

DIRECTIONS ON APPLYING FOR A DISTRICT GRANT and SUBMITTING THE FINAL REPORT IN DACdb

Below are instructions for filling out or revising a District Grant Application:

Log in to the District Database DACdb

1. Go to the D5100 website: <http://isrotaryforyou.com/>
2. Click Member Login in the upper right corner;
3. Follow the directions to Log into DACdb;
4. You must be a Level 4 to apply for a grant (Club Officer designation) (Look in the right-hand corner for your name; 5100 – number. That number is your level. If it is not a 4, have your club secretary change it to 4).

How to Change to a **Level 4** in DACdb (must be done by a club officer)

1. Log in to DACdb.
2. Click on the “My Club” tab.
3. Scroll down to the person’s name you need to change.
4. Click on edit.
5. The Member Admin screen will come up, Click on the Login tab.
6. Under the Login Credentials, change the level to 4-Club Officer.

Applying for a new District Grant

1. Click on the “Grants” tab under Rotary District 5100 at the top of the page;
2. Click on Club Grants in the left-hand menu;
3. To create a new District Grant application, click the button next to Change OrgYear that says: “New Club Grant Request – Click Here to Create Grant”;
4. The Grant Details page will have three tabs: Details; Contacts and Application. Fill out all three sections completely and click “Save” in the upper right-hand corner.
5. Under the Details tab, go all the way to the bottom to pull over names of those club members involved with the grant from the list of club members on the left.
6. When the grant has been saved, it is put the Draft mode and a District Grant project number will automatically be assigned.
7. Once the grant is saved, two additional tabs will appear: Budget and Documents. Fill out the budget page with the income and expenditures. Income must be detailed: the name of the source, the name of your club,

the name of a partnering Rotary club, etc. The income must equal the expenditures. Upload any supporting files in the Document tab.

8. Click "Save" to keep the grant in Draft Mode. When the grant is completed, click Club: Collect Grant Signatures. This will lock the Grant application. Any future changes can be made only to the Budget page or the Documents page;
9. If you need to unlock the grant at this point to make changes, you must request that from District Grant Chair [Christine Huot](#) or call 503-244-5076.

To Make a Change to an existing District Grant in Draft Mode

1. Log into DACdb;
2. Click on the "Grants" tab under Rotary District 5100 at the top of the page;
3. Click on Club Grants in the left-hand menu;
4. Click on the **pencil icon** in the window to make changes to any of the tab pages;
5. Click on the "X" icon to delete a grant application you no longer want.

How to Load a File, Photos or Document

1. Click on the "Documents" tab;
2. Click on the right-hand side button that says: "Upload File";
3. Click the button that says: "Browse" and find the file on your hard drive. Click the button that says: Upload File.
4. File size to upload is limited to 10mg. Please do not use any symbols in the file name, or it will not upload.

Signature of 2017-18 President and 2018-19 President

1. Log into DACdb;
2. Click on the "Grants" tab under Rotary District 5100 at the top of the page;
3. Click on Club Grants in the left-hand menu;
4. Click on the pencil icon in the window;
5. The grant application should appear - click on the Signature tab and approve the grant.

Once a District Grant Application has been signed digitally by the President and President Elect and saved, it will be submitted to the District Grant Committee for approval.

Three Parts to Filing the Final Report:

1. Click on the Final Report tab. Fill in the blank areas. Click the SAVE button on the top right of the page. Your Final Report will be saved under the Documents tab.
2. Download the "Income and Expenditure" form and fill it out and sign. The expenditures on the form must be numbered and correlated with a receipt. Scan the form and upload it in the Documents section in a pdf file. If you use a cell phone and save it as a jpeg file make sure the form is readable.
3. Scan all the receipts that is numbered and correlates to the expenditures in the "Income and Expenditure" form as a pdf file. Upload the receipts in the Documents section. If you use a cell phone and save it as a jpeg file make sure the form is readable.

When your Final Report has been completed, notify Document Retention Chair [Frank Appel](#) that your Final Report has been filed. Please add the name of your club in the subject line and the grant number.

Photographs

Photographs are not required. If you want them for your own record, be mindful of the 10 mg file size capacity.