

HOW TO USE THE GRANT CENTER

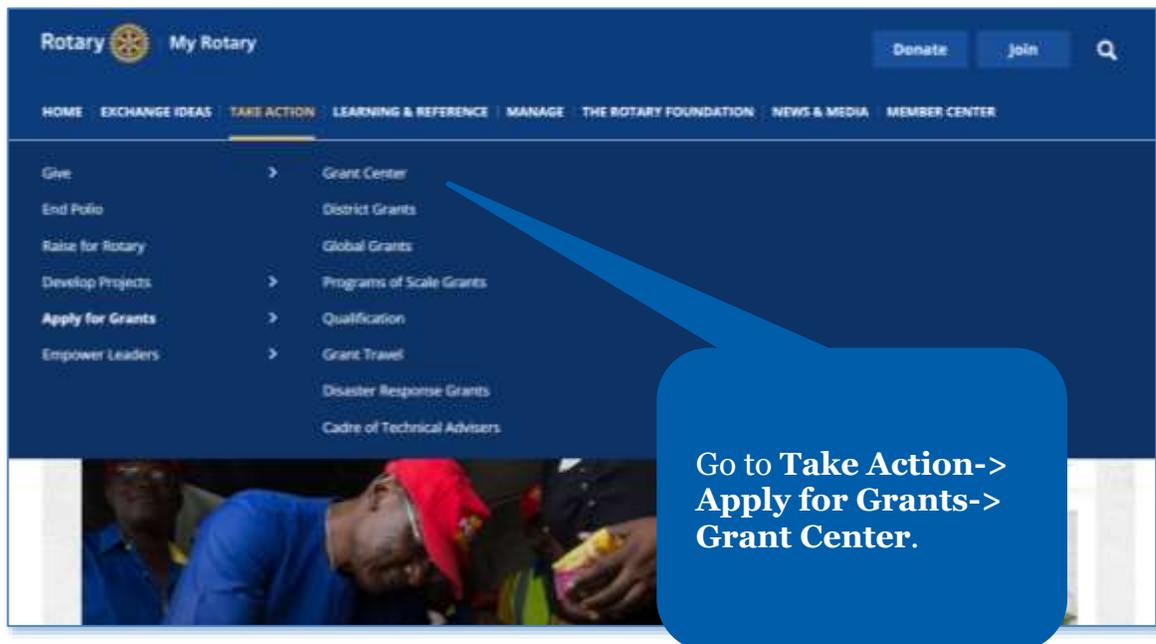
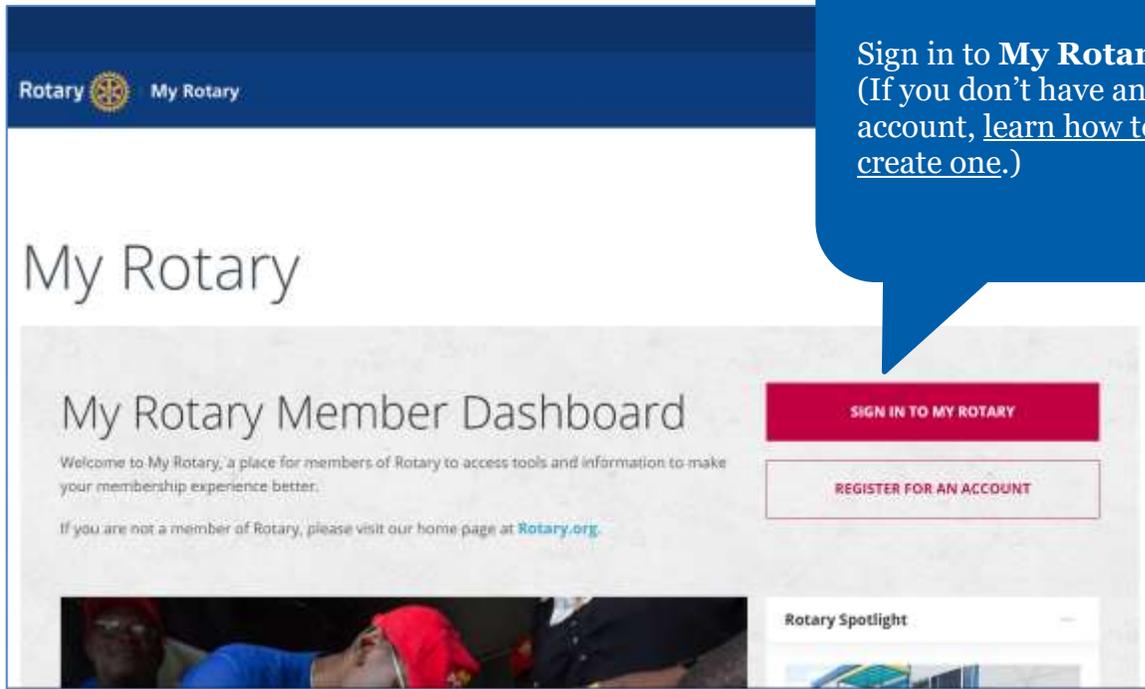


The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to:

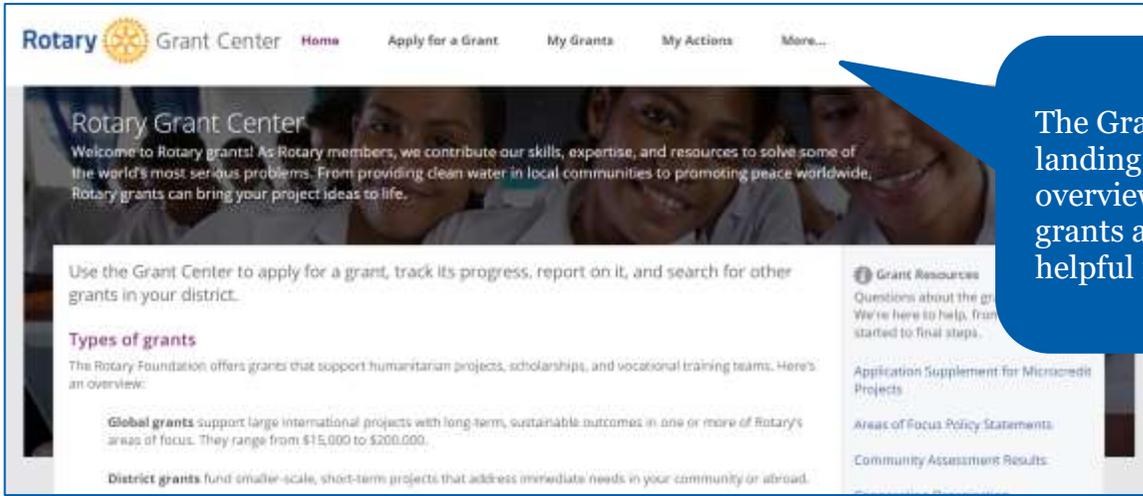
- [Find the Grant Center](#)
- [Navigate the Grant Center](#)
- [Apply for a Global Grant](#)
- [Authorize a Global Grant Application \(Club Presidents and District Leaders\)](#)
- [Enter Global Grant Bank Account Information](#)
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- [Authorize a Global Grant Report](#)
- [Apply for a District Grant \(District Leaders Only\)](#)
- [Report on a District Grant \(District Leaders Only\)](#)

For general information about grants, go to Rotary.org's [Grants](#) page.

