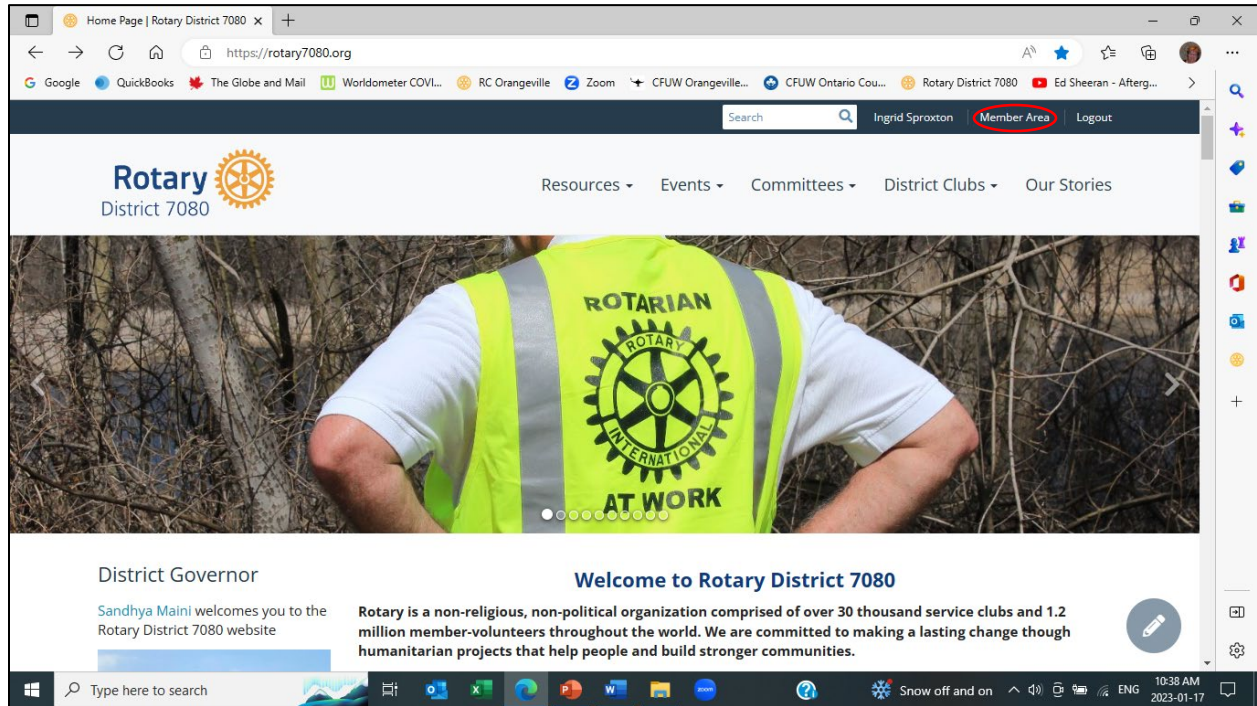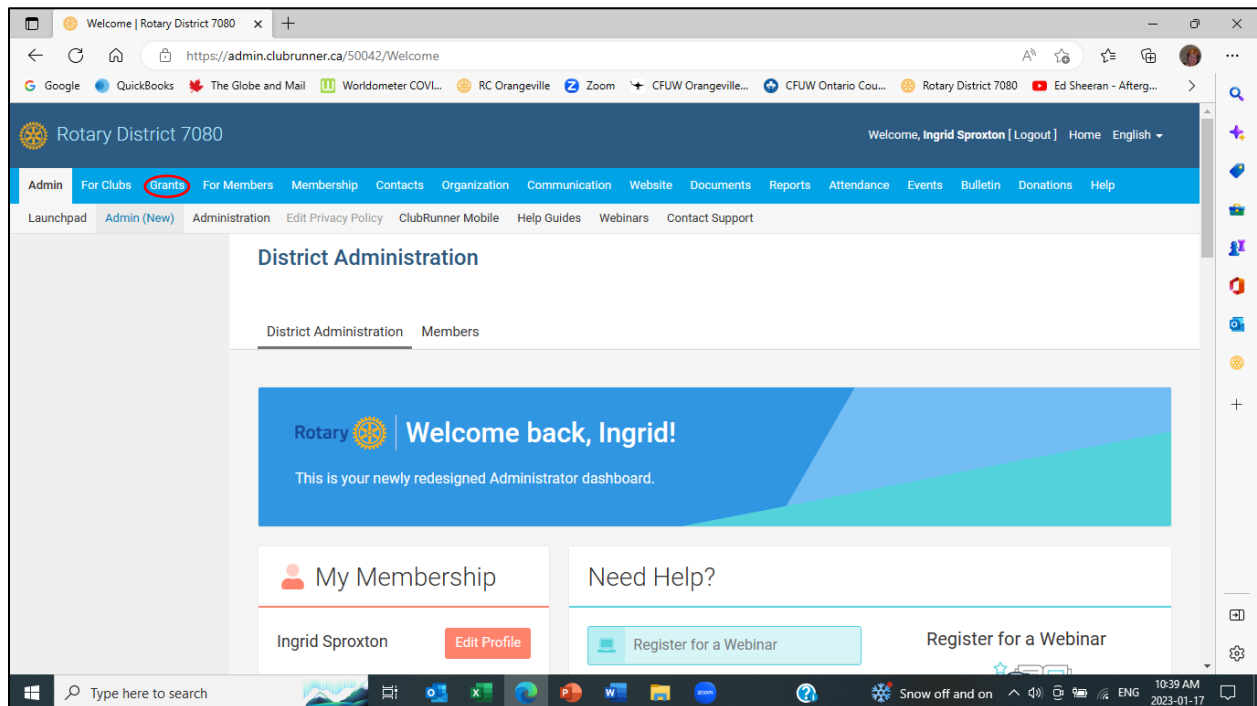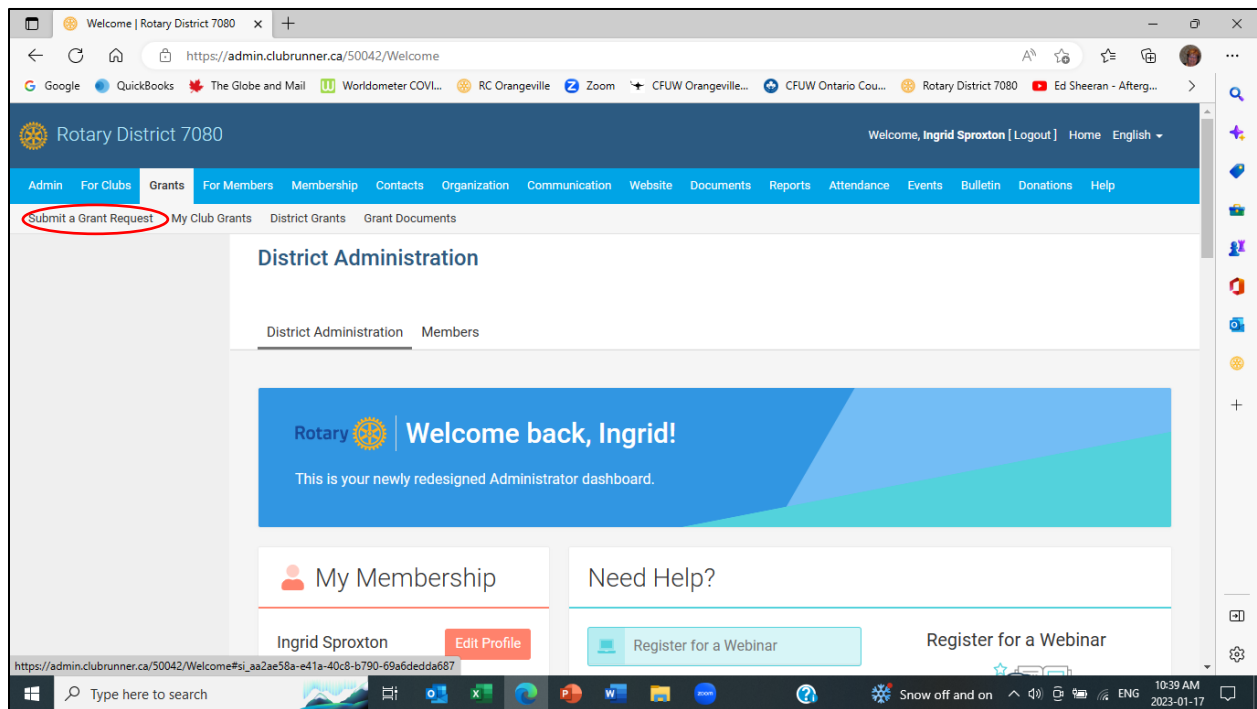# HOW TO APPLY FOR A DISTRICT GRANT

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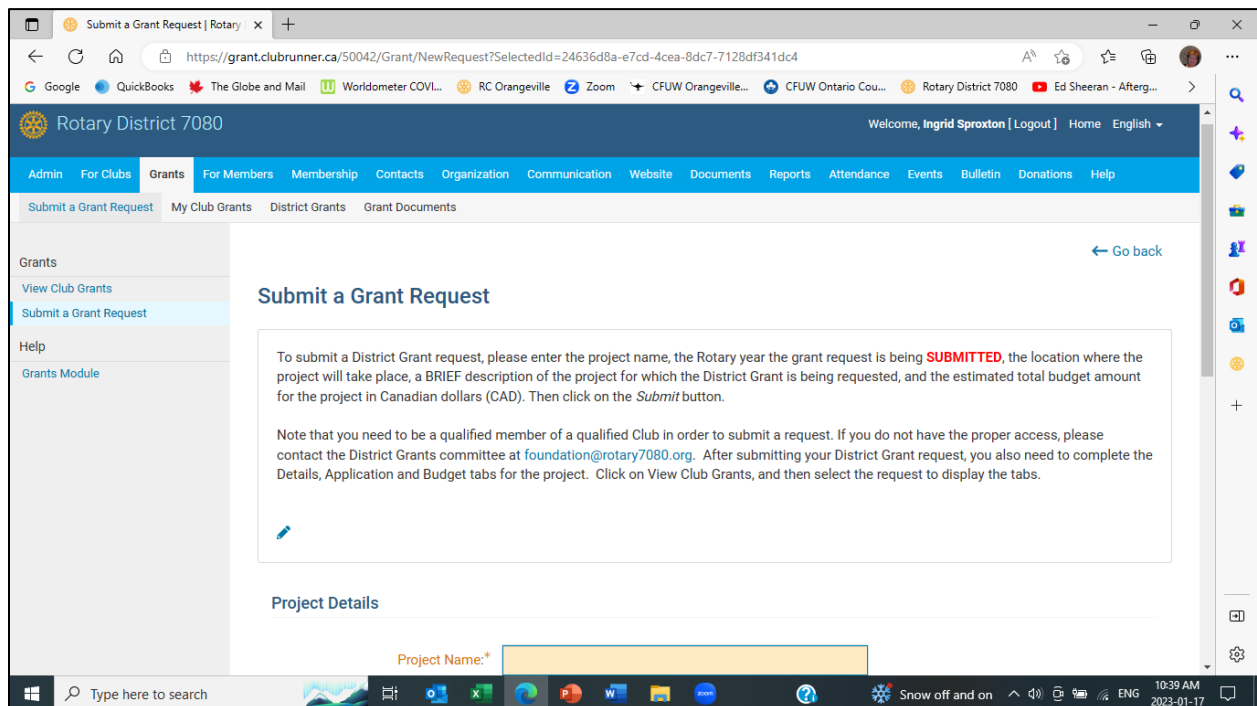2. Login as a member. Click on Member Area.

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

4. Click on Submit a Grant Request.

5. The Submit a Grant Request screen is displayed.

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.

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.

Select the Rotary year the DG application is being submitted, __NOT__ the year the project will be completed.

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.

