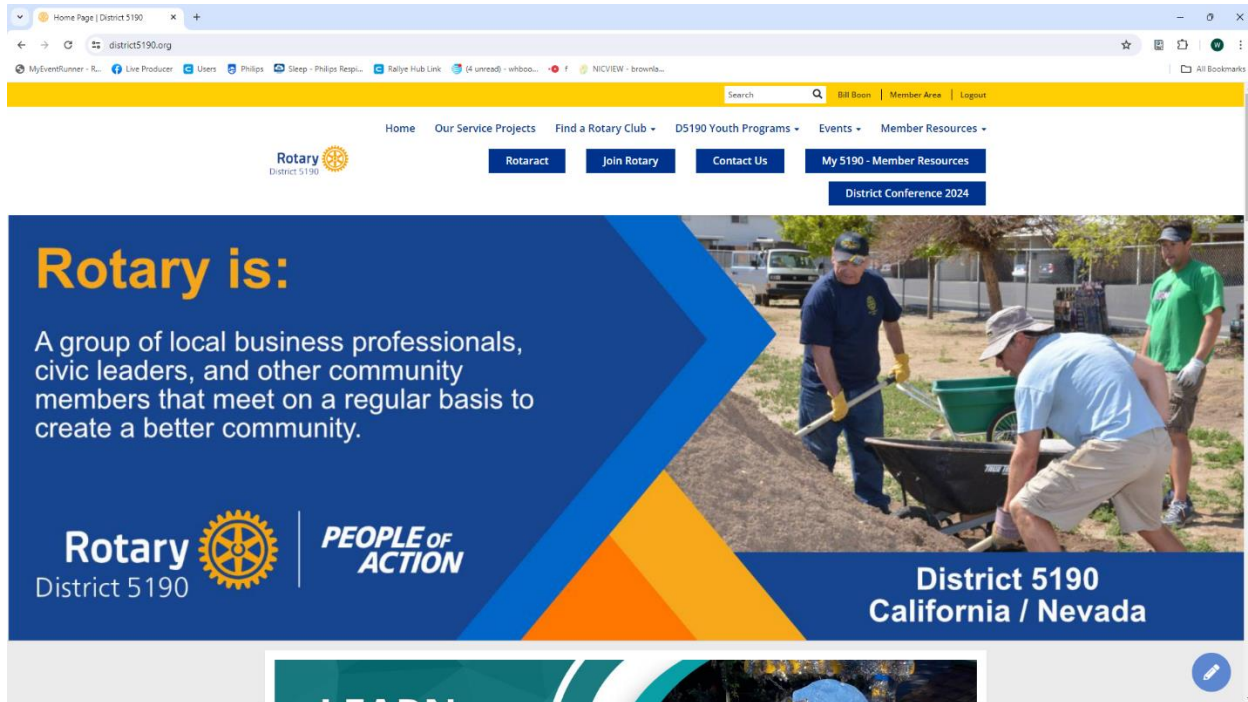
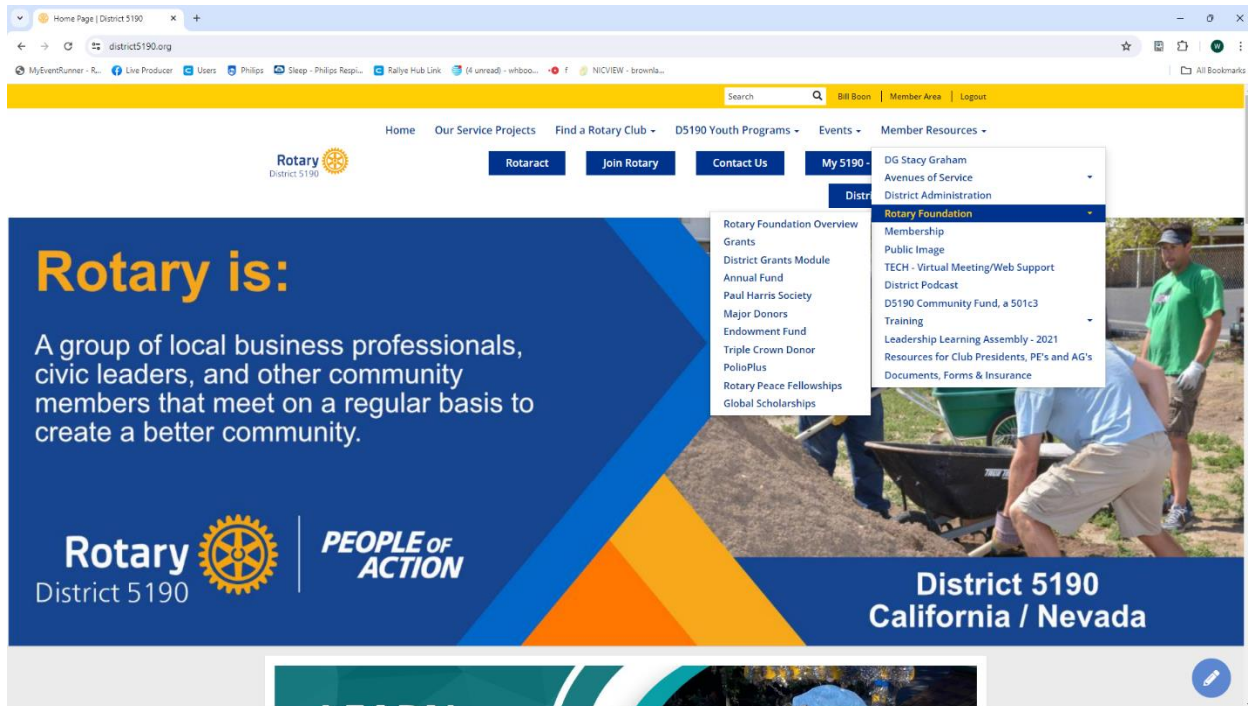