Find the Grant Center

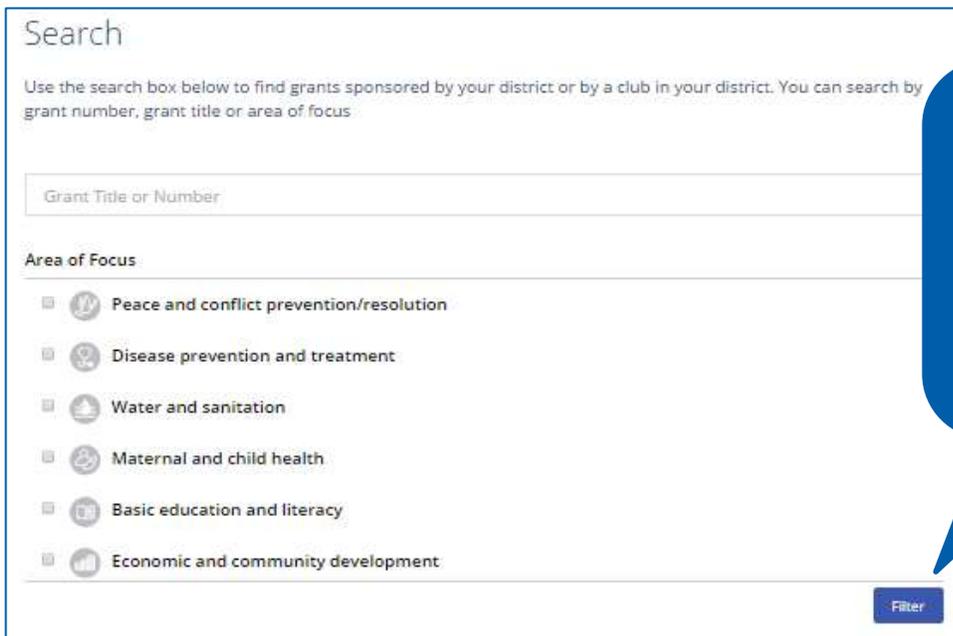
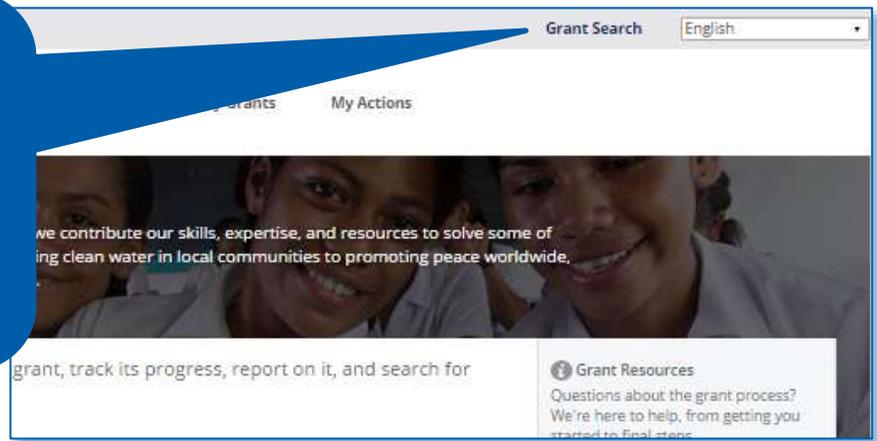


Navigate the Grant Center



The Grant Center's landing page gives an overview of Rotary grants and links to helpful resources.

Use **Grant Search** to find all of the global and district grants sponsored by your district, whether or not your club is involved.



You can search for grants by number, title, or area of focus. After entering search criteria, use the **Filter** button.

Use the menus at the top to navigate the Grant Center.

Rotary Grant Center Home Apply for a Grant **My Grants** My Actions

Rotary Grants | My Grants

My Grants

Here's an overview of all the Rotary grants you're involved in.

Draft

Grant Number	Grant Title	Date Created	Last Activity
DG1861123		22/07/2017	31/07/2017

Authorization Required

Grant Number	Grant Title
--------------	-------------

Filter:

Choose **My Grants** to see all of the grants you're involved in.

On the **My Grants** page, grants are grouped by status. Scroll down the page to see all of the grants in each status.

Rotary Grant Center Home Apply for a Grant My Grants **My Actions**

Rotary Grants | My Actions

My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required

Grant Number	Grant Title	Date Created	Last Activity
--------------	-------------	--------------	---------------

Search:

Payment Status

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
--------------	-------------	---------------	----------------	------------

Search:

Grant Resources
Questions about the grants process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle

Go to **My Actions** to see the grants you're involved in that require action from you.

Apply for a Global Grant

Rotary Grant Center Home **Apply for a Grant** My Grants My Actions

Rotary Grants | Apply for a Grant

Apply for a Grant

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams.

Apply Now

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

- here
- Final p
- Applic
- Project
- Areas
- Confli
- Particip
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement

To start a global grant application, go to **Apply for a Grant**.

Choose **Global Grant** from the list and click **Let's begin!**

Apply Now

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

- Training Plan for Global Grants
- Vocational Training Team Itinerary
- Vocational Training Team Member Application

Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

What type of project are you applying for? Check all that apply. This will help us determine the type of grant you are eligible for.

- A humanitarian project**
Address community needs
- Vocational training**
Build skills within a community or to train or learn from colleagues in the community
- A scholarship**
Fund international graduate-level study by someone seeking a career within an area of focus

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor
+Add Primary Contact	<input checked="" type="checkbox"/> Notify Primary Contact		

Save & Continue

Print application (PDF)

Grant Resources
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- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Grant Calculator
- Grant Lifecycle
- Grant Monitoring and Evaluation Supplement
- Grant Scholarship Supplement

In step 1, **Basic Information, start by telling us your project's name, what type of project it is, and the primary host and international contacts.**

Click on the question mark icons throughout the application for important information.

Use the **Save & Continue button to move to the next step.**

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the committee?

Name
+Add Committee Member

Who will serve on the committee?

GRANT INFORMATION

GRANT NUMBER: GG1744555

STATUS: Draft

LAST ACTIVITY: 24/10/2016

AUTO-SUBMIT: Auto-submit is ON

Save & exit application

The Grant Center now assigns your project a grant number.

Grant Application
Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			

Do any of these committee members have potential conflicts of interest?

No Yes

Save & Continue

Now you're at step 2, **Committee Members**. Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee.

Answer the question about conflicts of interest.

After each step, you'll use the **Save & Continue** button to move to the next step.

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			

As you complete the steps, you'll notice that check marks appear next to their labels.

You can click the pencil to edit steps you've completed.

Do any of these committee members have potential conflicts of interest?

No Yes

Save & Continue

Skip

You can also **Skip** a step and return to it later, but any changes you've made within that step will not be saved.