9. 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 here 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.
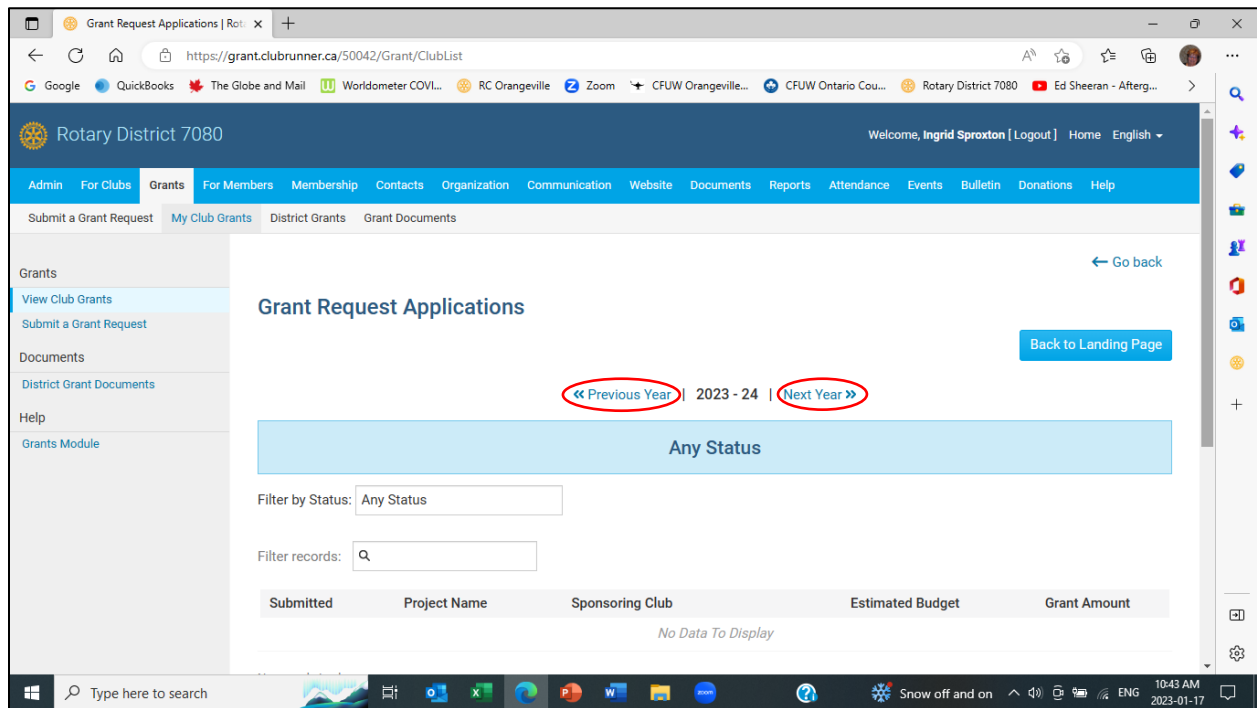

11. The grant requests for your Club for the selected Rotary year will be displayed. The status of the application you just submitted will be Initial Request Submitted. Click on the Project Name link or the Open link.
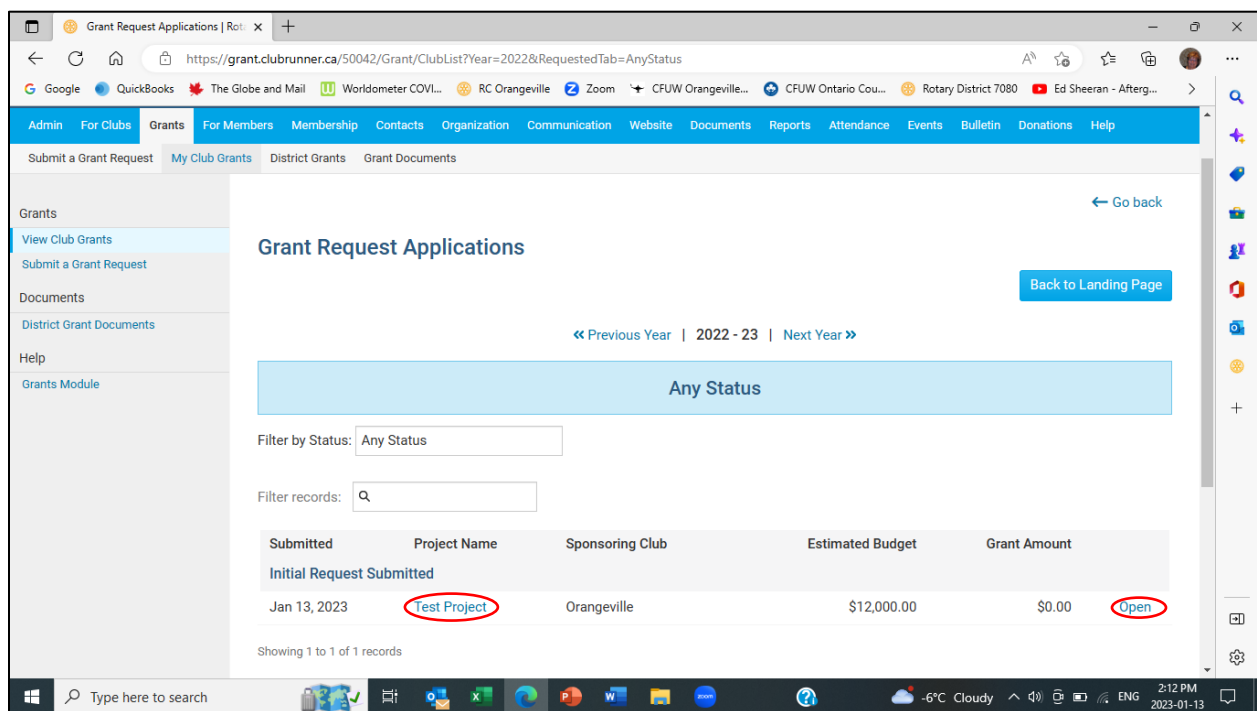
12. Your application will be displayed. Scroll down to access the Details, Application and Budget sections of your application.
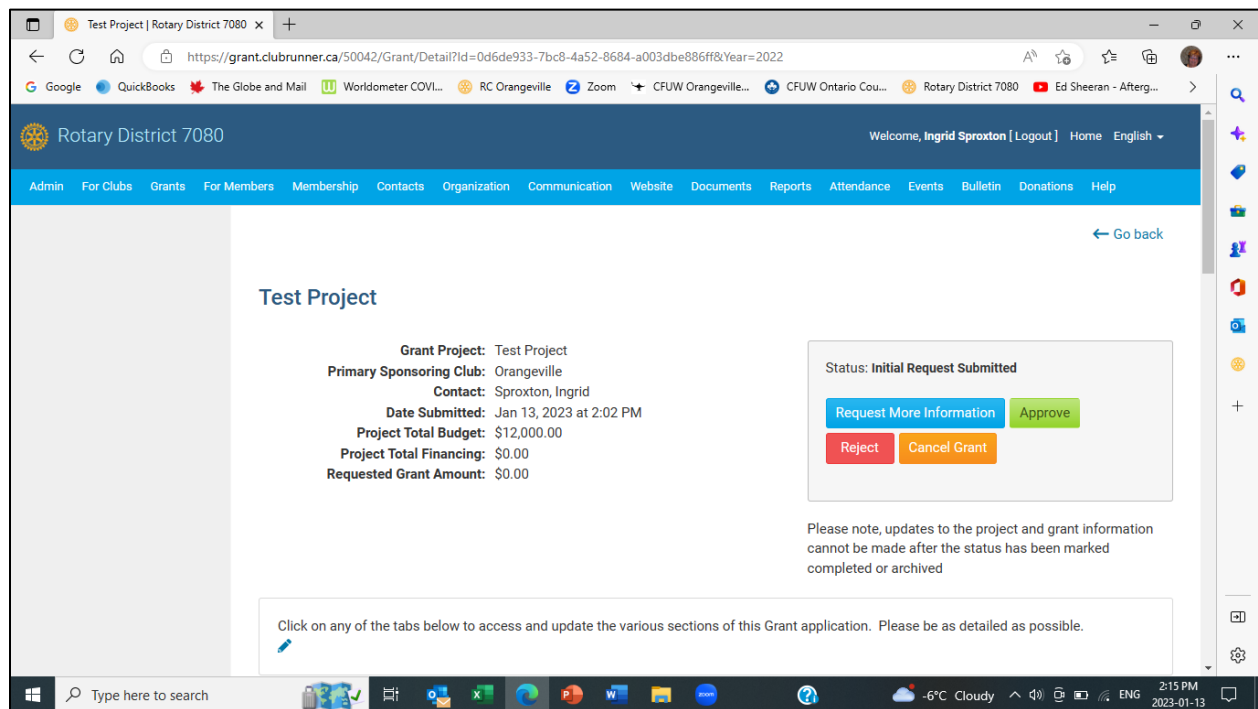
13. Click on the Details tab.
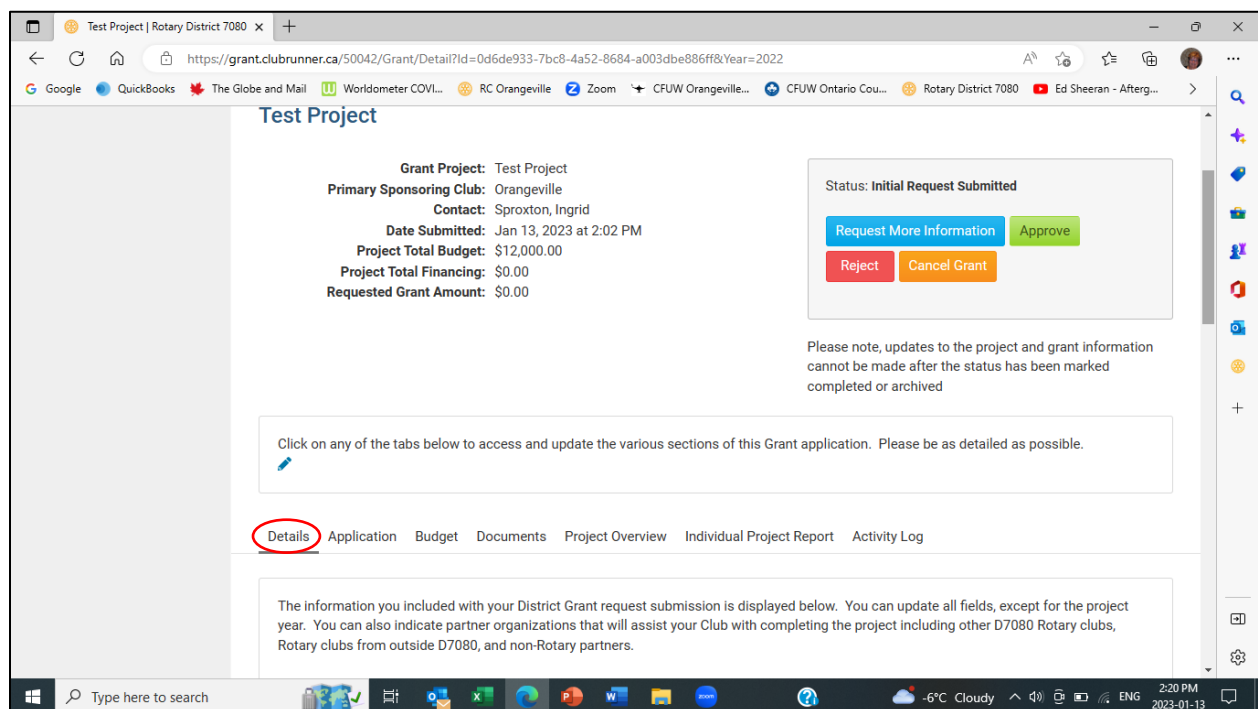
14. The information you included with your District Grant request submission is displayed. You can update all fields, except for the sponsoring club.

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.
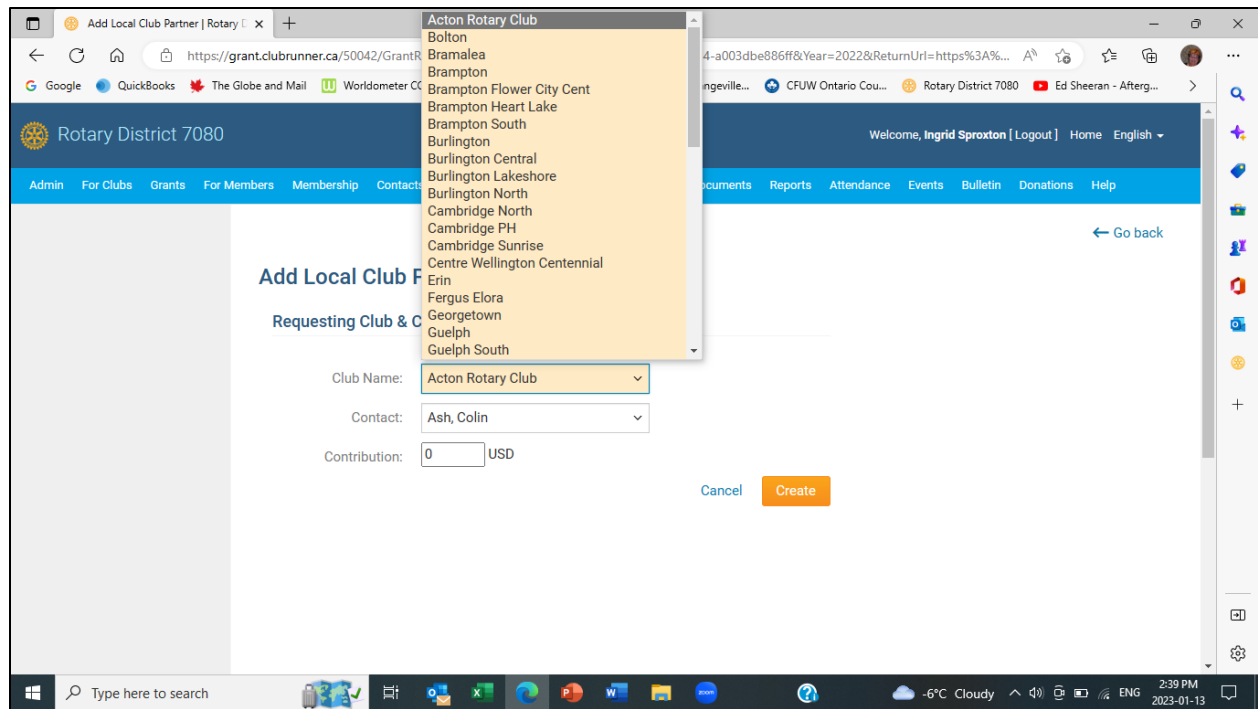

