

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22. The local club partner will be added. If there is another local club partner, go back to step 16. If you wish to add a partner, who is not a D7080 club, click the Add Partner button. If there are no other partners, go to step 25.

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23. The Add Other Partner screen is displayed.

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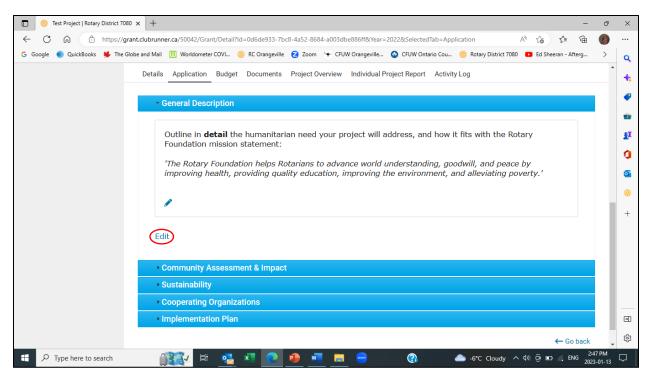
24. Enter the partner details and click the Create button.

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25. The partner will be added. If there is another partner to be added, go back to step 22. Otherwise, scroll up to view the section tabs for your application and click on the Application tab.

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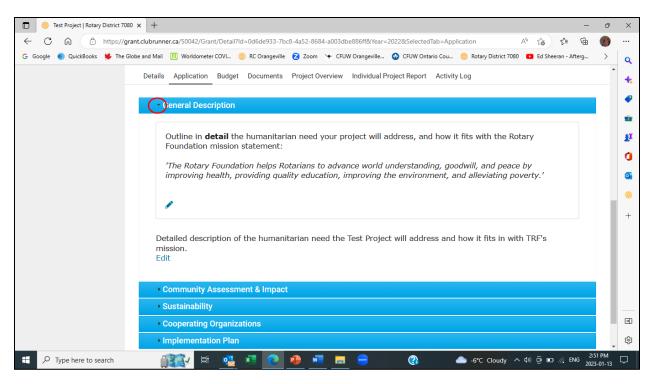
26. There are 5 sub-sections in the Application tab: General Description, Community Assessment & Impact, Sustainability, Cooperating Organizations and Implementation Plan. All sub-sections must be completed. The General Description sub-section will be opened by default. Click on the Edit link to open the text window for General Description.



27. In the text window, outline in detail the humanitarian need that will be addressed by your project, and how it aligns with The Rotary Foundation mission statement. Click on the Save button.

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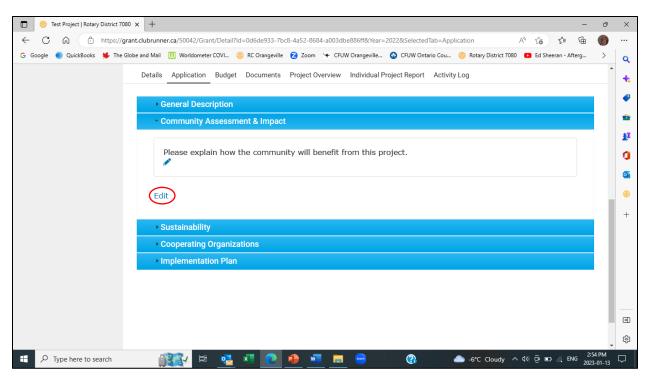
28. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section.



29. Click on the chevron beside Community Assessment & Impact to open that sub-section.

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30. The Community Assessment & Impact sub-section will open. Click on the Edit link.



31. In the text window, outline in detail how the community will benefit from your project. Click the Save button.

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32. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Sustainability to open the Sustainability subsection.

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Sustainability is not a requirement for District Grant projects. One-off projects are allowed. However, if your project will create a more permanent effect, please explain.	0
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34. In the text window, enter any longer-term impacts your project will have on the community. If there are no longer-term impacts, enter "Not applicable". Click on the Save button.

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35. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Cooperating Organizations to open the subsection.

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37. In the text window, enter the list of cooperating organizations. If there are no cooperating organizations enter "Not applicable". Click the Save button.