RESPONSE NEEDED
Please fill out the highlighted questions or sections below.

Where will your project take place?

City or town Province or state

Country
--Please Select--

When will your project take place?

Start date End date

If you save a step when you haven't supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

Throughout the process, you can click **Save & exit application.**

Step 2: Committee Members

Who will serve on the grant's Home committee?

Name	Club	District	Role
+ Add Committee Members			

Who will serve on the grant's International committee?

Name	Club
+ Add Committee Members	

Do any of these committee members have a conflict of interest?

No Yes

Save & Continue Exit Skip

Step 3: Project Overview
Step 4: Areas of Focus
Step 5: Measuring Success

LAST ACTIVITY
26/01/2017

AUTO-SUBMIT
 Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Project

Areas of Focus Policy Statements

Confidentiality Policy for Program Participants

Communication Memorandum

You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can delete an application that is still in "Draft" status by clicking on **Delete application.**

Helpful **Grant Resources** are listed at the bottom of the right-hand column.

Step 3: Project Overview

Project. What are the main objectives of the project, and who will benefit from it?

In step 3, briefly describe your project in a **Project Overview**.

Step 4: Areas of Focus ✓

Which area of focus will this project support?

Select at least one area. Note that we'll ask you to set goals and answer questions for each area that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each area that apply.

-  Peacebuilding and conflict prevention
-  Disease prevention and treatment
-  Water, sanitation, and hygiene
-  Maternal and child health
-  Basic education and literacy
-  Community economic development
-  Environment

Step 4 is where you indicate the **Areas of Focus** that your project will support.

Step 5: Measuring Success

MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?

Select at least one goal. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal that apply.

[Reduce the mortality and morbidity rate for children under the age of five](#)

[Reduce the maternal mortality and morbidity rate](#)

[Increase access to essential medical services, trained community health leaders and health care providers for women and their children](#)

[Increase the number of studies for career-minded professionals related to maternal and child health](#)

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement.

Measure	Collection method	Frequency	Beneficiaries	
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49	 
+ Add Measure				

In step 5, outline your plan for **Measuring Success** by checking one or more goals for each area of focus and adding measures for each goal.

Step 6: Location and Dates

HUMANITARIAN PROJECT

Where will your project take place?

City or town

Country

When will your project take place?

Start date

End date

In step 6, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

Step 7: Participants

COOPERATING ORGANIZATIONS(OPTIONAL) ?

Organization	Website	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>

Describe the role that other organizations will have in this project. ?

ROTARIAN PARTICIPANTS

Describe the role that host Rotarians will have in this project.

In step 7, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.

Step 8: Budget

What local currency are you using in your project's budget?
The currency you select should be what you use for the majority of the project's expenses.

Local Currency: U.S. dollar exchange rate:

What is the budget for this grant?
List each item in your project's budget. Remember that the project's total budget will be calculated in step 9.

#	Category	Description	Supplier
+ Add budget item			
Total budget:			0 0

Step 8 asks about your project **Budget**. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

Step 9: Funding

Tell us about the funding you've secured for your project. We'll use the information you enter here to calculate your maximum possible funding match from the World Fund.

#	Source	Details	Amount (USD)	Support*	Total
+ Add funding source					

How much money would you like to use on this project?

0.00 USD from the World Fund

Funding summary

In step 9, list your sources of project **Funding**.

Step 10: Sustainability

HUMANITARIAN

Project implementation

Project plan

Summarize each

Describe the

Activity

+ Add Activity

How did you

Describe how

How were r

Does your pro

How were c

Will the proje

How were the

BUDGET

Will you purchase budget

Yes No

Did you use competitive bidding to select v

Yes No

Do your budget items align with the local c

Yes No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary club or member.

In step 10, **Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.

Application Finalization & Submission

Step 11: Review and Lock

Now that you've answered all the questions, it's time to finalize the application. There are a few more steps that need to be completed before your application is submitted for review.



Review

Double-check each answer on the application to make sure all of the information is accurate and complete.

When you've completed steps 1-10, you're ready to finalize and submit your application. In step 11 you **Review and Lock** your application. Check each answer you've given to make sure all of the information is accurate and complete. You may find it helpful to print the full application.

After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Once the application is locked, its status from "Draft" to "Authorizations Required" and will be read-only to anyone who needs to authorize the application will receive an email prompting them to do so. Once all authorizations are received, the application is submitted to The Rotary Foundation for review.

To make any changes or corrections, project planners or authorizers will need to unlock the application first.

 Lock Application

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization

Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. You must authorize the application for each step that has been entered in each step and then give your authorization below. Depending on the application, you may need to authorize the application more than once.

When you locked the application in step 11, an email was sent to club or district leaders. They will receive an email prompting them to authorize the application. In this step, you can see which of them have done so.

Primary contact authorizations

Application Authorization

By submitting this global grant application, we agree to the following terms:

1. All information contained in this application is, to the best of our knowledge, true and accurate. We will implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a condition of receiving the grant.
3. We will ensure all cash contributions (as detailed in the application) are made to The Rotary Foundation (TRF) or sent directly to the global grant bank as instructed.

 Authorize now

In step 12, **Authorizations**, the primary contacts and district and club leaders will authorize the application.

Review the information, then click **Authorize now**. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.

Authorize a Global Grant Application (Club Presidents and District Leaders)

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Grant Center to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

Global grants support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.

District grants fund smaller-scale, short-term projects that address immediate needs in your community or abroad.

The lifecycle of a Rotary grant

Application Supplement for Microcredit Projects
Areas of Focus Policy Statements
Community Assessment Results
Cooperating Organization Memorandum of Understanding
Global Grant Application Template
Global Grant Lifecycle
Global Grant Monitoring and

To authorize a global grant application, go to **My Actions**.

My Actions

We want to make applying for grants easier. This page shows you the next step to take to move each grant forward. You can use Filter to search for a grant by number. This page shows you the next step to take to complete the step.

Authorization Required Filter:

Grant Number	Grant Title	Date Created	Last Activity	
GG1527461	SAFE WATER & RESTROOMS FOR SCHO...	24/11/2014	15/12/2016	Legal Authorization
GG1749128				Application Authorization
GG1527461				Application Authorization
GG1527461				DDF Authorization

Go to the **Authorization Required** section of the page. You can use Filter to search for a grant by number.

Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you'll see various authorization links. When you find the grant you need to authorize, follow its authorization link.

You'll be taken to step 12 of the application, **Authorizations**.

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization ?
Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

When you locked the application, In this step, you also need to authorize your

Legal agreement
In consideration of acknowledge and

1. The Sponsor Foundation Agreement a
2. The total fina

Yes, I agree

Step 12: Authorizations

YOUR AUTHORIZATIONS & LEGAL AGREEMENTS

Authorization ?
Getting your grant application authorized is the last step before submitting it to The Rotary Foundation. Review the information that has been entered in each step and then give your authorization below. Depending on your role, you may need to authorize the application more than once.