16. Local club partners are other 7080 clubs, besides your own, that will assist with the project. To add a local club partner, click on the Add Club button. If there are no local club partners, go to step 22.
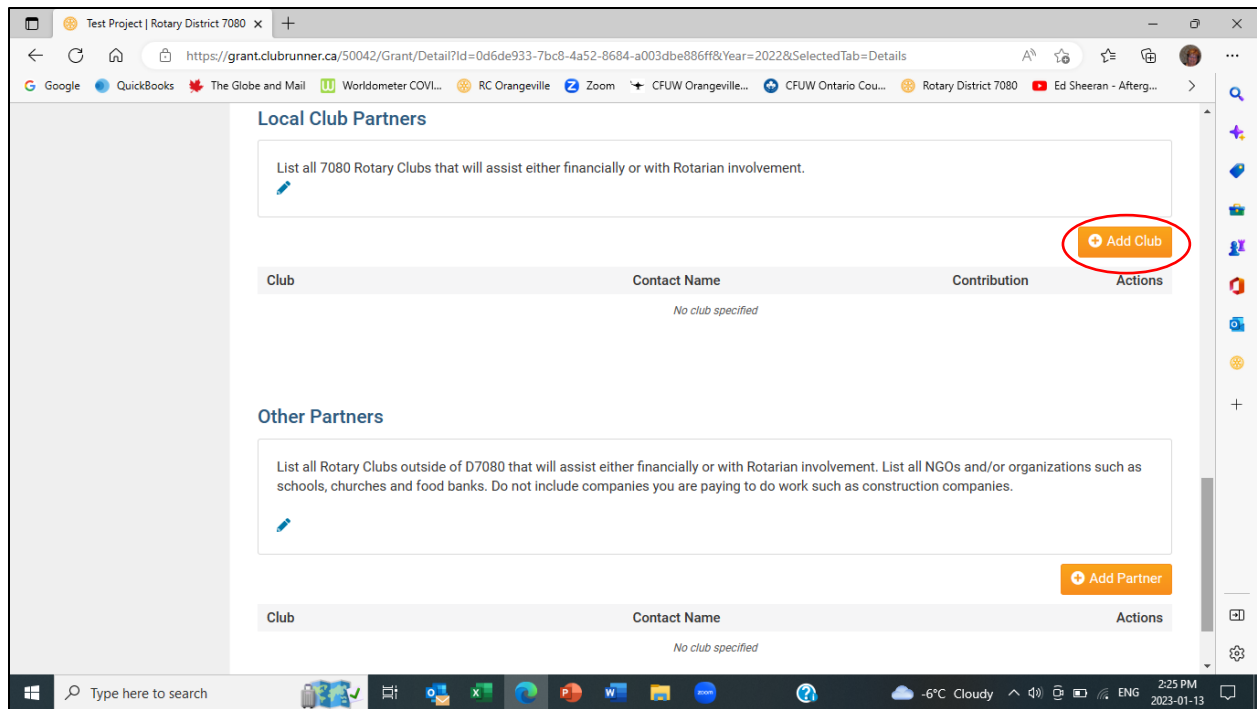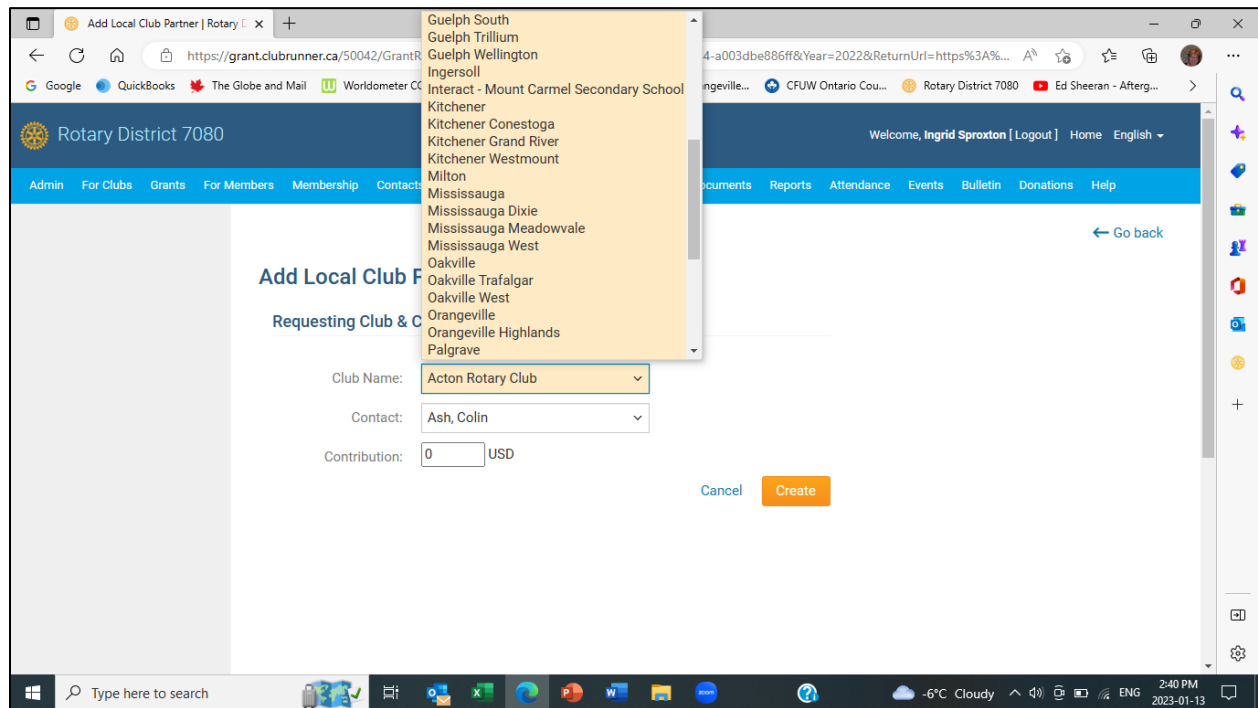
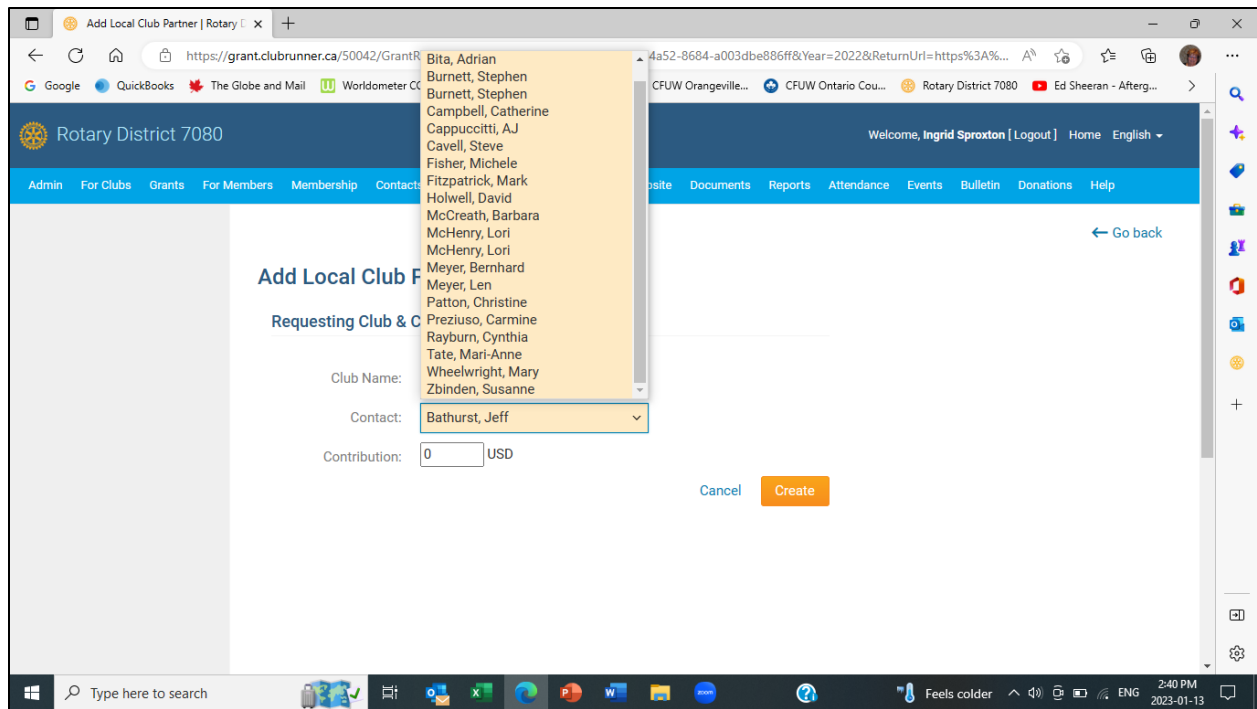17. The Add Local Club Partner screen is displayed.
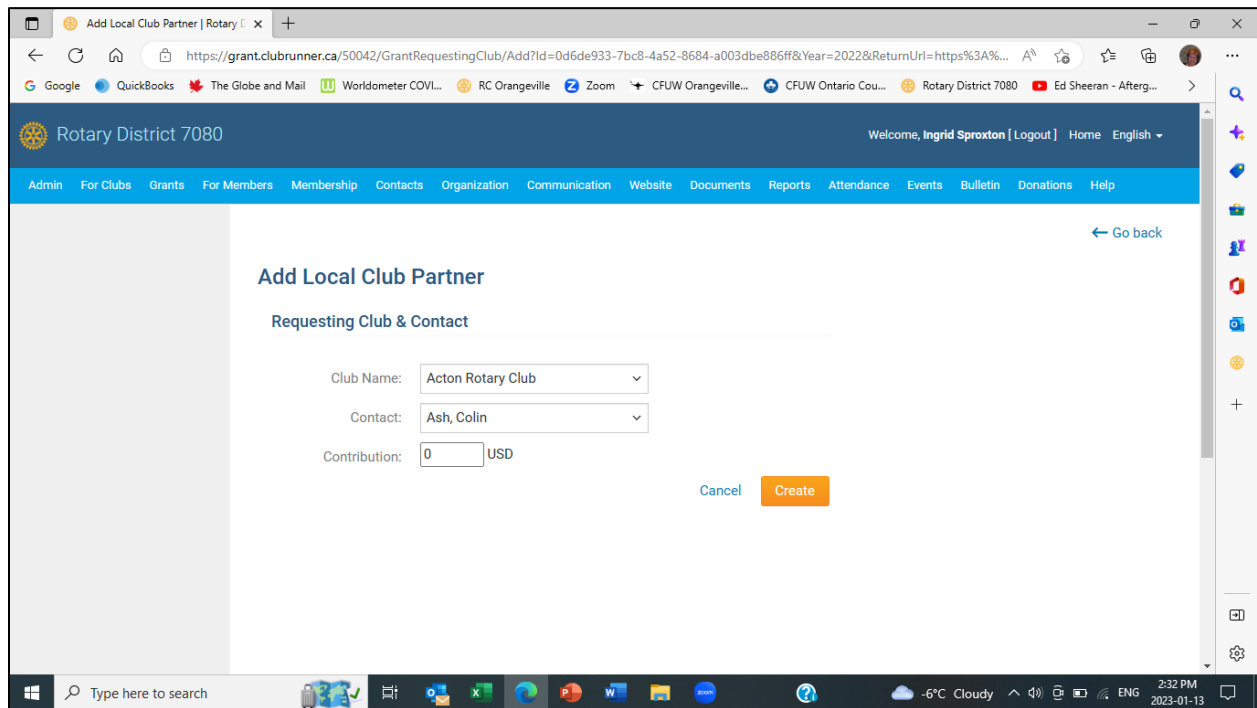
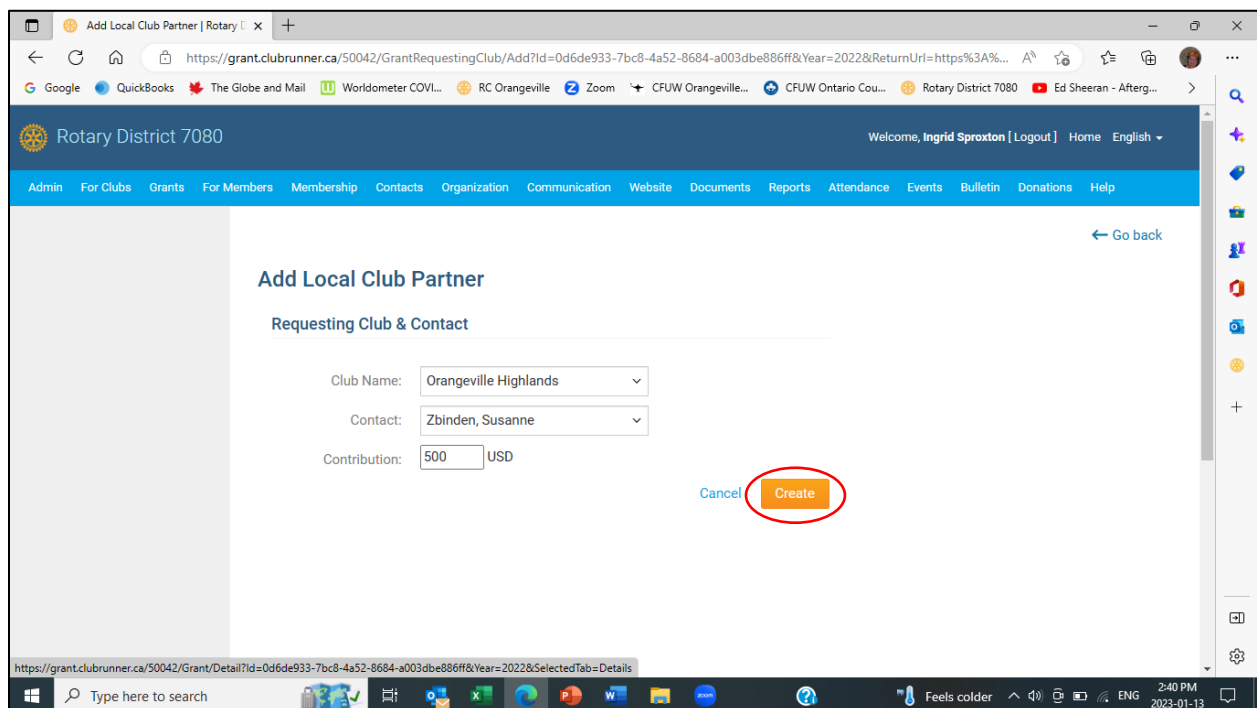18. Click on the drop-down list for Club Name.