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38. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Implementation Plan to open the subsection.

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 Explain how the project will be implemented, and how Rotarians will be directly involved in the project. Include a proposed timeline. Remember that a District Grant project must be completed on or before June 15th in the same Rotary year that the project is started, and as well, the individual project report must be completed and submitted on or before June 15th. IMPORTANT: Do NOT start your project when you receive notification that your application has been approved by District. At that point, we will submit your application to the Rotary Foundation (TRF). When we receive approval from them, we will authorize you to start the project. Usually, this happens in late July/early August. 		• • • • • • • • • • • • • • • •
If any part of the project is started or any expenses are incurred prior to receiving authorization to start, we will not be able to reimburse your club. If you want to alter a project after a grant has been approved by TRF, they will also need to approve those changes before the changes can be carried out. Send your change request to foundation@rotary7080.org.		+
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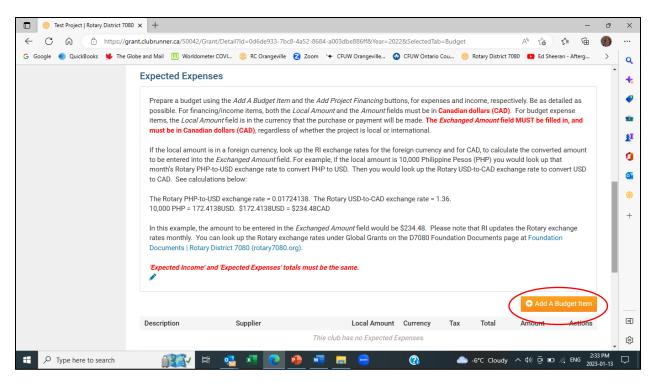
40. In the text window, enter the implementation plan for your project. The implementation plan will include details of your project activities with estimated start and end dates, as well as how Rotarians will be directly involved. Remember that projects cannot start until after The Rotary Foundation has approved the District spend plan, usually in August, and must be completed by June 15th of the following Rotary year. Click on the Save button.

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41. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the Budget tab.

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42. The Budget tab is comprised of 2 sub-sections: Expected Expenses and Expected Income. To add an expense line item to the project budget, click on the Add a Budget Item button.



43. The Add Budget Item screen is displayed. Enter the budget item (expense item) details. The Local Amount is entered in the currency that the purchase or payment will be made. To change the currency, display the drop-down menu beside the Local Amount currency field.

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44. Select the currency for the Local Amount. The currency for the Local Tax will also be updated.

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	Add Budget Item		Canadian Dollar (CAD) Central African CFA Franc (XAF) Chilean Peso (CLP) Chinese Yuan (CNY) Colombian Peso (COP) Congolese Franc (CDF) Costa Rican Colón (CRC)	← Go bac	0
	Budget Item Details		Croatian Kuna (HRK) Cuban Peso (CUP)		
	Date:	Jan 13, 2023	Czech Republic Koruna (CZK) Danish Krone (DKK) Djiboutian Franc (DJF) Dominican Peso (DOP)		*
	Description:*	Supplies	Eastern Caribbean Dollar (XCD) - Egyptian Pound (EGP)		
	Supplier:	Any Supplier	Eritrean Nakfa (ERN) Ethiopian Birr (ETB)	•	
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45. The Exchanged Amount must be entered in \$CAD. Click on the Create button.

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46. You will return to the Budget tab. If you are entering multiple expense items, go back to step 42. Scroll down to the Expected Income sub-section. To add income items to the project budget, click on the Add Project Financing button.

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	'Expected Income' and 'Ex	pected Expenses' totals must be	the same.						+	
							🕀 Add A Bu	idget Item		
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	Supplies		\$12,000.00	CAD	\$0.00	\$12,000.00	\$12,000.00	-		
						Total:	\$12,000.00		a	
Expected Income List all anticipated income for this project, including funds that will be contributed by the club, other partners and the District Grant portion. The District Grant portion should not exceed 50% of the project total. The minimum 50% match is \$2,000CAD, the maximum 50% match is \$6,500 CAD. If your total project budget exceeds \$13,000CAD, you can still request a District Grant but the amount of the grant cannot exceed \$6,500CAD. "Expected Income" and "Expected Expenses" totals must be the same.										
	1					\langle	• Add Project	Financing		
	Description	Funding Source	Amoun		%			Actions		
		This	s club has no Expec	ted Income.					* &	
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47. The Add Financing screen will be displayed.