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Application Authorization

By submitting this global grant application, we agree to the following:

1. All information contained in this application is, to the best of our knowledge, true and accurate, and we intend to implement the activities as presented in this application.
2. The club/district agrees to undertake these activities as a club/district.
3. We will ensure all cash contributions (as detailed in the grant financing) will be forwarded to The Rotary Foundation (TRF) or sent directly to the global grant bank account after Trustee approval of the grant.

Authorize now

[Print authorizations \(PDF\)](#)

Read the legal agreement, then click **Yes, I agree**, or read the authorization information and click **Authorize now**.

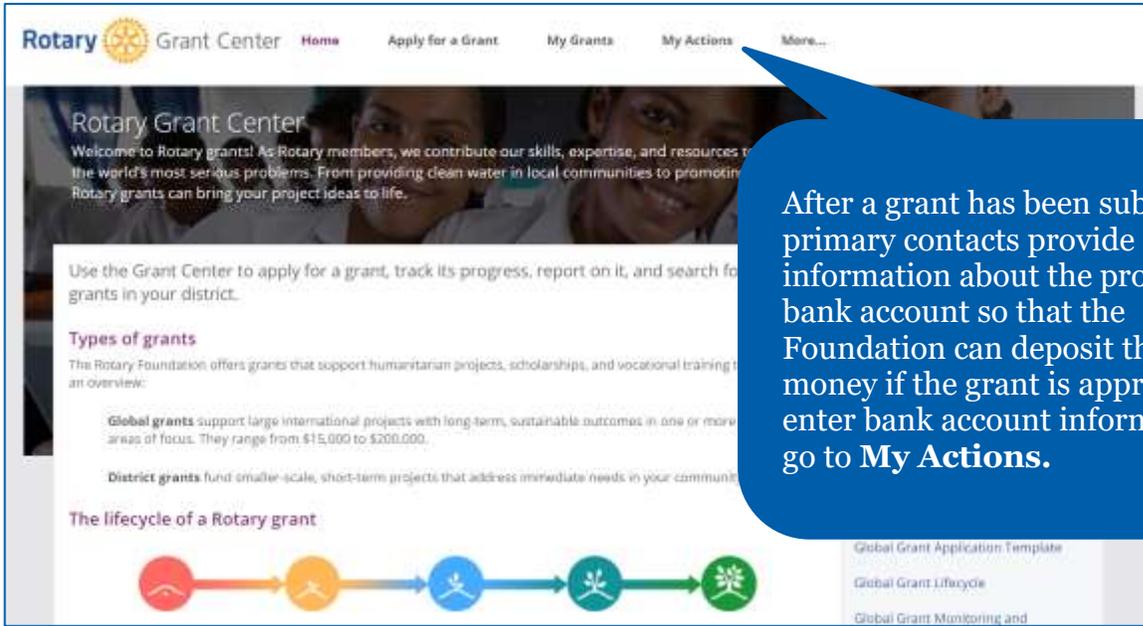
DDF authorization

Funding source	Amount requested
District Designated Fund (DDF)	10,000.00
District Designated Fund (DDF)	20,000.00

Authorize now

You can print a copy of the agreement for your records.

Enter Global Grant Bank Account Information



Go to the **Submitted** grants or use **Filter** to search for a grant by number.

The screenshot shows a table of submitted grants. The table has columns for Grant Number, Grant Title, Date Created, Submitted on, and a 'Bank Information' link. A callout box points to the 'Bank Information' link.

Grant Number	Grant Title	Date Created	Submitted on	
GG2001123	Providing improved healthcare training to remote village midwives	11/06/2020	11/06/2020	Bank Information

When you find the grant, click **Bank Information**.

Account holder

9550

Location of the bank account

--Please Select--

Select the account holder from the list and then select the location of the bank account.

Account Signatories

Name

+Add Signatory

Click **Add Signatory** to designate two Rotarians to serve as signatories for the bank account.

Upload Bank Statement For Funds Sent Di

Upload

Enter the expected contributions (Funds Sent Direct Only)

Empty text area for entering expected contributions.

Submit or save your progress

Please review the bank information you have entered before submitting and complete it later.

Note: All bank information must be submitted to the Foundation.

When you've provided all of the information, click **Submit Bank Information**.

Submit Bank Information

Save

Exit

Report on a Global Grant

Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve the world's most serious problems. From providing clean water in local communities to promoting peace, Rotary grants can bring your project ideas to life.

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The lifecycle of a Rotary grant

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- Areas of Focus Policy Statements
- Community Assessment Results
- Cooperating Organization Memorandum of Understanding
- Global Grant Application Template
- Global Grant Lifecycle
- Global Grant Monitoring and

Go to the **Approved** grants section to see all of the approved grants that you're involved in or use **Filter** to search for a grant by number.

Grant Number	Grant Title	Date Approved	Status	Report Due	
GG1416944	Eldo Eye Centre Clinic	26/03/2015	Paid	28/05/2016	Reports
GG1419525	T.A.R.A. - Tenwek Medical Proj...	06/04/2016	Paid	11/05/2017	Reports
GG1641351	Cervical Cancer Prevention an...	30/09/2016	Paid	24/10/2017	Reports

When you find the grant, click **Reports**.

GG1743926 Reports

Teachers' Training Program 2B

You can start two types of report here: progress reports and final reports. Progress reports are due every 12 months until the project is finished. Final reports are due within two months of the project's completion.

When you submit a report to the Foundation, staff will review it and may contact you to ask for more information.

You can start a new report only after the previous report has been accepted.

Note that grants paid to clubs and districts in India have a different reporting schedule.

Click **Start a Report**.

Reports

No.	Type	Status	Due	Submitted
-----	------	--------	-----	-----------

[Start a Report](#)

If you have already started a report, choose **Edit** to continue your work on it.

Reports

No.	Type	Status	Due	Submitted
1	Progress	Draft	28/06/2018	Edit Print

[Start a Report](#) **Please note:** You can only work on one active report at a time.

Select Report Type

To begin, select the report type.



PROGRESS REPORT

Use a progress report if the project is still in progress.

Continue



FINAL REPORT

Submit a final report when all project activities are finished.

Continue

Choose **Progress Report** if the project is still in progress. Choose **Final Report** when all project activities are finished. Click **Continue**.

GG1743926 Reports

Teachers' Training Program 2B

[Progress report](#)

This is a progress report, which indicates that your project activities are still in progress.

If your activities are completed, switch to a final report. [Change Report Type](#)

Select **Change Report Type** if you need to change the report from a progress to a final report, or vice versa.

Committee Members ✓

Several sections of the report will automatically include information that was provided in the grant application. Complete each section of the report, beginning with **Committee Members**.

If any committee members have changed since your last report, you must update your committee needs to include at least three members.

Primary contacts

Name	Club	District	Sponsor	Role
			Club	Host
			Club	International

You can add new committee members if necessary.

If any committee members no longer serve on the project committees, remove them by clicking on the X to the right of their information.

Name	Club	District	Sponsor	Role	Date Added	
						X
						X

+ Add Committee Members ✓ Notify All Committee Members

International committee members

Name	Date Added	
Primary Contact International...		X
Primary Contact International...		X

+ Add Committee Members ✓ Notify All Committee Members

Use the **Save & Continue** button to move to the next section.