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


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

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

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.
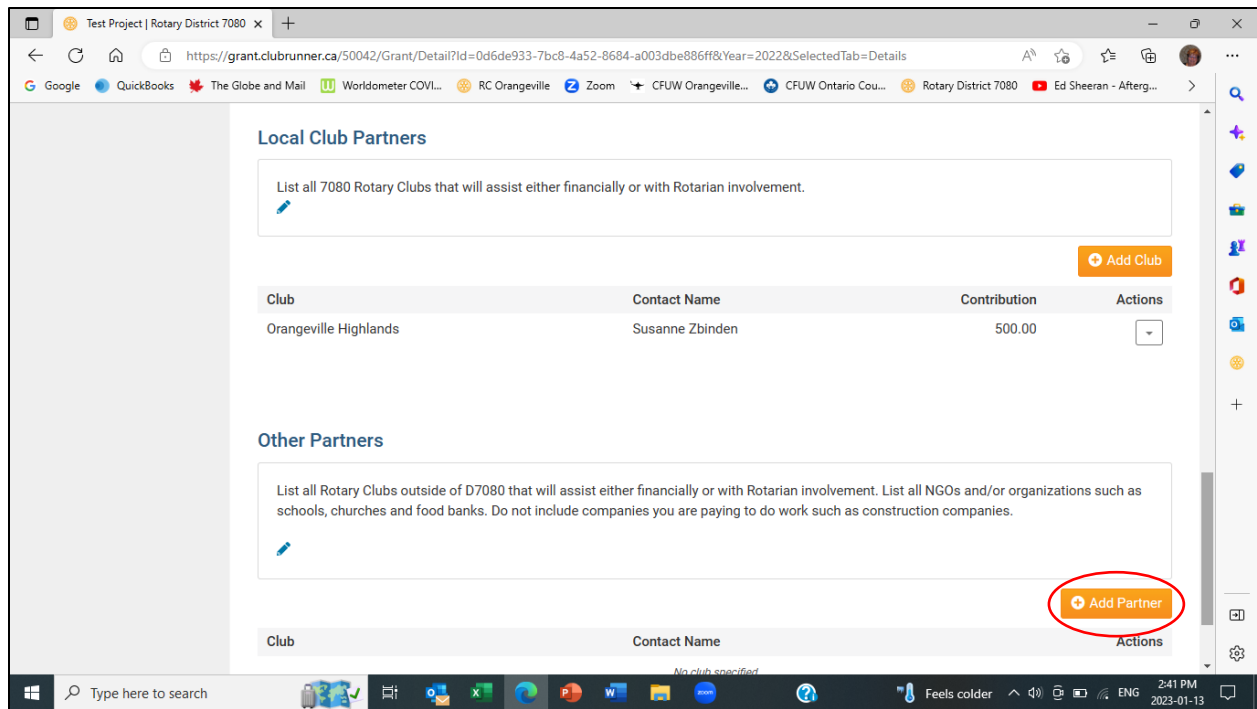
23. The Add Other Partner screen is displayed.
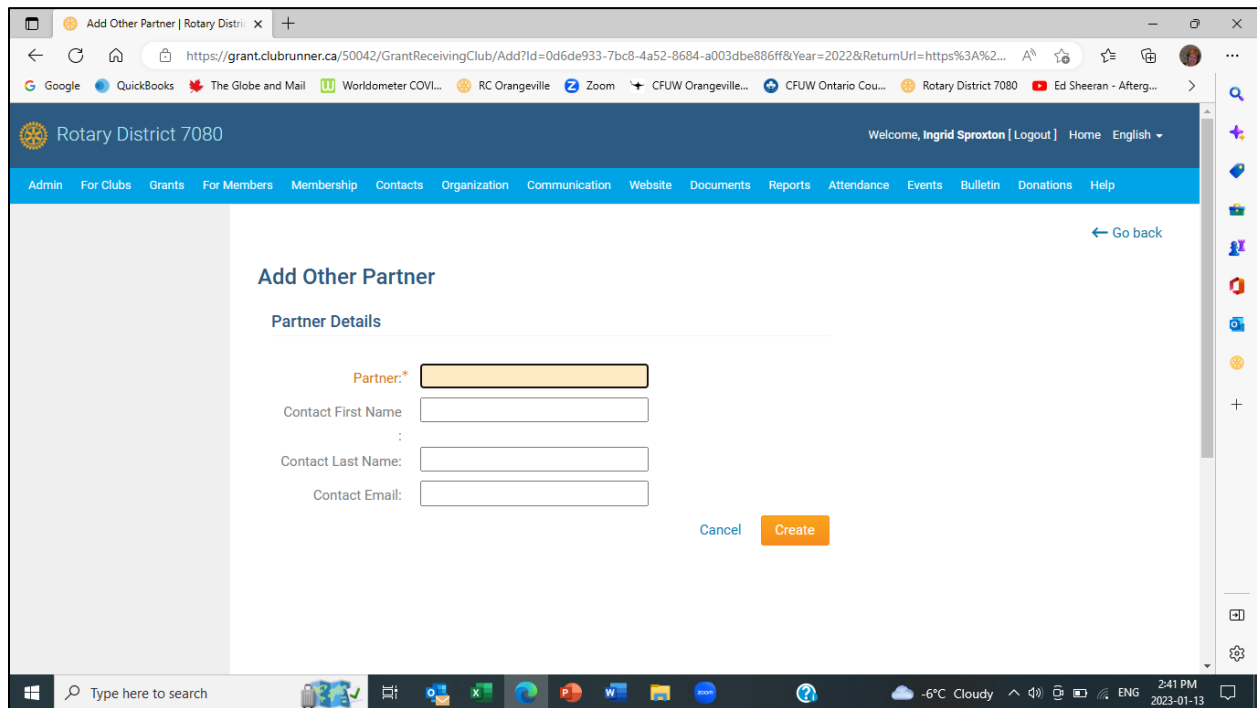
24. Enter the partner details and click the Create button.

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.