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48. Enter the financing details. Indicate where the funds for this line item are coming from, either the District Grant, or Rotary clubs or other sources. The Local Amount is entered in the currency that the funds will be made available. To change the Local Amount currency, display the drop-down menu beside the Local Amount currency field. The Amount field must be entered in \$CAD. Click on the Add button.

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Financing Details	.
Date: Jan 13, 2023 🗃	*
Description: District Grant	
Funding Source: [*] ● District Grant ○ Club/Other	
Local Amount: 6,000.00 Canadian Dollar (CAD) ~	
Amount: 6,000.00	
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49. You will return to the Budget tab. If you are entering multiple income items, go back to step 46. Remember that the totals for expected expenses and expected income should be equal. You have now completed your District Grant application. To review your application request, go to the Project Overview tab.

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Details Application Budget Documents Project Overview Individual Project Report Activity Log	•
Click on the Print button to obtain a hard copy of this Grant application and all associated information.	•
Include activity log Print	£
	0
PROJECT DESCRIPTION	
The information you included with your District Grant request submission is displayed below. You can update all fields, except for the project year. You can also indicate partner organizations that will assist your Club with completing the project including other D7080 Rotary clubs, Rotary clubs from outside D7080, and non-Rotary partners.	+
Grant Project: Test Project Primary Sponsoring Club:Orangeville Contact: Sproxton, Ingrid Date Submitted: Jan 13, 2023 at 2:02 PM	
Project Total Budget: \$12,000.00 Grant Budget: \$12,000.00	•
Project Expected Income:\$12,000.00 Grant Expected Income: \$6,000.00	¢۵
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50. Each section of the Project Overview tab will be populated with the information you entered on the Details, Application and Budget tabs. Scroll down the screen to review all the entered application information.

