District Grant Projects
Applying for a Grant and Creating an Application
2019-2020

TO BE CONSIDERED FOR A DISTRICT GRANT PROJECT IT MUST BE PROPOSED NO LATER THAN
JUNE 1

Following are the steps to propose a project:

Log into DACdb at www.dacdb.com

Click on the **"Grants"** tab among the white tabs across the top of the page.

Click on the words **"Club Grants"** on the far left side of the page.

Check the Rotary year at the top of the page. The system defaults to the current Rotary year.

Since you are starting a project for Rotary year 2018-2019 you need to:
- Click on the **"ChangeOrgYear"** tab near the upper right of the page
- Click on the **"drop down arrow"**
- Click on "**2019-2020**"
- Click on **"Change Year"**
- Click on **"Club Grant Request – Click Here to Create Grant"**

The Grant Details page will display:
- Complete the name, priority (High or Medium if submitting 2 projects), location, project amount, amount of DDF requested ($2000 max), target completion date and project description including who benefits from the project.
- If more than one club is involved, identify the clubs by scrolling to the bottom of the page
- Highlight the name of the club in the left column, click on the **"double right facing arrows"**
Only the lead club establishes the project in DACdb. When there are two or more clubs, the project must be high priority for all clubs involved.

Before leaving the page, save your entries by clicking the **"Save"** tab at the upper right of the page. Always click on the **Save** tab when leaving a page.

After saving the information on the Details page:
- Click on the **"Contacts"** tab at the top of the page. Identify two contacts from the proposing club and at least one from any additional clubs if a multi-club project.
- As with adding additional clubs, highlight the name of the person in the left column and click on the **"double right facing arrows"** to move it to the right column. Click on **save**.
FYI, anyone listed as a contact may receive occasional emails automatically generated by DACdb which can cause some confusion for those receiving them if they are not aware of what is going on.

- Click on the **BUDGET** tab to add income items for club income and DDF income. Click on **ADD INCOME SOURCES** tab on the right to add these items.

- In the description box enter the word **club** and then add the amount of club funds being put into the project. Click on Other Club Funding bubble and then click on Add. Follow the same process to add the DDF amount you are requesting. Click on Add Income Source and enter DDF in the description box. Add the amount of DDF being requested, click on the DDF bubble and then click on add. **Save your work**. You have been successful adding the budget information if it shows at the bottom of the Details page.

This completes the process to complete a District Grant project proposal. **Remember, it must be completed by June 1 and earlier is strongly encouraged.**