

## ***District 6910 DDF Grant Application & Close Out Instructions – Effective July, 2024***

Clubs wishing to apply for a District DDF Grant must apply using the DACdb.com Grant Module not later than May 31<sup>st</sup> of each year.

Note: If the club had a District DDF Grant in the previous Rotary year, the club must submit the Final Report for that grant by May 15<sup>th</sup>. It can be found in the DACdb.com Grant Module. Close out instructions are at the end of this document.

### **Grant Application General Instructions:**

1. Prior to applying for the District DDF Grant, each club must complete the following steps:
  1. Each club must have their Foundation Goals listed in Rotary Club Central before Grants can be approved.
  2. The current Club President and the President Elect must review and sign the Foundation Grant MOU form, save this document file and upload the signed MOU form into the Document folder of the new grant application. The Grant MOU form can be found in the dropdown menu under Foundation/District Grants on [www.RotaryDistrict6910.org](http://www.RotaryDistrict6910.org).
  3. At least one club member (preferably two) must attend a live Grant Training Session held on Zoom or at District Assembly.
    - i. Grant training will include instructions on how to input to DACdb, Rotary Foundation requirements and close out procedures.
    - ii. Once complete this member will be responsible for training other club members, inputting the grant application and doing the final report at closeout.
    - iii. Two grant training pledge forms must be signed and uploaded to DACdb.
2. Grant applications must include a detailed description, including expected funding & expense items.
3. Grant applications must be approved by at least two club members.
4. Any time after January 1<sup>st</sup> each year, Clubs should begin developing information needed for their grant application.
5. Unless advised otherwise by the District Governor, clubs are limited to one District DDF application per Rotary Year.
  1. Grant application each Rotary year. Applications must be received no later than May 31<sup>st</sup>.
6. Grant information is available on [www.RotaryDistrict6910.org](http://www.RotaryDistrict6910.org), [www.DACdb.com](http://www.DACdb.com) and the Rotary Learning Center <https://my.rotary.org/en/learning-reference>. Clubs must follow the grant guidelines of the Rotary Foundation.

### ***Grant Close Out General Instructions:***

1. The Final Report for District DDF Grants is due by May 15<sup>th</sup> each year. It is completed in the Grants Module of DACdb.
  2. Clubs must upload legible copies invoices, receipts and checks proving expenses were paid using club funds, pictures of the grant implementation and/or completion, completing all the fields in the final report.
  3. Two club electronic approvals are required before submitting to District for Approval.
  4. A best practice is to close the grant in DACdb.com at the time the club has completed its project rather than to wait until May.
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7. If the club has questions about the District DDF Grant application process or Final Report process, they can reach out to their AG or email David Rapson at [Davidrapson@gmail.com](mailto:Davidrapson@gmail.com) or Jack Miller at [jack.b.mill01@gmail.com](mailto:jack.b.mill01@gmail.com).