Save & Continue Save Exit Skip

Project Objectives and Implementation

Tell us about the progress you and your partners have made on your project.

PROJECT OBJECTIVES

The Rotary Foundation approved global grant funding to be used for the following project:

The main objective is to enhance teaching competence of Elementary School teachers in mathematics and science. Why elementary teachers? Learning something early in life has a better chance to succeed. Hence, elementary school years are the golden time for children to learn especially something basic such as math and natural science. It is expected that once they master those subjects early on, they can easily follow other advanced lessons such as Physics, Biology and naturally...

Have any of these objectives changed?

In the **Project Objectives and Implementation** section of the report, include information about the progress made on the project.

Measuring Success

Each project measure that you provided on the grant application (in step 5) is listed below. You can report your results or edit results that you reported earlier. You can also add measures that you didn't include in your application.

How many children have directly benefited from the project?

LITERACY

Report the results for each of the grant measures up to now. Add new measures by using the link below the current measures.

1. Number of benefiting school-age children

In **Measuring Success**, add information about the success of the project in terms of the measures you provided in the grant application.

Participants

SPONSOR PARTICIPATION

What roles and responsibilities did host sponsor Rotarians have?

What roles and responsibilities did international sponsor members have?

In the **Participants** section, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

SCHOLAR

Tell us a little about the scholar's involvement.

Ask the scholar to write the evaluation

Rate the scholar's level of participation in Rotary activities. The scholar won't be able to see your rating.

- Poor
- Fair
- Good
- Very good
- Excellent

Mark the Rotary activities the scholar participated in during their studies.

- Club meetings
- Conferences (e.g., district conferences)
- Service projects
- Fundraising events
- None
- Other (please specify)

If your grant involves a **Scholar**, provide information about the scholar in the Participants section of the report.

GG1750670 Reports

Global Grant Scholarship

Progress report

This is a progress report, which indicates that your project activities are

Scholar Evaluation

Tell us about your Rotary activities, your coursework, research, and other activities.

Scholar Authorization

CERTIFY AND SUBMIT

The next step is to submit your evaluation for review and authorization by your sponsors.

You will not be able to edit your report after you submit it. Your sponsor members will complete their part of the report and submit it to The Rotary Foundation.

I certify that my report is complete and accurate and includes the latest information.

Submit and Authorize

The scholar will complete and authorize the **Scholar Evaluation**.

Vocational Training Teams

Observations of the vocational training team project will help us understand how the team has benefited from the project initiatives.

In this section, we encourage the vocational training team leader fill out the information. The primary contact or project sponsor answers the questions, the team leader is responsible for reviewing and certify and submit.

1. IRPC Bridge Training Team

Has this vocational training team completed its training? Yes No

If your project includes a vocational training team, the **Vocational Training Teams** section of the report will be visible. The vocational training team leader should complete this section.

If the team has traveled, select **Yes**, and more questions will be displayed. The team leader will answer these questions and authorize the section.

Has this vocational training team completed its training? Yes No

Notify team leader that reporting is active

ACTIVITY DETAILS

When did the team travel?

Departure

Return

dd/mm/yyyy

dd/mm/yyyy

List each training objective.

If multiple teams are involved in the grant, the leader of each team will need to complete and authorize their team's section of the report.

CERTIFY AND SUBMIT

The next step is to submit this section for review and approval.

This section cannot be edited after it's submitted.

I certify that the answers above are complete and accurate to the best of my knowledge and information.

Submit and Authorize

Project Expenditures

Keeping accurate records of your expenses throughout your grant is important to its success. Use the expense log to report everything you've spent grant money on since your last report. If this is your first progress report, report all expenditures since you received the funds. Expenses you entered in previous reports are shown but cannot be changed.

Use the summary report to compare your expenditures with the budget. You'll see the variance for each budget category.

Grant amount:

52,052 USD

Expense log

View your project budget from the application.

Date	Description	Amount
+ Add Expense		
Expense summary		
Category	What was the description of this purchase or other expense?	
Training		
Totals:	Confirm or change the exchange rate of this	

In the **Project Expenditures** section, enter what you've actually spent in the Expense log by clicking **Add Expense**.

Add an expense

Tell us a little more about each expense.

What was the description of this purchase or other expense?

Add an expense

Confirm or change the exchange rate of this

Add an expense

Tell us a little more about each expense.

Category

--Please Select--

Description

100/100 characters

Supplier

100/100 characters

Expense details

Date 01/01/2018
Amount 500.00 IDR

Save & Close

Save & Add New

Cancel

You can view the budget that was included in the grant application by clicking **View your project budget from the application**.

Financial Details

PROJECT BANK STATEMENTS

Upload bank statements from the project bank account for all deposits and withdrawals. In addition to the bank statements, for all scholarships, please attach receipts for any expenses over \$75.

 Upload

FINANCIAL MANAGEMENT

Who is in charge of the project's financial management?

In the **Financial Details** section, you'll answer questions about the project's budget, financial management, and challenges. For both progress reports and final reports, provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

Review and Lock

... can be submitted to The Rotary Foundation.

... of the information is accurate. Download a

... its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.

When you've completed the sections above, you're ready to finalize and submit your report. In this next section, you **Review and Lock** your report. Check each answer you've given to make sure all of the information is accurate and complete.

REVIEW & LOCK REPORT

 **Review**
Check each answer in the report to make sure all of the information is accurate and complete.

 View this report as a printable PDF

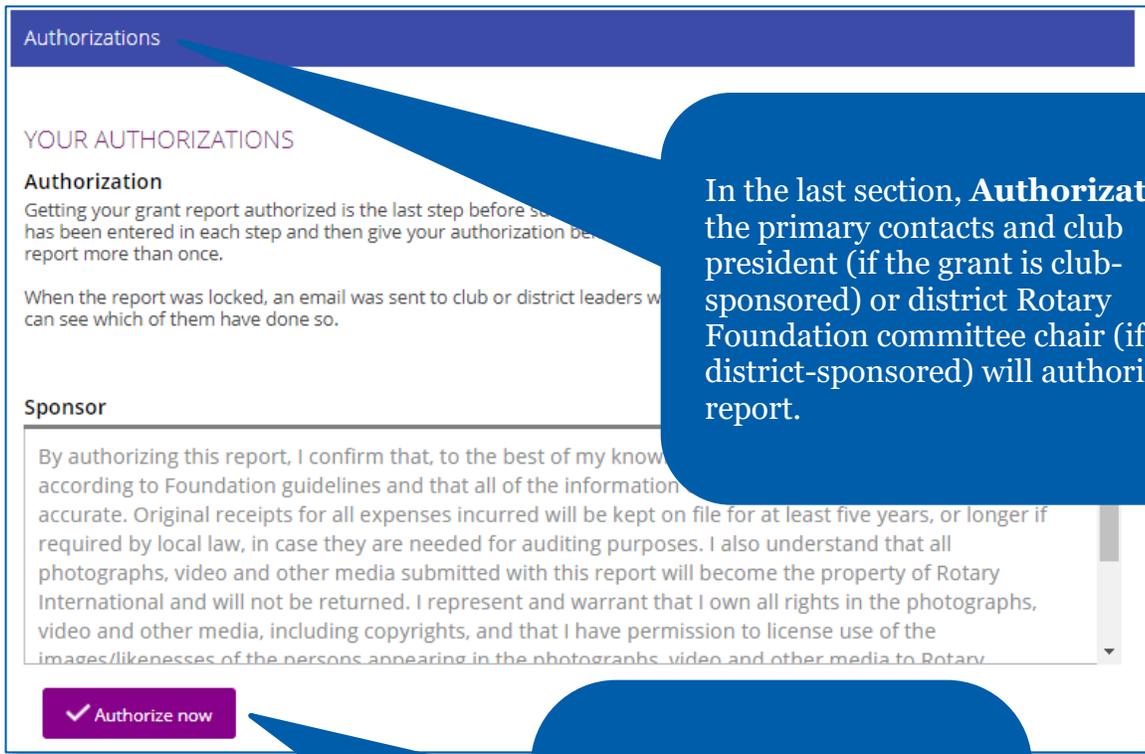
 **Lock Report**
After you review the report, lock it. Only the primary contacts can lock the report. This will make it read-only and change its status from "Draft" to "Authorizations Required" — you won't be able to make changes. District and club leaders who need to authorize the report will receive an email prompting them to do so.

