

District 6910 DDF Grant Application & Close Out Instructions

1. Clubs wishing to apply for a District DDF Grant must apply using the DACdb.com Grant Module.
 - a. 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 15th. It can be found in the DACdb.com Grant Module.
2. Prior to applying for the District DDF Grant, each club must complete the following two steps:
 - a. 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.
 - b. Two club members must complete the Grant Management Training Course. This is an annual requirement. It is preferred that the Club's President Elect and the Foundation Chair take this course. It is a 30-minute course, structured to be completed via computer.
 - i. The Grant Management Training Course and associated Grant Training Pledge form can be found on www.RotaryDistrict6910.org.
 - ii. The two Grant Training Pledge forms must be signed, saved and uploaded to the Grant Document Folder each club grant application.
3. Any time after January 1st each year, Clubs can begin developing information needed for their grant application.
4. Unless advised otherwise by the District Governor, clubs are limited to one District DDF Grant application each Rotary year. Applications must be received no later than May 31st.
5. Grant information is available on www.RotaryDistrict6910.org, 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.
6. The Final Report for District DDF Grants is due by May 15th each year. The Final Reported is completed by editing the grant in DACdb.com and includes uploading copies of checks and receipts proving expenses, pictures of the grant implementation and/or completion, completing all the fields in the final report and two club electronic signatures approving the final report.
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 Janice Davis janiceid@comcast.net.