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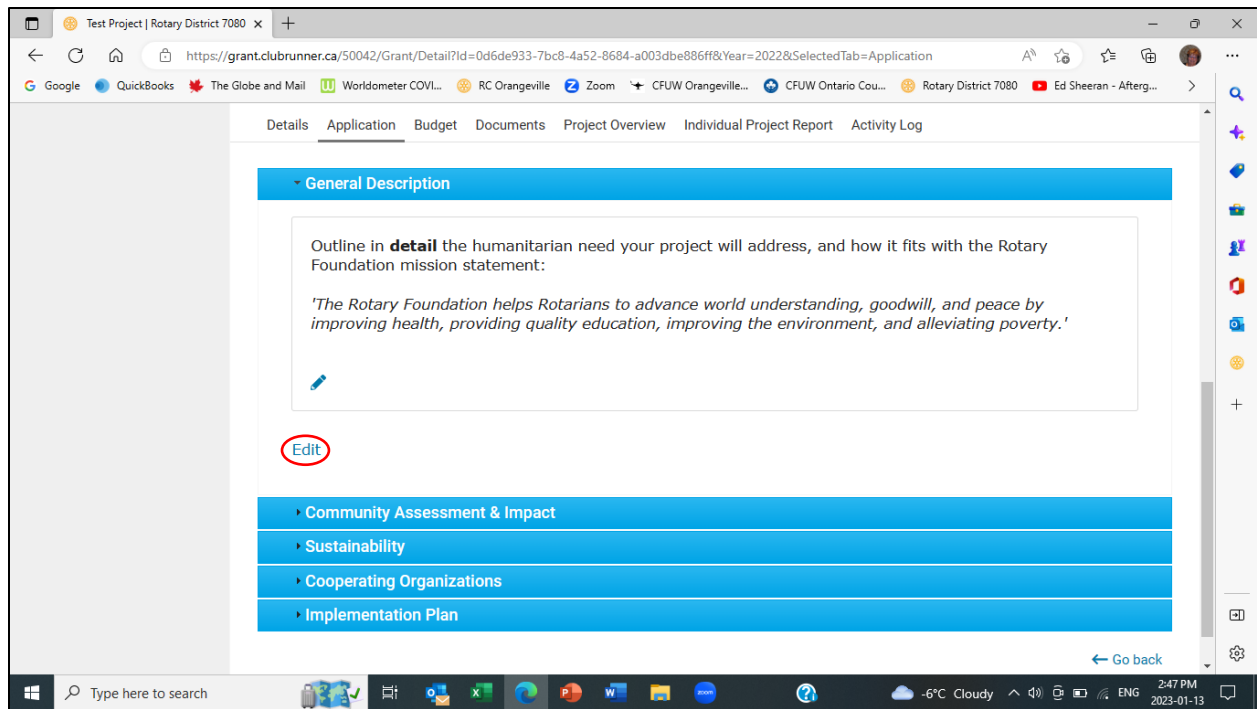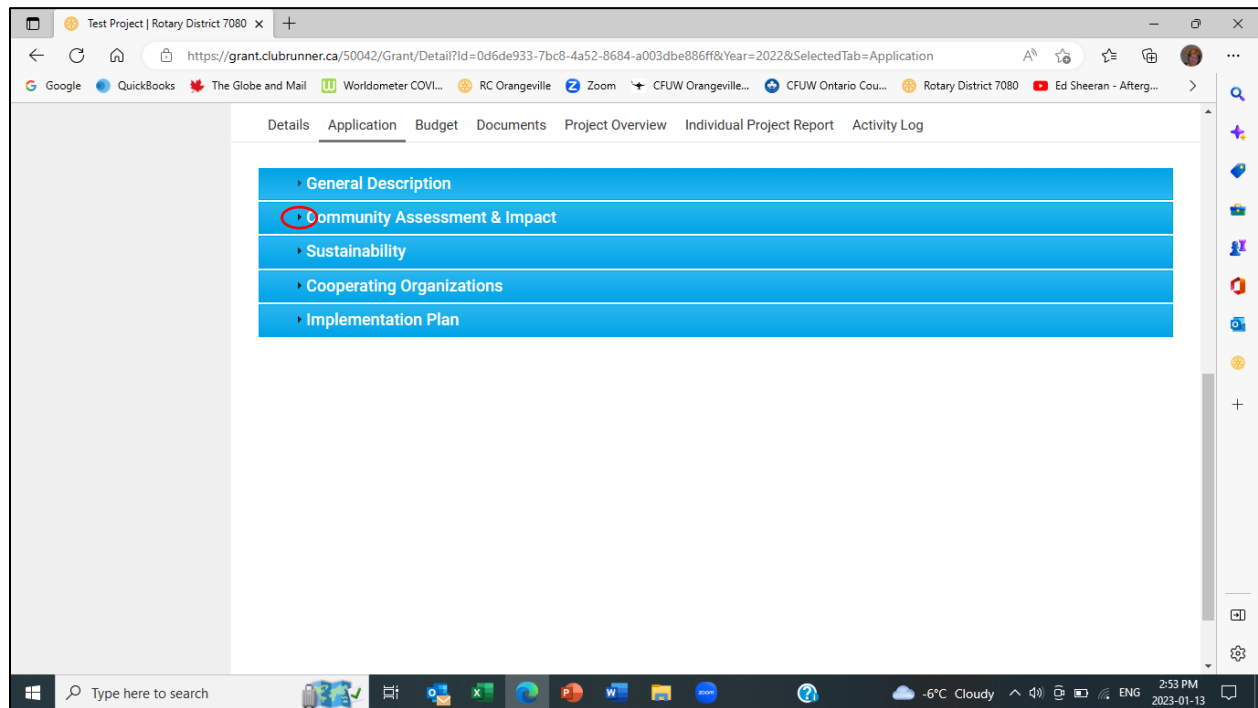
27. In the text window, outline in detail the humanitarian need that will be addressed by your project, and how it aligns with The Rotary Foundation mission statement. Click on the Save button.
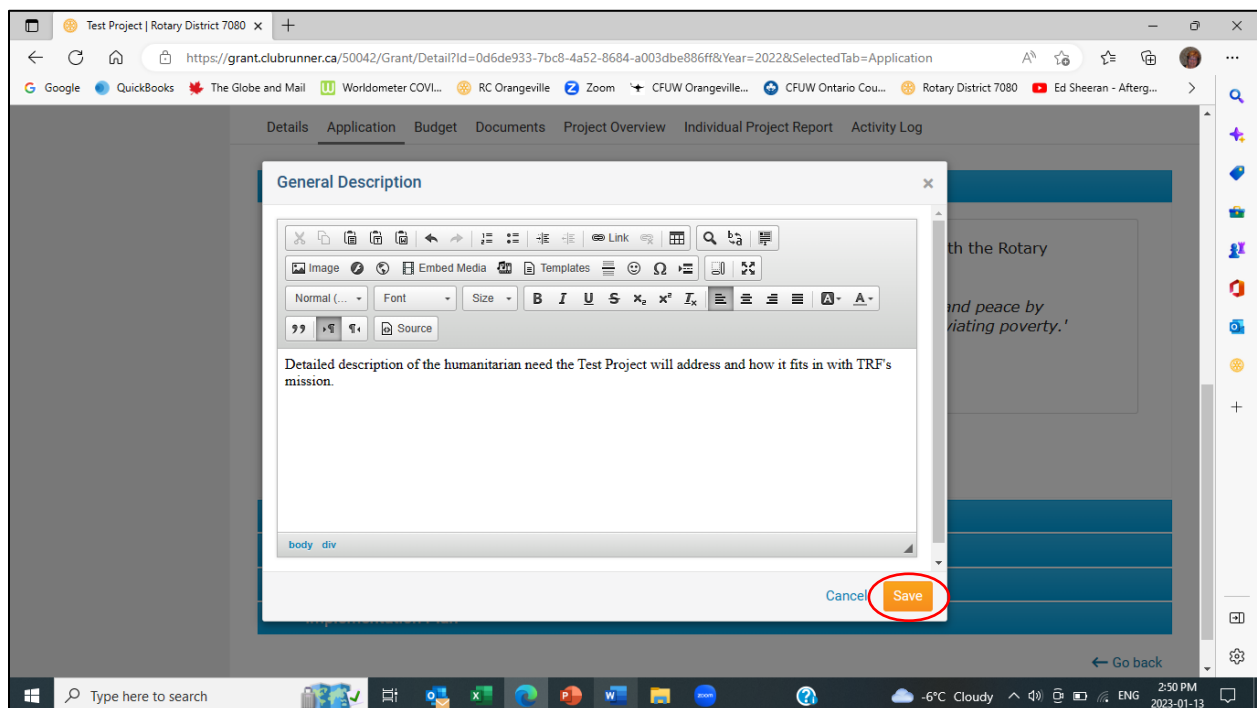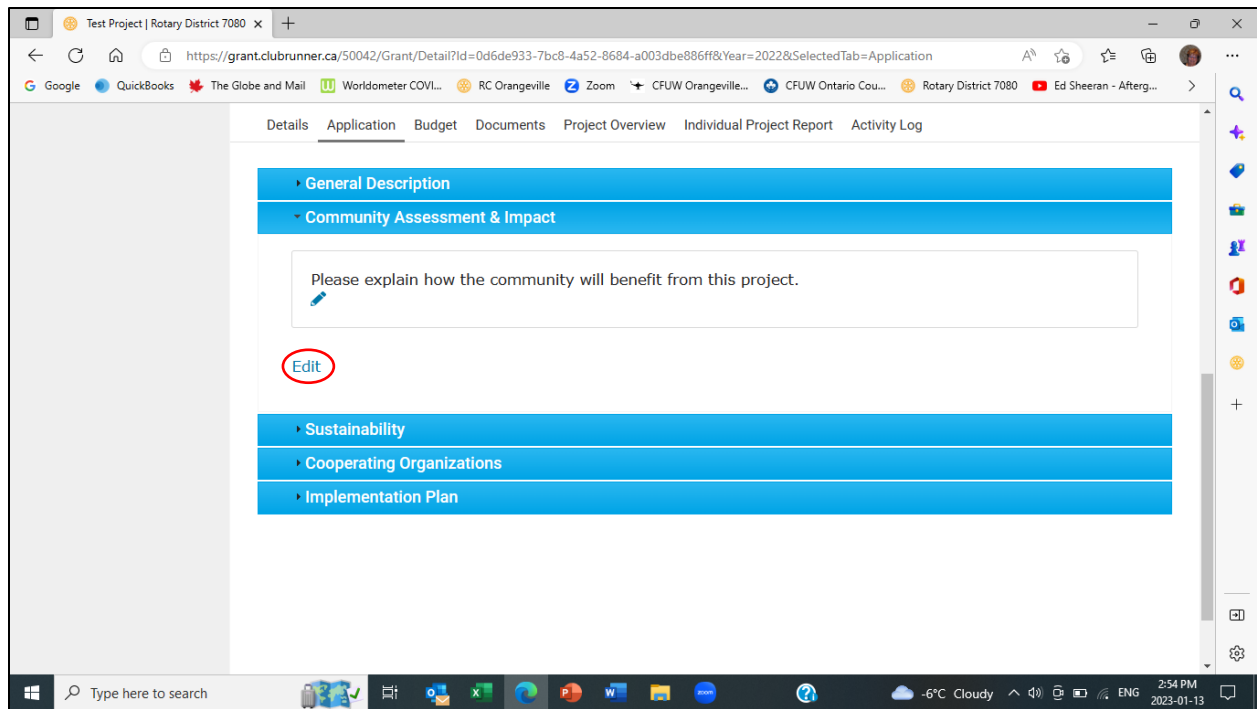

28. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section.
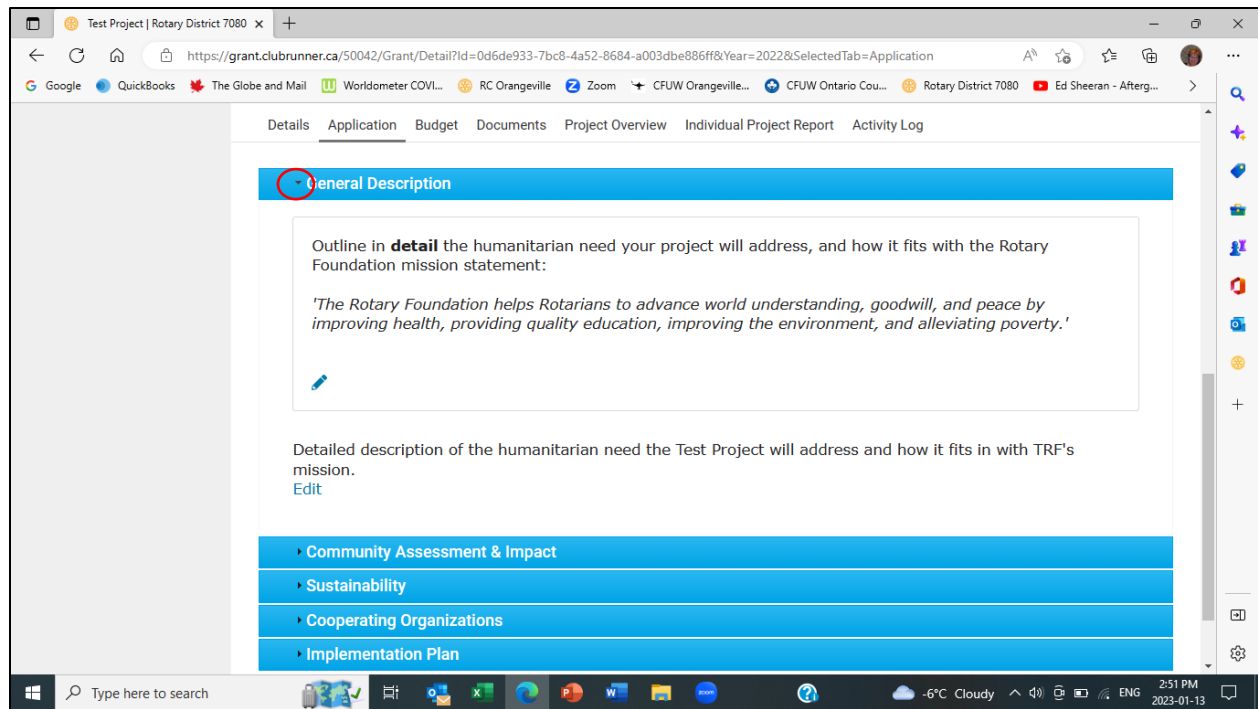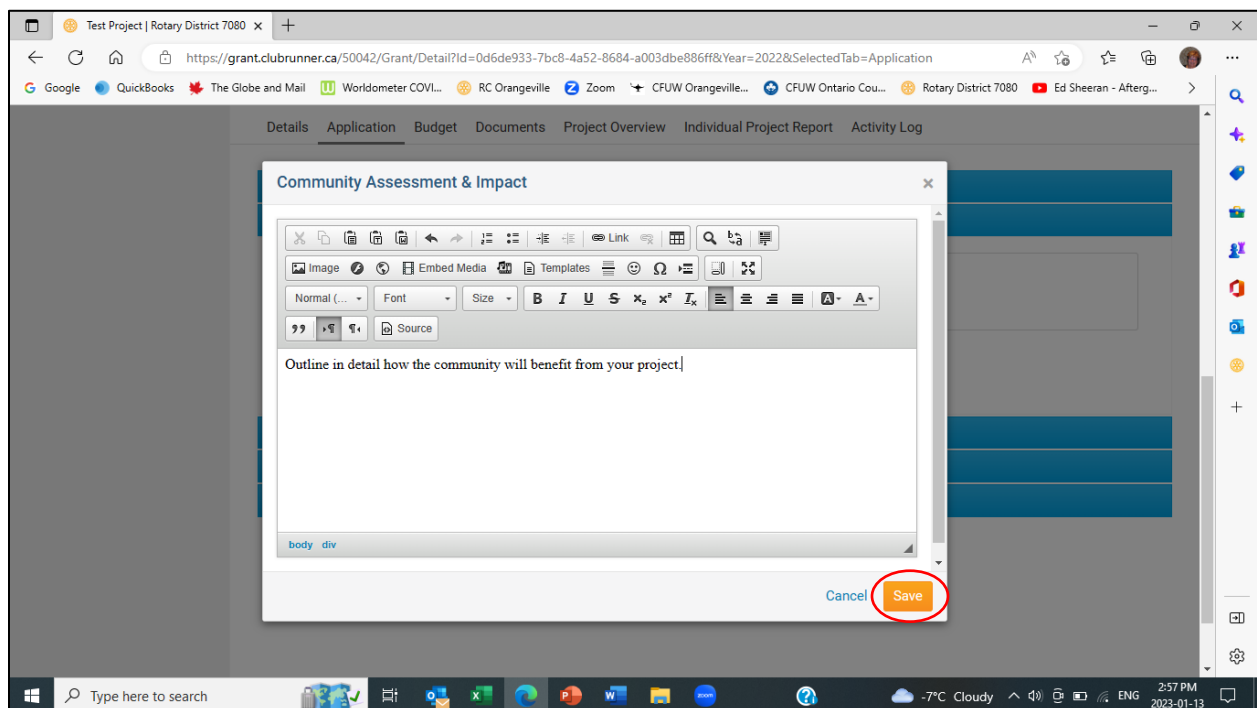
29. Click on the chevron beside Community Assessment & Impact to open that sub-section.