Primary contacts and other authorizers can unlock the report.

 Lock Report

You may find it helpful to print the full report.

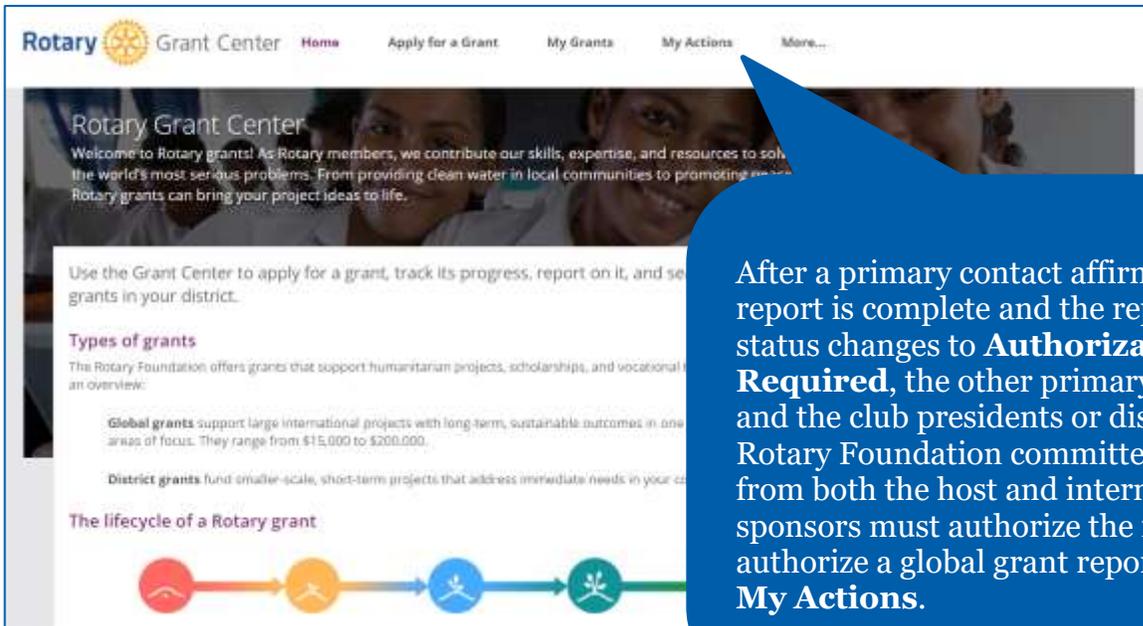
After you review the grant report, lock it. This will change its status from **Draft** to **Authorizations Required** and make it read-only — you won't be able to make changes. Only the primary contacts can lock the report.



In the last section, **Authorizations**, the primary contacts and club president (if the grant is club-sponsored) or district Rotary Foundation committee chair (if it is district-sponsored) will authorize the report.

Review the authorization information, then click **Authorize now**. As soon as everyone who needs to authorize the report does so, the report is submitted to The Rotary Foundation for review. After your report is submitted, you cannot change it without contacting Rotary staff.

Authorize a Global Grant Report



After a primary contact affirms that the report is complete and the report's status changes to **Authorizations Required**, the other primary contact and the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.

The screenshot shows the "Approved" grants section. It features a table with columns for Grant Number, Grant Title, Date Approved, Payment Status, and Report Due. A filter box is located at the top right. The table contains one row of data for a grant with ID GG1633520, titled "Ethiopia VTT Vocatio...", approved on 29/09/2015, with a payment status of "Paid", and a report due date of 10/12/2016. A red icon with a white exclamation mark and the text "Report Authorization" is visible next to the report due date.

Grant Number	Grant Title	Date Approved	Payment Status	Report Due
GG1633520	Ethiopia VTT Vocatio...	29/09/2015	Paid	10/12/2016 

Go to the **Approved** grants section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.

Authorizations

YOUR AUTHORIZATIONS

Authorization

Getting your grant report authorized is the last step before submitting it to The Rotary Foundation. The report has been entered in each step and then give your authorization below. Depending on your report, you may need to authorize the report more than once.

When the report was locked, an email was sent to club or district leaders who also need to authorize the report. You can see which of them have done so.