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Contact: Sproxton, Ingrid Date Submitted: Jan 13, 2023 at 2:02 PM			*	
Project Total Budget: \$12,000.00				+
Grant Budget: \$12,000.00 Project Expected Income:\$12,000.00				•
Grant Expected Income: \$6,000.00				-
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GENERAL DESCRIPTION			Ľ.	~
Outline in detail the humanitarian need your project will address, and how it fits with the Rotary Fo	undation mission statement:		L	a
The Rotary Foundation helps Rotarians to advance world understanding, goodwill, and peace by in	mproving health, providing quality education,		L	0
improving the environment, and alleviating poverty."				
				+
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Detailed description of the humanitarian need the Test Project will address and how it fits in with T	TRF's mission.			
COMMUNITY ASSESSMENT & IMPACT				
Please explain how the community will benefit from this project.				
Outline in detail how the community will benefit from your project.				•
SUSTAINABILITY				
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SUSTAINABILITY			1	+
Sustainability is not a requirement for District Grant projects. One-off projects are allowed. However	er, if your project will create a more			
permanent effect, please explain.				•
				•
Longer-term impact				<u>2</u>
OR				a
Not applicable				-
			d.	•
IMPLEMENTATION PLAN			L	
Explain how the project will be implemented, and how Rotarians will be directly involved in the proj			L	+
Remember that a District Grant project must be completed on or before June 15th in the same Ro well, the individual project report must be completed and submitted on or before June 15th.	tary year that the project is started, and as			
IMPORTANT: Do NOT start your project when you receive notification that your application has t will submit your application to the Rotary Foundation (TRF). When we receive approval from the				
project. Usually, this happens in late July/early August.				
If any part of the project is started or any expenses are incurred prior to receiving authorization to	start, we will not be able to reimburse your			
club.				
If you want to alter a project after a grant has been approved by TRF, they will also need to approve	e those changes before the changes can be			•
carried out. Send your change request to foundation@rotary7080.org.				ŝ
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	February 2024 - desc	ription of Activity 3 with Rota	arian involvement				•
	March 2024 - project	completion					8
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	EXPECTED E	XPENSES					
			d the Add Project Finan	cing buttons, for expenses and income, respectively. Be as d	letailed		
	as possible. For final	ncing/income items, both the	e Local Amount and the	Amount fields must be in Canadian dollars (CAD). For budg	et		
				e or payment will be made. The <i>Exchanged Amount</i> field ML ie project is local or international.	JST be		
	If the local amount is	in a faraign aurranau laak u	n the Playebange rates	for the fergion ourrency and for CAD to calculate the conver	tod		
	amount to be entered	d into the Exchanged Amoun	t field. For example, if th	for the foreign currency and for CAD, to calculate the conver e local amount is 10,000 Philippine Pesos (PHP) you would	look up		•
		PHP-to-USD exchange rate to See calculations below:	convert PHP to USD. T	hen you would look up the Rotary USD-to-CAD exchange rate	e to		
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	Prepare a budget usi	ng the Add A Budget Item an	d the Add Project Finan	cing buttons, for expenses and income, respectively. Be as d	letailed		
				Amount fields must be in Canadian dollars (CAD). For budg e or payment will be made. The Exchanged Amount field ML			•
				e project is local or international.			*
	If the local amount is	s in a foreign currency, look u	p the RI exchange rates	for the foreign currency and for CAD, to calculate the conver	ted		£Ľ
	amount to be entered	d into the Exchanged Amoun	t field. For example, if th	e local amount is 10,000 Philippine Pesos (PHP) you would	look up		0
		PHP-to-USD exchange rate to See calculations below:	convert PHP to USD. 1	hen you would look up the Rotary USD-to-CAD exchange rate	e to		0
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		SD exchange rate = 0.01724 38USD. \$172.4138USD = \$2		CAD exchange rate - 1.50.			8
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	rates monthly. You o	an look up the Rotary exchar	nge rates under Global G	Grants on the D7080 Foundation Documents page at Foundation			
Documents Rotary District 7080 (rotary7080.org).							
'Expected Income' and 'Expected Expenses' totals must be the same.							
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		ceed 50% of the project total. The minimum 50% matcl t exceeds \$13,000CAD, you can still request a District G		
	exceed \$6,500CAD.			
	'Expected Income' and 'Expected Expension	ses' totals must be the same.		
	Description	Funding Source	Amount	%
	Club donations	Club/Other	\$6,000.00	50.00 %
	District Grant	District Grant	\$6,000.00	50.00 %
		Tota	al: \$12,000.00	100.00 %
	LOCAL CLUB PARTNERS			
	List all 7080 Rotary Clubs that will assist	t either financially or with Rotarian involvement.		
	Club	Contact Name		Contribution
	Orangeville Highlands	Susanne Zbinden		500.00
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51. If any revisions are needed, go back to the appropriate tab/sub-section and make the changes. If you wish, you can also print your application from the Projects Overview tab by clicking on the Print button.

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Click on the Print button to obtain a hard copy of this Grant application and all associated information.	ł	•
Include activity log Print		11 11
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PROJECT DESCRIPTION The information you included with your District Grant request submission is displayed below. You can update all fields, except for the project		8
year. You can also indicate partner organizations that will assist your Club with completing the project including other D7080 Rotary clubs, Rotary clubs from outside D7080, and non-Rotary partners.		+
Grant Project: Test Project Primary Sponsoring Club:Orangeville Contact: Sproxton, Ingrid Date Submitted: Jan 13, 2023 at 2:02 PM		
Project Total Budget: \$12,000.00 Grant Budget: \$12,000.00		•
Project Expected Income: \$12,000.00 Grant Expected Income: \$6,000.00	•	ŝ
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- 52. If you have any project documents, e.g. quotes or letters of support, then you can upload them by going to the Documents tab. Please reference <u>How to Upload Documents to the District Grant</u> <u>Module</u>, which you can find on the Foundation Committee's Documents & Resources page under District Grants. The link is <u>Foundation Documents</u> | <u>Rotary District 7080 (rotary7080.org</u>).
- 53. Your District Grant application is now complete and the status of your application is changed from "Initial Request Submitted" to "Under Review". The District Grant Review Committee will review your application and will follow up with you, the project contact, if any further information is needed.