30. The Community Assessment & Impact sub-section will open. Click on the Edit link.
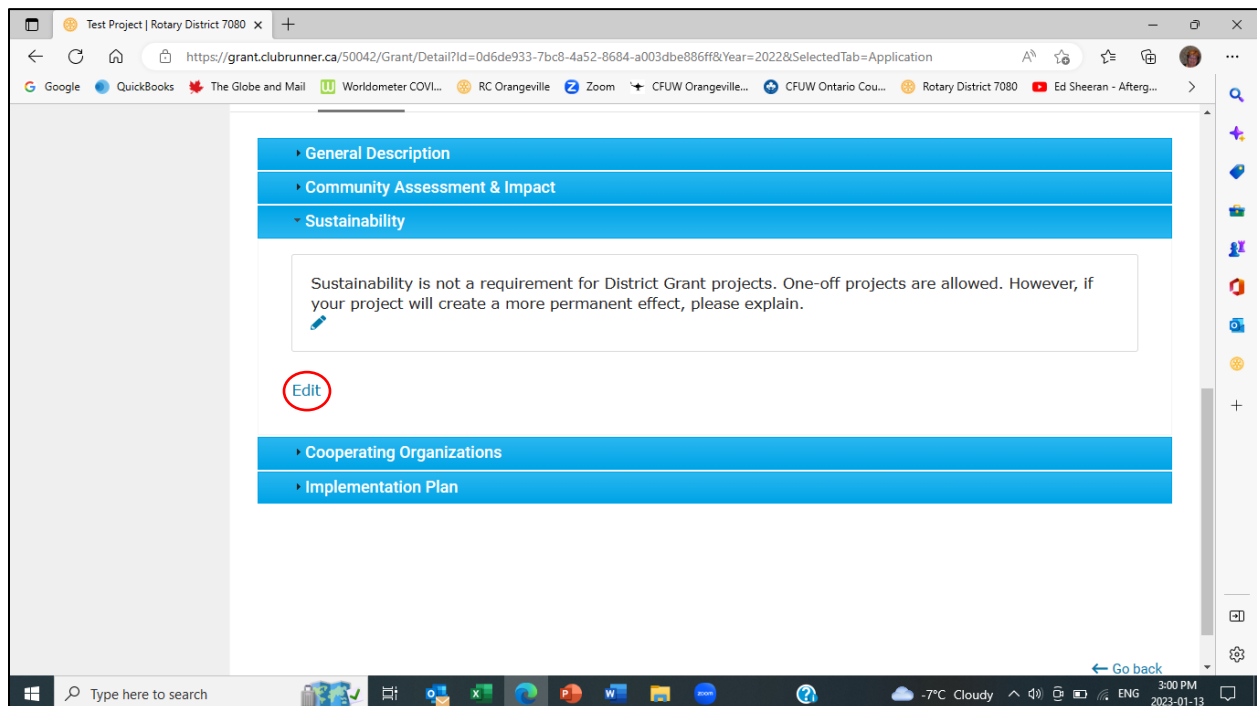
31. In the text window, outline in detail how the community will benefit from your project. Click the Save button.
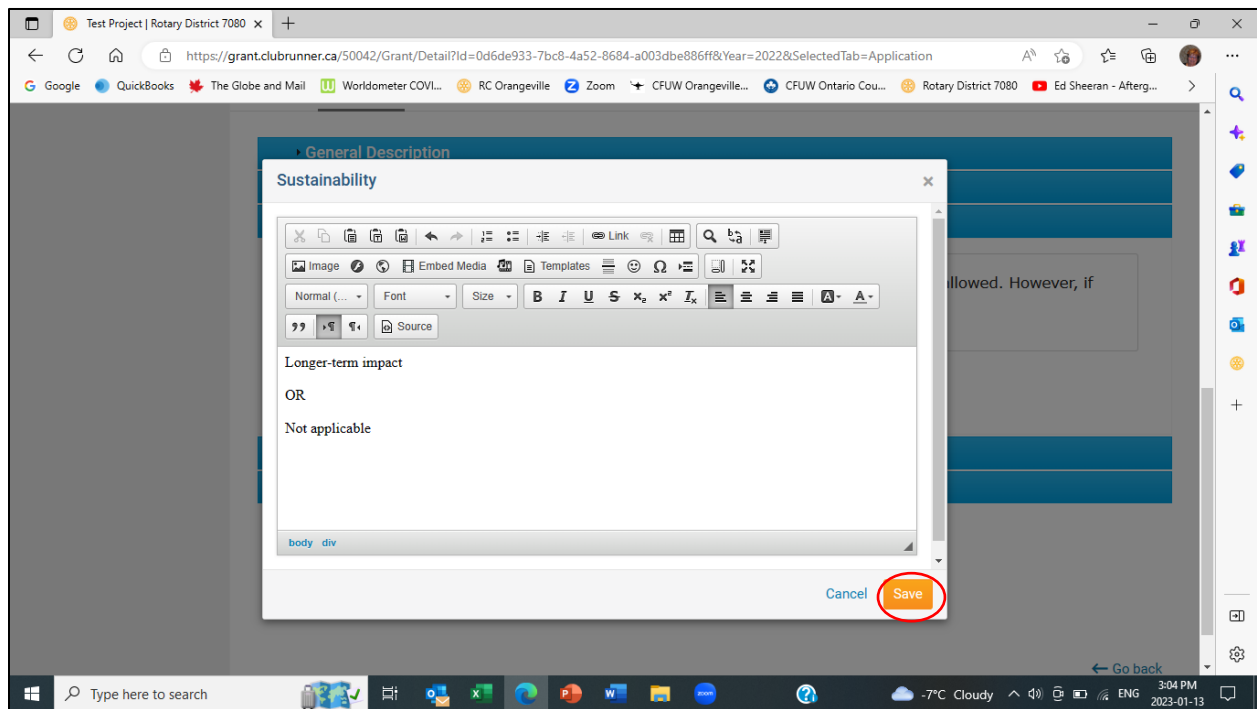

32. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Sustainability to open the Sustainability subsection.
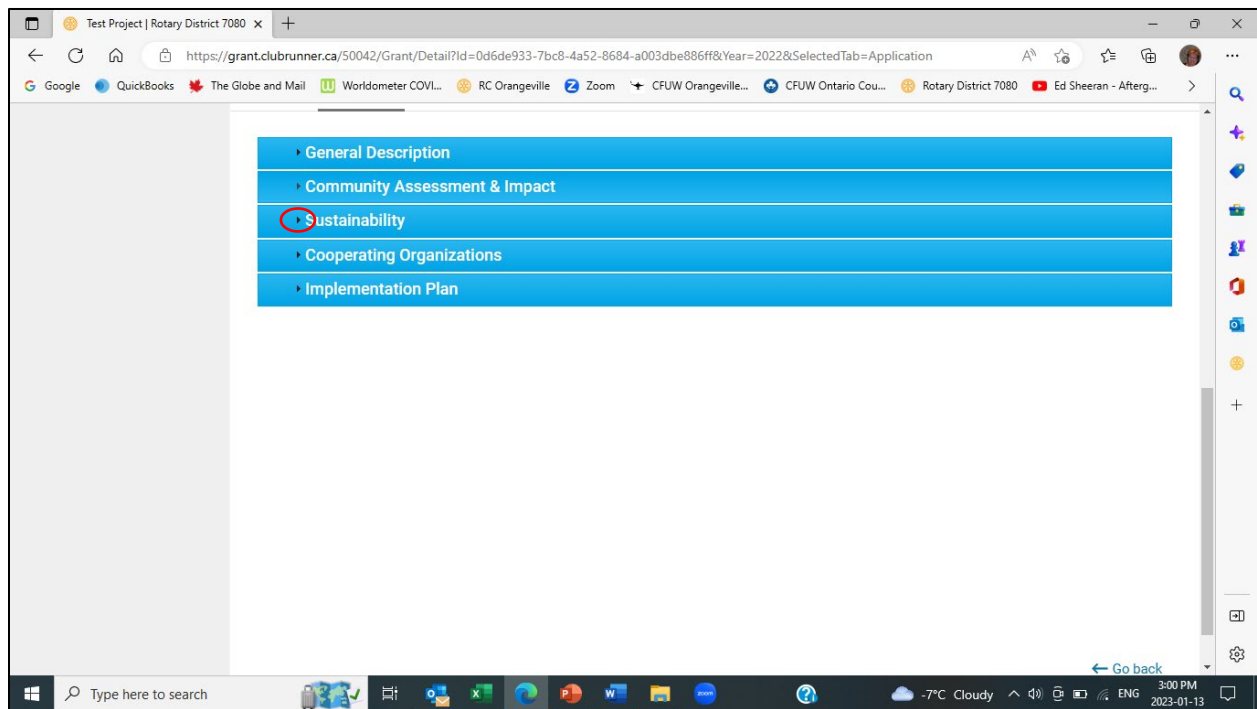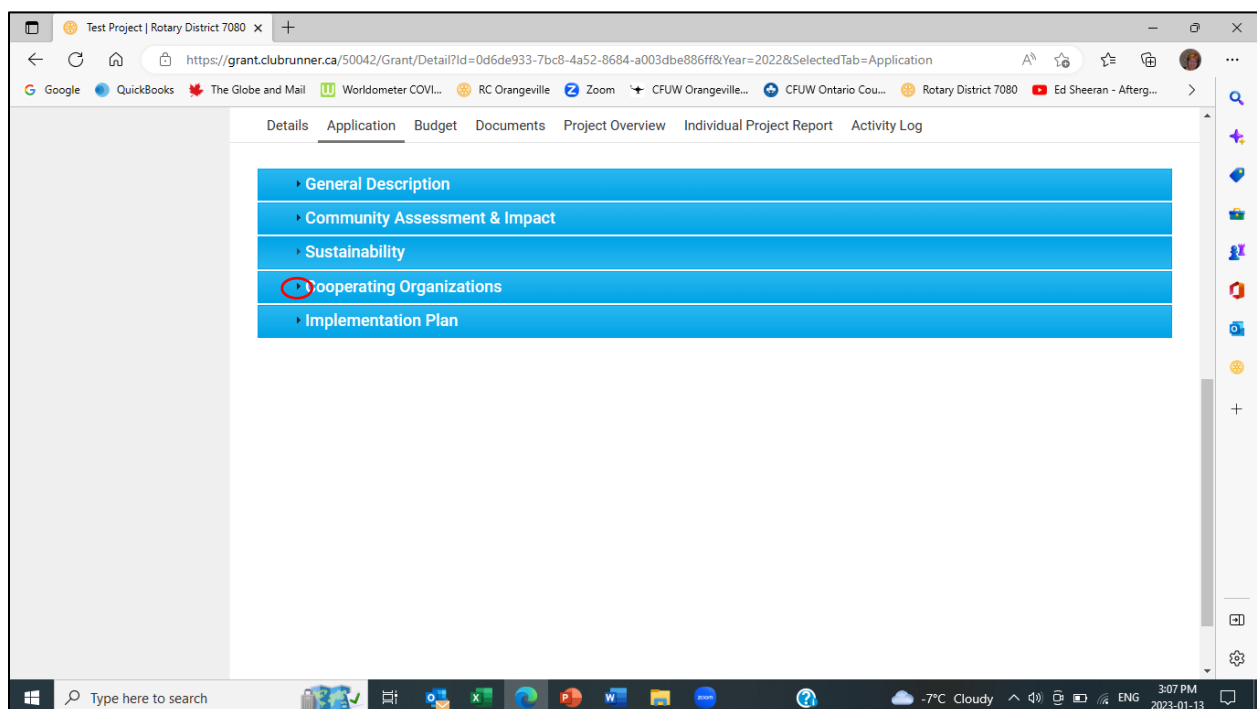
33. Click on the Edit link.