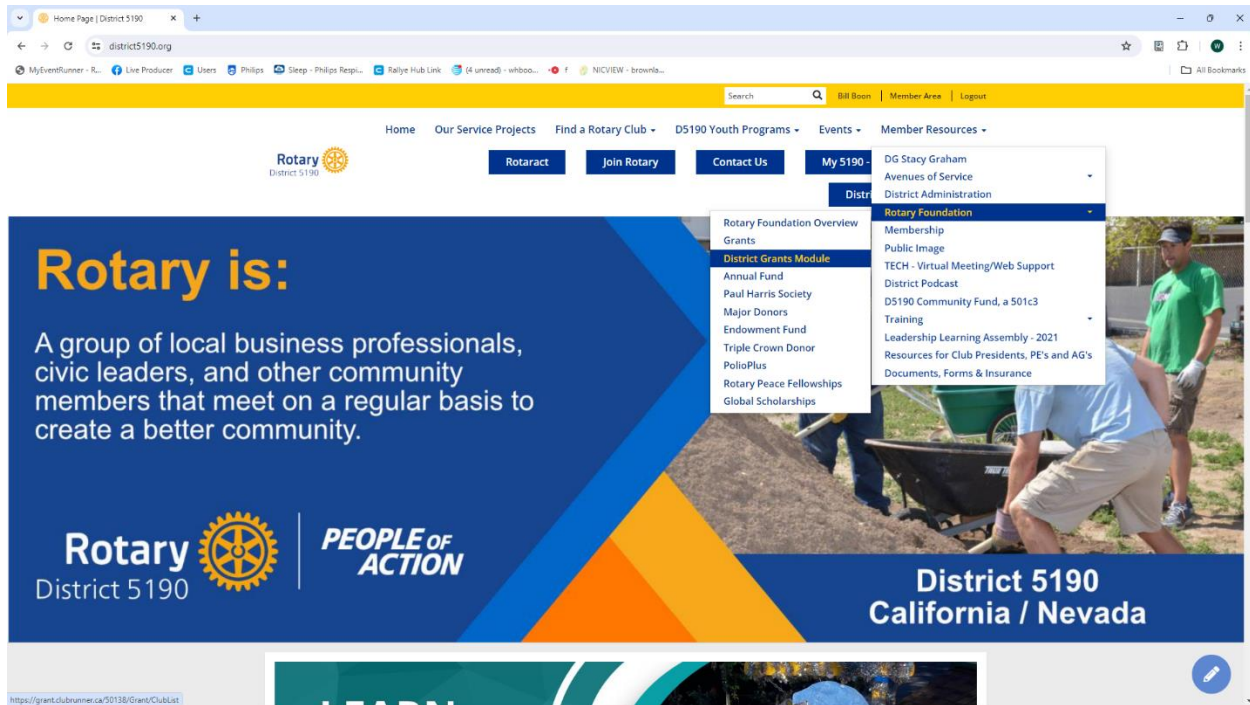
DISTRICT GRANT APPLICATION MANUAL – JULY 2024



- This is the District website that can be found at www.district5190.org
- Select member Resources



- Then Select Rotary Foundation from the Drop-Down Menu



- Then Select District Grants Module
- If you have not already logged-in, you will be requested to do that here. The login credentials are the same as Clubrunner credentials.

DISTRICT GRANT APPLICATION MANUAL – JULY 2024

Home Page | District 5190 | Grant Request Applications | District 5190

grant.clubrunner.ca/50138/Grant/ClubList

MyEventRunner - R... Live Producer Users Philips Sleep - Philips Resp... Rallye Hub Link (4 unread) - whboo... NICVIEW - brownla...