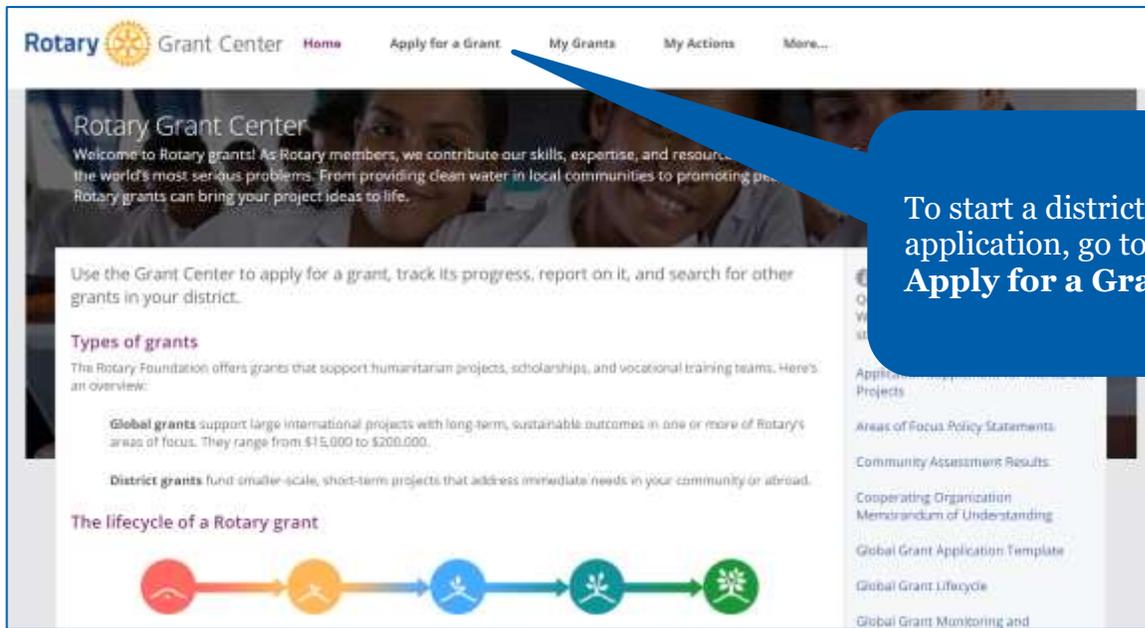
Sponsor

By authorizing this report, I confirm that, to the best of my knowledge, the information is accurate according to Foundation guidelines and that all of the information is accurate. Original receipts for all expenses incurred will be kept for 3 years, as required by local law, in case they are needed for auditing. All receipts, photographs, video and other media submitted with the report are the property of Rotary International and will not be returned. I represent and warrant that I own all rights in the report, including video and other media, including content. I have permission to license the content, including images/likenesses of the persons named in the photographs, video and other media.

✓ Authorize now

Review the report content, then go to the **Authorizations** section of the report. Review the authorization information, and click **Authorize now**. When the final authorizer completes this step, the report's status changes to **Submitted**, and Rotary staff will see that the report is ready for review.

Apply for a District Grant (district leaders only)



Rotary Grant Center

Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve the world's most serious problems. From providing clean water in local communities to promoting peace, Rotary grants can bring your project ideas to life.

Use the Grant Center to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.

The lifecycle of a Rotary grant

Application for a Grant
Approval
Projects
Areas of Focus Policy Statements
Community Assessment Results
Cooperating Organization Memorandum of Understanding
Global Grant Application Template
Global Grant Lifecycle
Global Grant Monitoring and

To start a district grant application, go to **Apply for a Grant**.

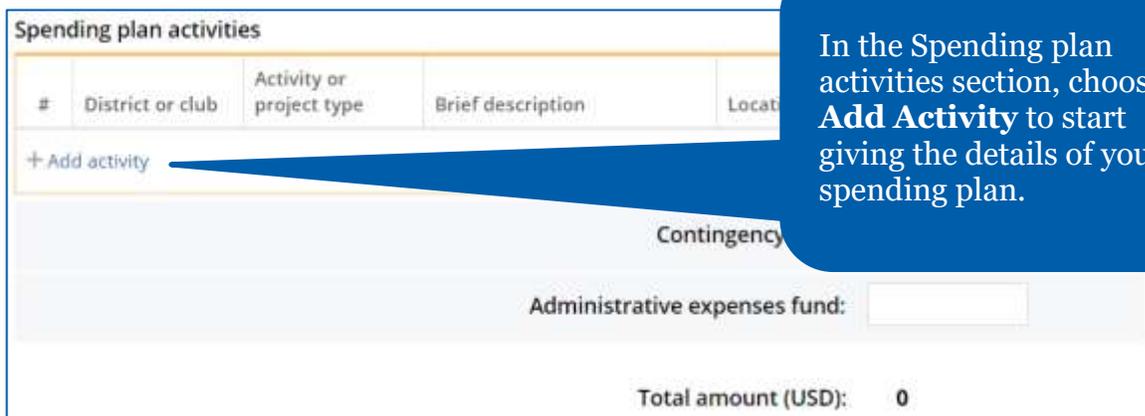
Only district governors, Rotary Foundation committee chairs and grants subcommittee chairs can apply for a district grant. So under Choose the type of grant you're applying for, the district grant option will be available only to them. Choose District Grant from the list and click **Let's begin!**

begin the grant application only after you and your partners have finalized the project plan and you've contacted your district about your project's need for funding. Ask any question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

District Grant [2017/2018]

Let's begin!



Spending plan activities

#	District or club	Activity or project type	Brief description	Location
+ Add activity				

Contingency

Administrative expenses fund:

Total amount (USD): 0

In the Spending plan activities section, choose **Add Activity** to start giving the details of your spending plan.

Add New Activity

Is this activity for a club or your district?

District 6970 Club

Activity or project type: Please Select

Location: Please Select

Total amount (USD):

Brief description:

400/400 characters remaining

Save & Close Save & Add Now Cancel

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity.

Once you've added all of the information, click **Save & Close**. Do this for each activity in the spending plan.

Bank Information

Please enter information about the bank account. The Rotary Foundation will deposit the grant funds into this account. At least two Rotary members from your district must be present at the time of the deposit.

RESPONSE NEEDED
Please fill out the highlighted questions or sections below.

Bank account name:

Location: Please Select

In the **Bank Information** section, enter the bank account name and choose the country where the district's bank account is located. When you do, additional lines will appear. Provide all of the requested information.

ACCOUNT SIGNATORIES

Please select two Rotary members who will serve as listed as signatories. Only members whose My Rotary profile is active will appear in the search results.

RESPONSE NEEDED
Please select two account signatories.

#	Name	Club
+ Add signatory		

Click **Add signatory** to designate two Rotarians from your district who will serve as signatories for the bank account.

Review and Lock

Now that you've completed both steps, it's time to finalize



Review

Double-check the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.



Review

It's important to do a thorough review of the application before it's sent to authorizers. It's helpful to print

[View application as a printable PDF](#)



Lock application

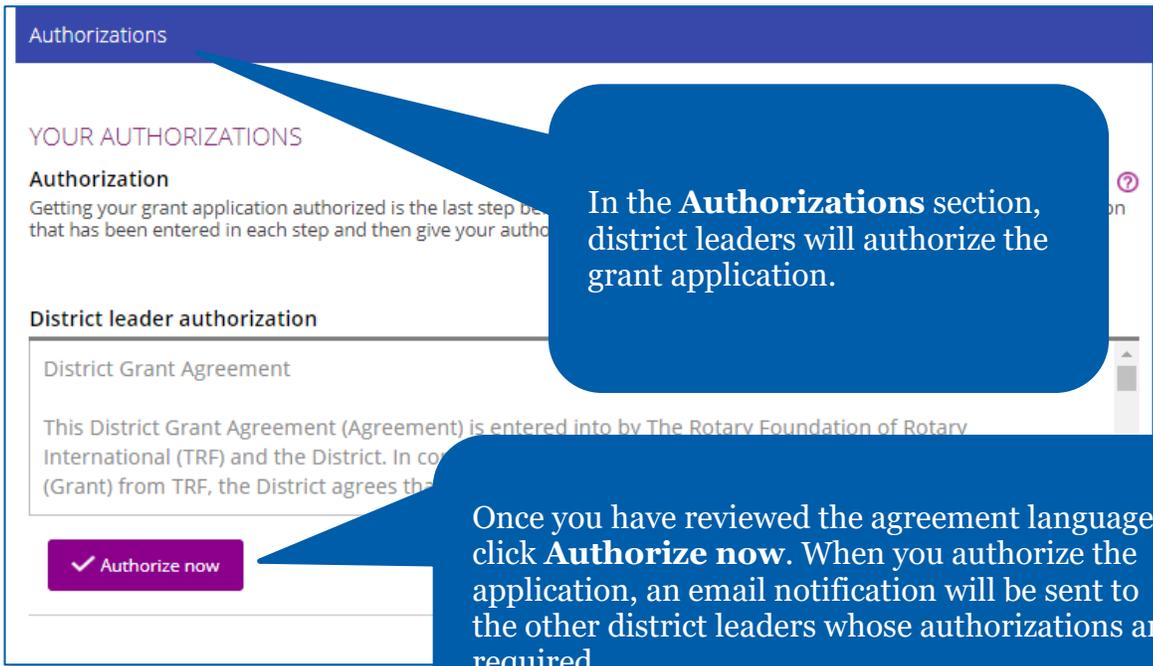
Locking the application will change its status to "Authorizations Required". District leaders who need to authorize all authorizations are completed. The application is submitted to the Rotary International Grant Center for review.