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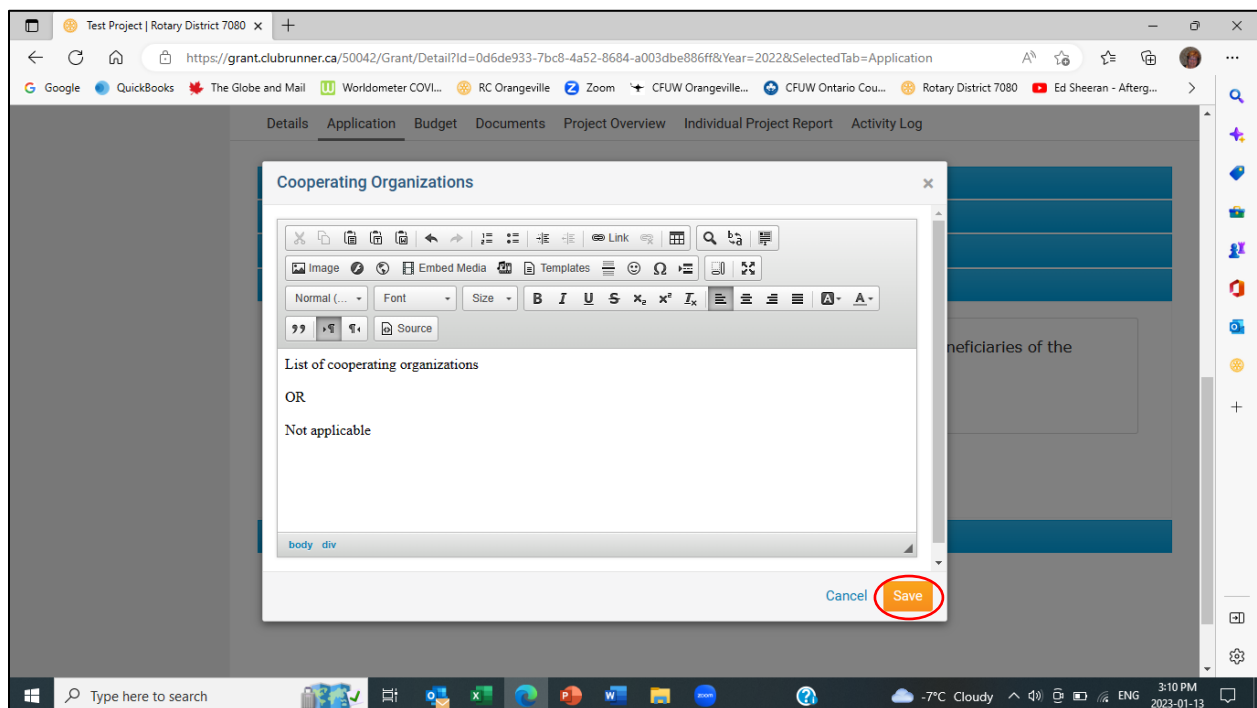
35. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Cooperating Organizations to open the subsection.
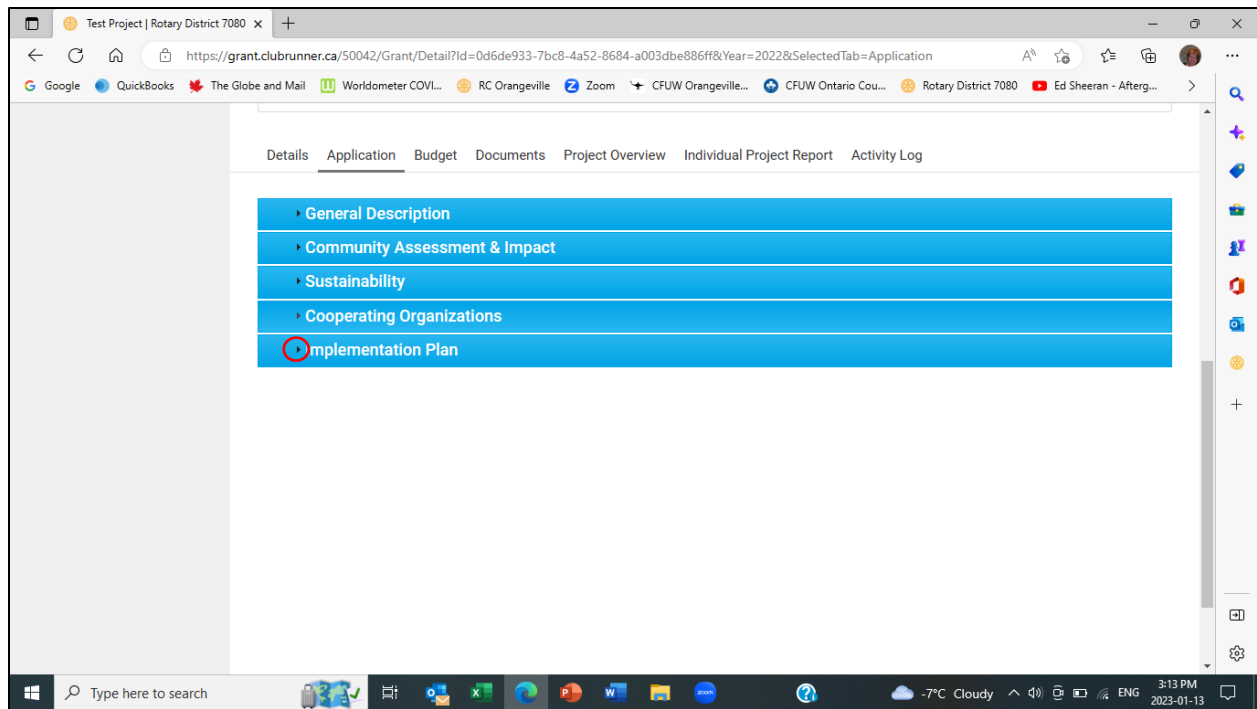

36. Click on the Edit link.
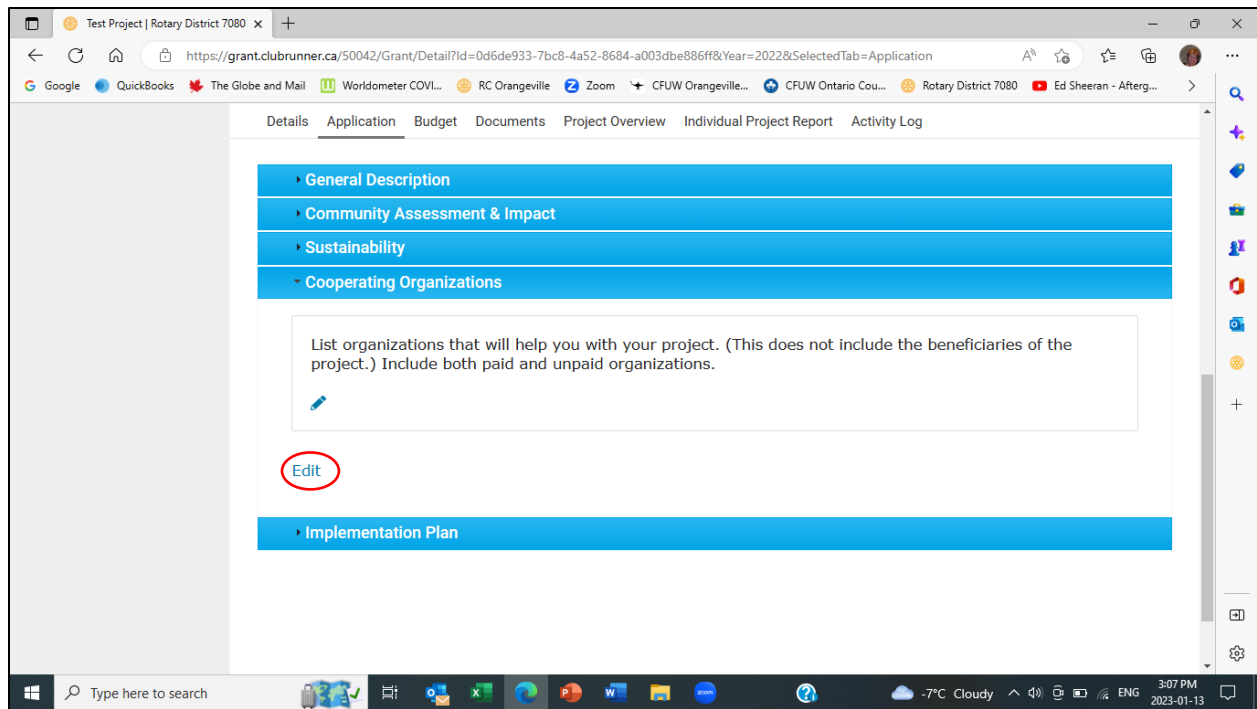
37. In the text window, enter the list of cooperating organizations. If there are no cooperating organizations enter "Not applicable". Click the Save button.
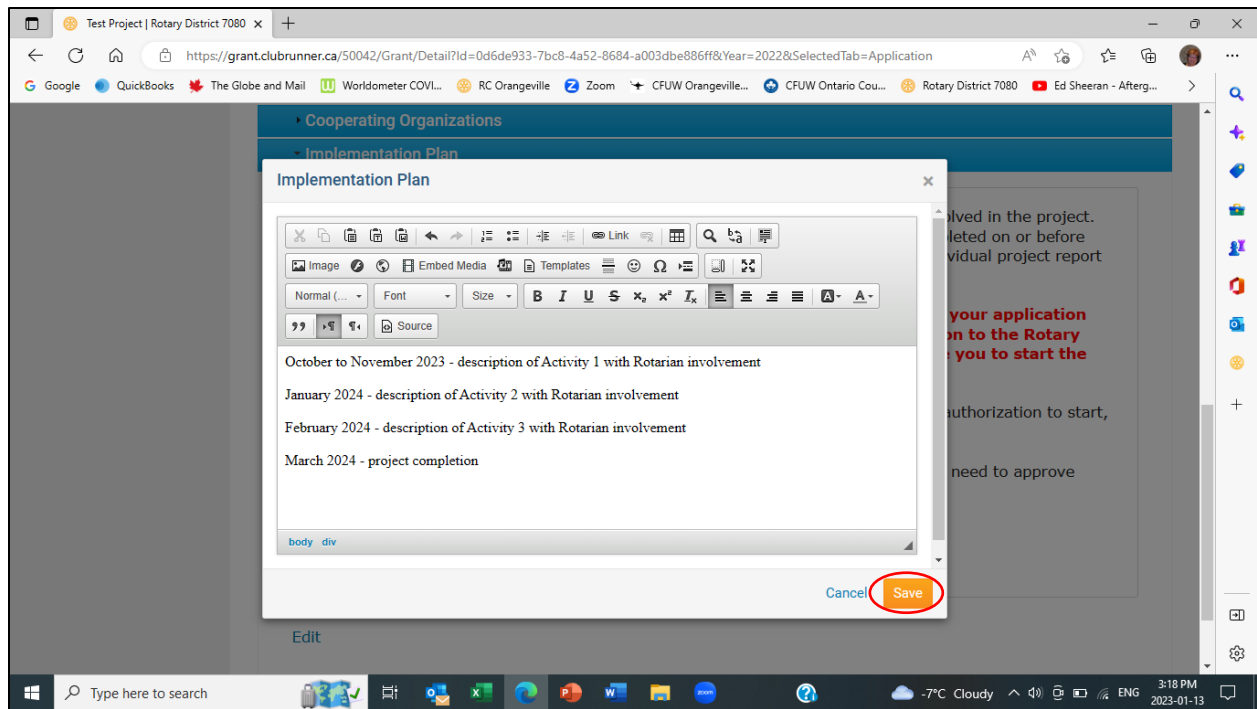

38. You will be returned to the Application tab. The General Description sub-section will be open by default. Click on the chevron beside General Description to close that sub-section. Then click on the chevron beside Implementation Plan to open the subsection.
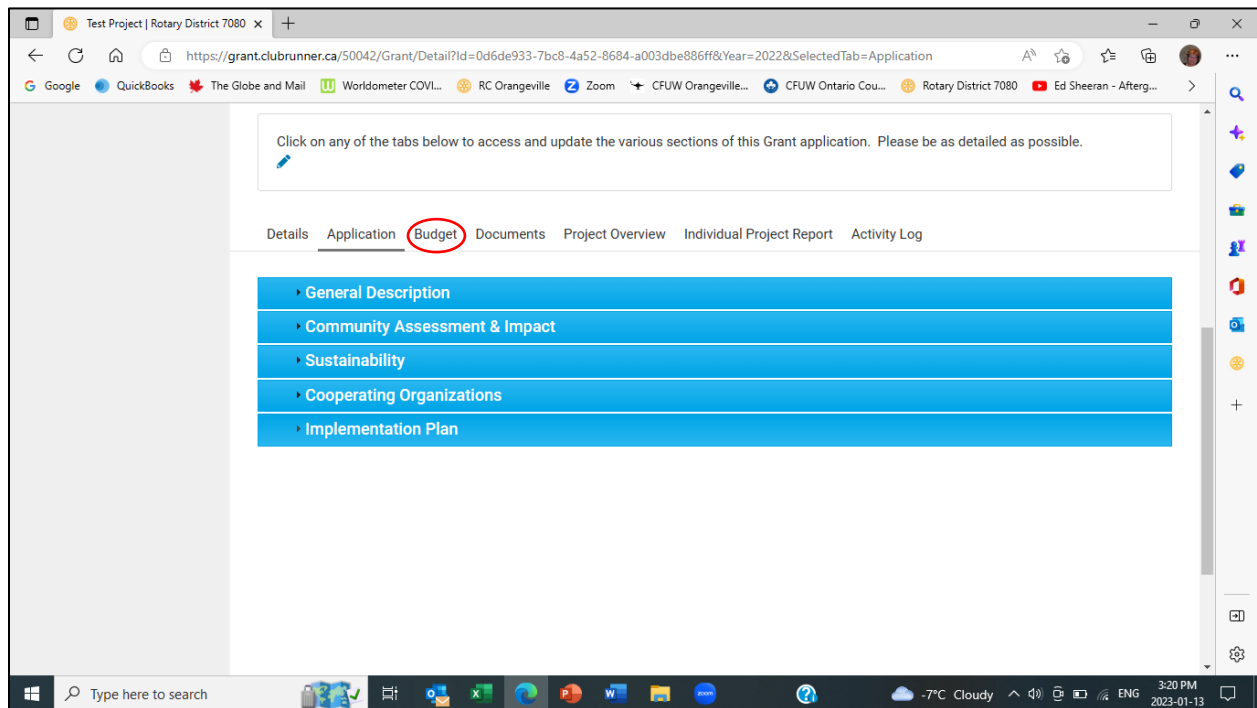
39. Click on the Edit button.
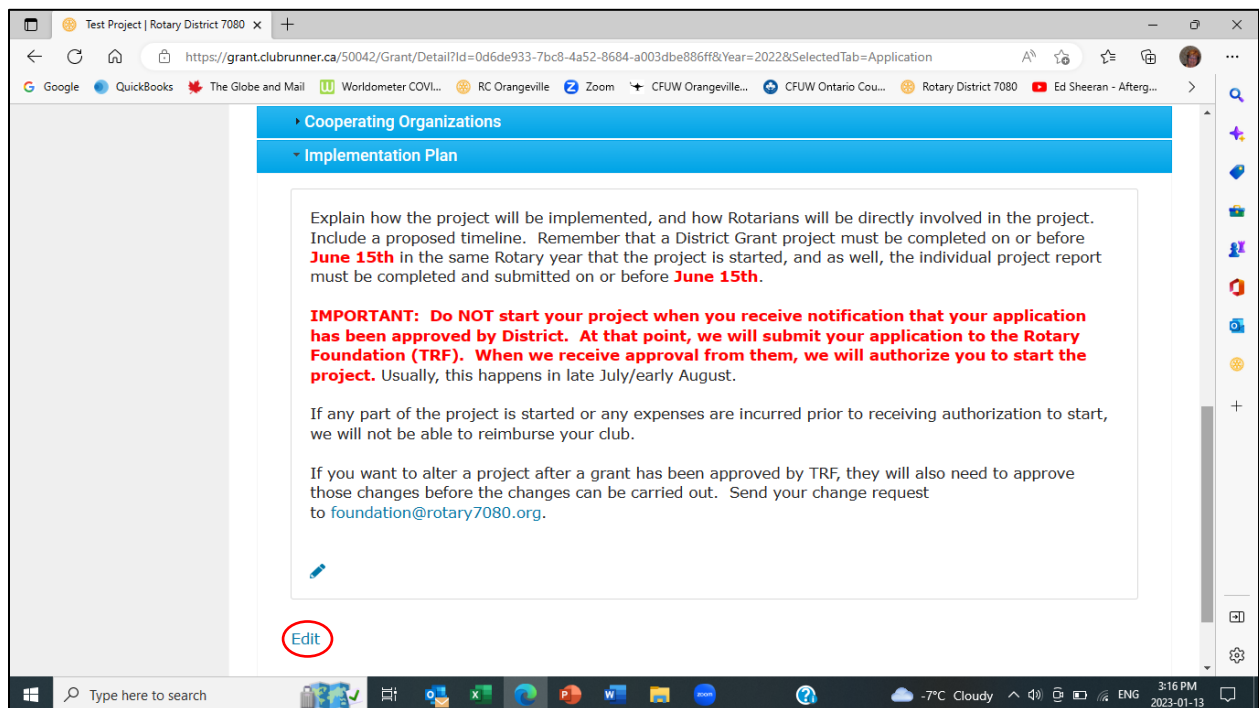
40. In the text window, enter the implementation plan for your project. The implementation plan will include details of your project activities with estimated start and end dates, as well as how Rotarians will be directly involved. Remember that projects cannot start until after The Rotary Foundation 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.

