

**District Grant Application Steps –
An Overview of the Annual Grant Process**

1. Clubs should apply for a District Grant by using the DACdb Grant Module.
2. *****If a club had a District Grant in the previous Rotary year, the club must submit the grant Final Report using the DACdb Grant module by May 10th.
3. Each spring after the available DDF funds are approved by the District leadership, clubs may apply for a District grant. Prior to applying for a grant, each year clubs must complete the following 2 steps:
 - a. The club President and President Elect must review and sign the Foundation Grant MOU form and save this document file and upload the signed MOU form into the Document folder of the grant as part of the grant application. The Grant MOU form is item #2 under Foundation/District Grants on the District website.
 - b. Two club members must complete the 'Grant Management Training Course' each year. The course is item #3 under the District Grant tab on the 6910 website. The 30-minute course is structured to be completed via computer from home or office. After the 2 members complete the Grant Management Training Course, the 2 members must sign the Grant Training Pledge form and save this document file and upload it with each grant application in the grant Document Folder.
4. Any time after January 1st each year, Clubs can begin developing information needed for the grant application and assigning a minimum of 2 members with the responsibility to complete the training and apply for the matching grant.
5. Unless advised otherwise by the District Governor, clubs will be limited to apply for one District grant during each Rotary year and the application cut-off date will be May 15th.
6. Grant information is available on the District website, on the DACdb website and in the RI Learning Center. Clubs must follow the grant guidelines of the Rotary Foundation.
7. The Final Report for District grants is due each year by May 10th. The Final Report is completed by editing the club grant in DACdb.
8. If a club has questions about the grant application process they can reach out to their AG or email Pete McDonald or Janice Davis.