To make any changes or corrections, an authorizer will need to unlock the application first.

[Lock Application](#)

When you've completed the steps above, you're ready to **Review and Lock** your application.

After you review the grant application, click **Lock Application**. This will change its status from "Draft" to "Authorizations Required" and make it read-only. You won't be able to make changes.



In the **Authorizations** section, district leaders will authorize the grant application.

Once you have reviewed the agreement language, click **Authorize now**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.

Report on a District Grant (District Leaders Only)

Rotary Grant Center

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The lifecycle of a Rotary grant

Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Community Assessment Results
- Cooperating Organization Memorandum of Understanding
- Global Grant Application Template
- Global Grant Lifecycle
- Global Grant Monitoring and

To report on a district grant, go to **My Grants**.

Go to the **Approved** grants section to see all of the approved grants that you're involved in or use **Filter** to search for a grant by number.

Approved					Filter:
Grant Number	Grant Title	Date Approved	Payment Status	Report Due	
DG1950474	District 6440 (2018-19)	03/08/2018	Paid	14/08/2019	Reports
GG1873251	HealthRays Digital X-ray Unit #10 - Dispensario Antituberculoso Cent...	08/08/2018	Paid	01/11/2019	Reports
GG1753521	Ugandan Water, Sanitation, Hygiene and Environment Project	10/08/2018	Unpaid	23/10/2019	Reports
GG1638680	Rural Haiti WASH Project: Sustainable Access to Clean Water in Pignon	16/06/2017	Partially Paid	15/06/2018	Reports

When you find the grant, click on **Reports**.

DG2197978

District grant reporting

This page allows you to report on all the funds you used for your district grant, as well as reporting on new grant activities and funds you are returning to your district designated fund (DDF). All amounts entered must be reported in USD currency.

2020-21 district grant amount
20,120 USD

Spending actuals
Please enter the amount spent for each of the activities below. If no funds were spent, you can leave the field blank or enter "0".

#	District or club	Activity Type	Location	Planned amount	Amount spent
1	1100	Community developmen...	American Samoa	20,120	9000
2	Cheltenham Sunrise	Health: volunteer services	Azerbaijan	456	
3	1100	Health: Covid-19	Brazil	2,000	
Administrative expenses fund:				0	-400

Print report (PDF)

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

How to Use the Grant Center

Lead Your District: Rotary Foundation Committee

Returning Grant Funds to The Rotary Foundation

Rotary Grants Staff Contact Sheet

Update the table with the actual amount of money spent on each activity.

New spending
All new spending activities that are added to the report will be moved to "spending" for review. Once reviewed,

District or club	Activity Type	Location	Status	Planned amount (USD)
Cheltenham				345
1100	Community development: general	Aruba	Draft	1,000
Bristol (Breakfast)	Peace: general	Oman	Declined	35

+ Add activity

Use the **New spending** section of the report to add items that were not on your original spending plan. To add a new activity, click **Add activity**.

Select whether the new activity is being carried out by your district or a club in your district

Add New Activity

Is this activity for a club or your district?

District 1100 Club

Save & Add New Cancel

District or club	Activity Type	Location	Status	Planned amount (USD)
Bristol (Breakfast)	Peace: general	Oman	Declined	35

Add New Activity

Is this activity for a club or your district?

District 1100 Club

Activity or project type: Health: Covid-19

Location: England

Total amount (USD): 2000

Brief description: Provide PPE to protect local healthcare workers against COVID-19

335/400 characters remaining

Save & Close Save & Add New Cancel

Select the activity type and location. Enter the activity amount and a brief description. When this information is complete, click **Save & Close**

New spending

All new spending activities that you enter will be in draft status until you submit them for review. Once the activity is approved, the activity will be moved to "spending actuals" if approved, where you can view the activity details.

District or club	Activity Type	Amount	Status
Cheltenham	Group exchange		
1100	Community development		
Bristol (Breakfast)	Peace: general		
1100	Health: Covid-19	2,000	Draft

Activity description: Provide PPE to protect local healthcare workers against COVID-19

Submit for review Edit Delete

+ Add activity

Once you save the new activity you will be brought back to the report. You can edit or delete this new activity if necessary. Once you are ready, click **Submit for review**. Note: the small blue arrow next to each item will expand or contract the activity so that the details are visible or hidden.

New spending

All new spending activities that you enter will be in draft status until you submit them. Once submitted, the activity will be moved to "spending actuals" if approved, where you can report on the amount spent.

>	District or club	Activity Type	Location	Status	Amount
>	Cheltenham	Group exchange	Austria		
>	1100	Community development: general	Aruba	Draft	1,000
>	Bristol (Breakfast)	Peace: general	Oman	Draft	35
▼	1100	Health: Covid-19	England	Submitted	2,000

Activity description
Provide PPE to protect local healthcare workers against COVID-19

Submitted on 17/09/2020 Undo Submit

+ Add activity

Once the new item has been submitted for review, its status will be listed as **Submitted**, and Rotary staff will have the ability to review the new item.

Spending actuals

Please enter the amount spent for each of the activities listed below. If you have not spent any money, enter "0".

>	#	District or club	Activity Type	Location	Amount spent
>	1	1100	Community development: general		
>	2	Cheltenham Sunrise	Health: vaccination		
▼	3	1100	Health: Covid-19		

Activity description
Emergency test kits for humanitarian efforts

Submitted on 08/06/2020
Status: Approved on 08/06/2020

>	#	District or club	Activity Type	Location	Amount spent
>	4	1100	Health: Covid-19	England	2,000

Rotary staff will review the addition to the spending plan and note if the item was approved or declined. If the item is approved you will be able to report on the newly approved item as it will now appear as part of your district grant spending plan.

Unused funds

Are you returning any district grant funds?

Yes No

Amount (USD)

Enter the amount (USD) you will be returning.

557

Related documents

Upload documents

Save & close Save & submit Exit

When you have completed the actual spending table, enter funds to be returned to The Rotary Foundation, if any. You can also upload documents related to your report. Once the report is complete, click **Save & close**. When you're ready to submit your report to the Foundation, click **Save & submit**.