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.

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.

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

45. The Exchanged Amount must be entered in $CAD. Click on the Create button.

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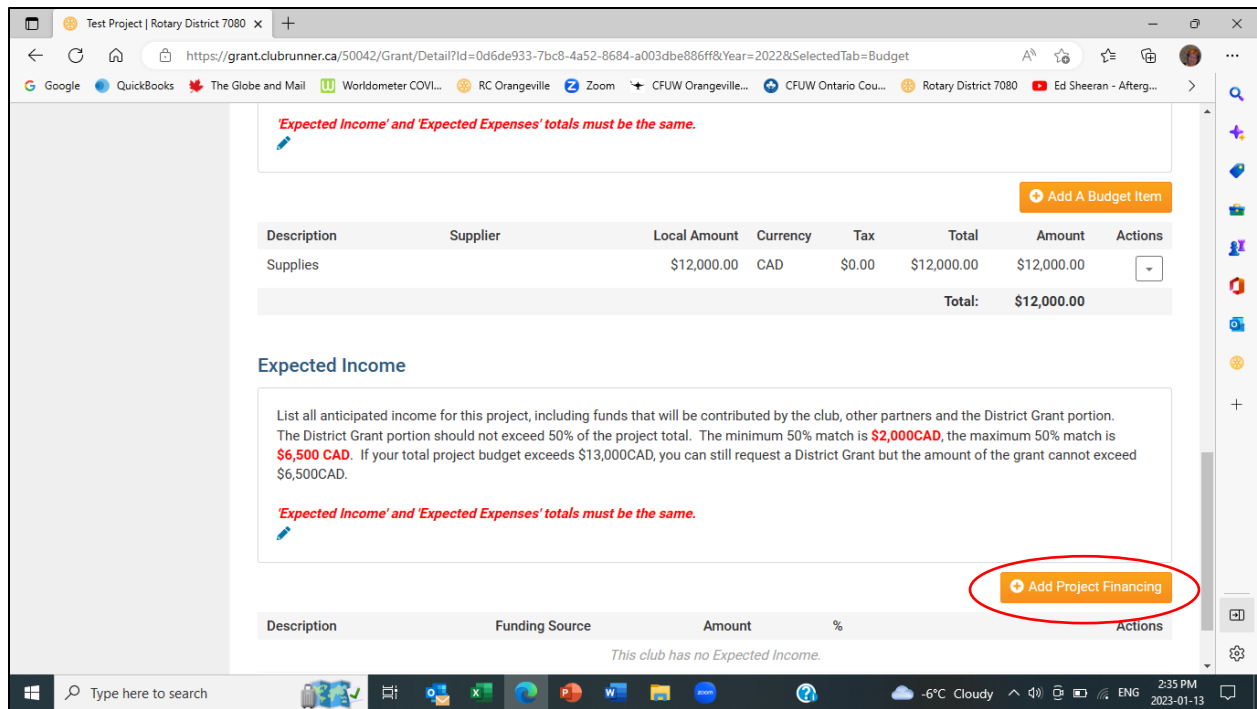
47. The Add Financing screen will be displayed.
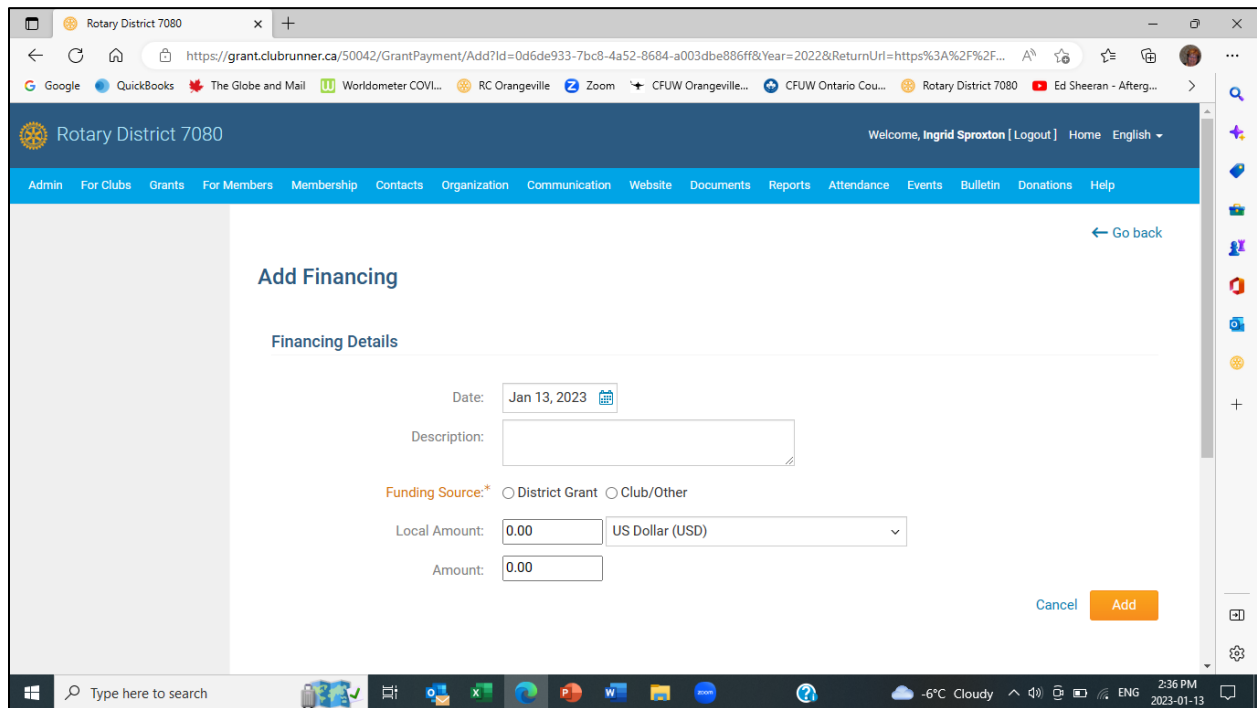
48. Enter the financing details. Indicate where the funds for this line item are coming from, either the District Grant, or Rotary clubs or other sources. The Local Amount is entered in the currency that the funds will be made available. To change the Local Amount currency, display the drop-down menu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

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.

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.

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.

October to November 2023 - description of Activity 1 with Rotarian involvement

January 2024 - description of Activity 2 with Rotarian involvement

February 2024 - description of Activity 3 with Rotarian involvement

March 2024 - project completion

EXPECTED EXPENSES

Prepare a budget using the *Add A Budget Item* and the *Add Project Financing* buttons, for expenses and income, respectively. Be as detailed as possible. For financing/income items, both the *Local Amount* and the *Amount* fields must be in **Canadian dollars (CAD)**. For budget expense items, the *Local Amount* field is in the currency that the purchase or payment will be made. **The *Exchanged Amount* field MUST be filled in, and must be in Canadian dollars (CAD)**, regardless of whether the project is local or international.

If the local amount is in a foreign currency, look up the RI exchange rates for the foreign currency and for CAD, to calculate the converted amount to be entered into the *Exchanged Amount* field. For example, if the local amount is 10,000 Philippine Pesos (PHP) you would look up that month's Rotary PHP-to-USD exchange rate to convert PHP to USD. Then you would look up the Rotary USD-to-CAD exchange rate to convert USD to CAD. See calculations below:

The Rotary PHP-to-USD exchange rate = 0.01724138. The Rotary USD-to-CAD exchange rate = 1.36.
10,000 PHP = 172.4138USD. $172.4138USD = $234.48CAD

In this example, the amount to be entered in the *Exchanged Amount* field would be $234.48. Please note that RI updates the Rotary exchange rates monthly. You can look up the Rotary exchange rates under Global 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.

Description	Supplier	C	Total	Amount
Supplies		CAD	$12,000.00	$12,000.00
			Total:	**$12,000.00**

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.
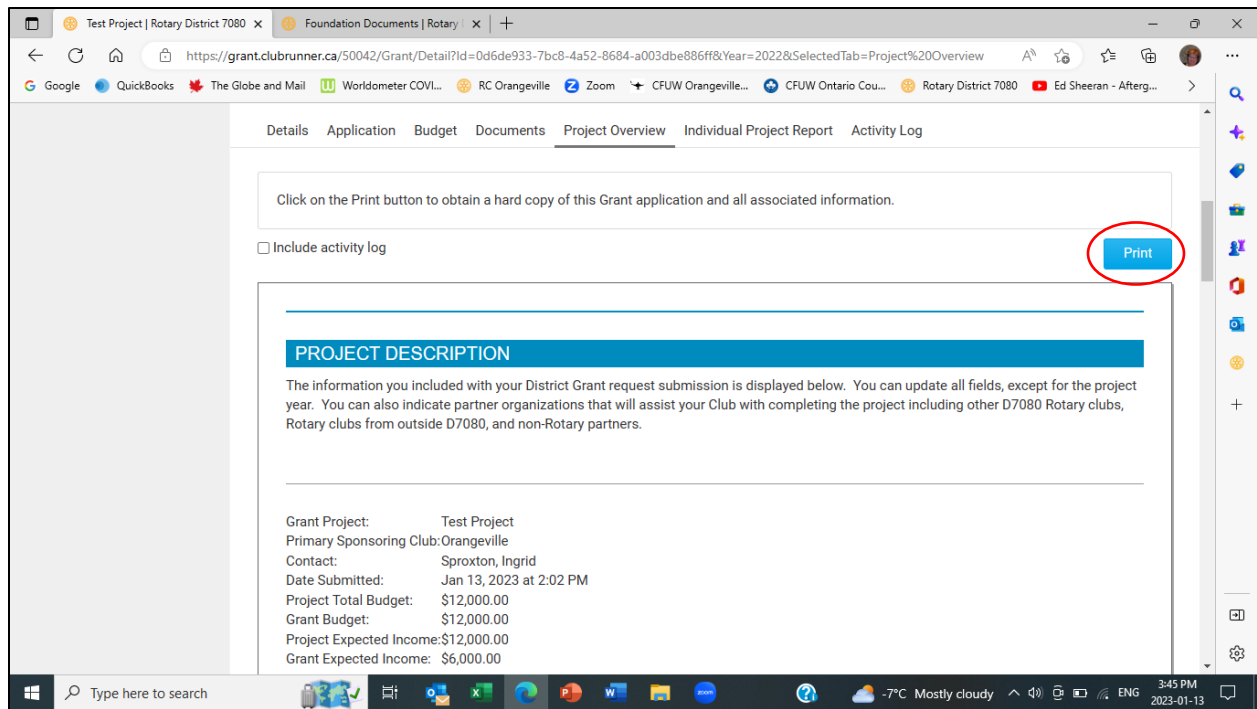
52. If you have any project documents, e.g. quotes or letters of support, then you can upload them by going to the Documents tab. Please reference *How to Upload Documents to the District Grant Module*, which you can find on the Foundation Committee's Documents & Resources page under District Grants. The link is Foundation Documents | Rotary District 7080 (rotary7080.org).

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.