Welcome, Bill Boon | Logout | Home | English

Admin For Clubs Grants For Members Membership Contacts Organization Communication Website Documents Reports Attendance Events Bulletin Donations Help

Submit a Grant Request My Club Grants District Grants Grant Documents

Grants

View Club Grants

Submit a Grant Request

Documents

District Grant Documents

Help

Grants Module

Grant Request Applications

Back to Landing Page

Previous Year | 2024 - 25 | Next Year

Any Status

Filter by Status: Any Status

Filter records:

Submitted	Project Name	Sponsoring Club	Estimated Budget	Grant Amount
No Data To Display				
No records to show				

Go back

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- This will bring you to the District Grant Module
- In the Upper Left, you will see “Submit a Grant Request”
Click on this.

Home Page | District 5190 | Submit a Grant Request | District 5190

grant.clubrunner.ca/50138/Grant/NewRequest?SelectedId=24636d8a-e7cd-4cea-8dc7-7128df341d04

Welcome, Bill Boon | Logout | Home | English

Admin For Clubs Grants For Members Membership Contacts Organization Communication Website Documents Reports Attendance Events Bulletin Donations Help

Submit a Grant Request My Club Grants District Grants Grant Documents

Grants

View Club Grants

Submit a Grant Request

Help

Grants Module

Submit a Grant Request

Go back

Submit a Grant Request

Please enter the basic information relating to your Grant Request below.

Important note: By entering data using "Submit a Grant Request," you are assuming the position of Primary Contact (member of Primary Club) and agree to the Grants Terms & Conditions, Memorandum of Understanding and Addendum, and agree to completing the project by May 30, 2025 and submitting Final Report by June 30, 2025 for 2024-25 grants.

2024-25 POLICY AND REQUIREMENTS

In order to be Qualified to submit an application, a club must satisfy the following criteria:

1. Signed Memorandum of Understanding, including Addendum, on file for the year of the Grant Application
2. Club President and President Elect have attended Grant Management Training: If the President Elect has not attended GMT and/or has not signed the MOU, an additional Trained Member may sign the Addendum

POLICIES FOR ALL YEARS

In addition, for a Grant to be funded, Clubs must also meet the following criteria to be a "club in good standing":

1. Be current with reports on all Grants previously received
2. Be current with all Rotary and District dues and other financial obligations
3. Be in good standing on tax exempt status and other requirements of Federal and State taxing authorities and regulators
4. An Annual Fund goal has been set for the current year and entered into Rotary Club Central
5. Club website and social media are "brand compliant" using the current, approved Rotary logos from the Brand Center on <https://brandcenter.rotary.org/en-us/>

If you are submitting a grant request on behalf of multiple clubs, you only need to submit this form once, and there must be one main sponsoring club. Enter the estimated budget requested at this stage, and it can be refined later in the application process.

DO NOT use this form for a Global Grant. Global Grants are submitted from the Grants Center on the MyRotary.org website but you must contact Grants Subcommittee first.

YOU MUST CLICK "SUBMIT" BELOW. THIS PAGE IS NOT THE ENTIRE GRANT. After submitting this Request you MUST open up your Grant and you will then be able to provide the remainder of the required information.

The description on this page is just a **brief summary** of your project. You will provide a complete description on the Application Tab. The Estimated Budget figure should be the total amount of the project including Club funds, District Grant matching funds and any third party funds.

There are a lot of instructions at the top of this page and you should read them. Below is the rest of this page.

YOU MUST CLICK "SUBMIT" BELOW. THIS PAGE IS NOT THE ENTIRE GRANT. After submitting this Request you MUST open up your Grant and you will then be able to provide the remainder of the required information.

The description on this page is just a **brief summary** of your project. You will provide a complete description on the Application Tab. The Estimated Budget figure should be the total amount of the project including Club funds, District Grant matching funds and any third party funds.

Project Details

Project Name*

Please select the year this project will be completed. Once selected, the year cannot be changed.

Project Year*

Country

State

Zip Code

City

Description*

Estimated Budget:

[Cancel](#) [Submit](#)

[Go back](#)

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This is where you start your grant, by completing each of these fields. One field is the name of your club. If your club is not listed, your club is currently not qualified. To be qualified the President and one other person must have taken Grant Management Training and the MOU must be signed by the President and one other person who has taken Grant Management Training.

The MOU needs to be sent to DRFCC Roberta Pickett (bertad5190@gmail.com) who will enter the info into Clubrunner.

DISTRICT GRANT APPLICATION MANUAL – JULY 2024

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Test Grant | District 5190". The address bar shows the URL "grant.clubrunner.ca/50138/Grant/Detail?id=7f25f235-5a9f-4e5d-8824-c7ada4cd1708/Year=2024". The browser's address bar also shows "MyEventRunner - R...".

At the top of the page, there is a navigation bar with the following links: Details, Application, Budget, Documents, Project Overview, Individual Project Report, and Activity Log. The "Details" link is currently selected.

Below the navigation bar, there is a text box with the following text: "This Description is a brief summary of the grant project. The estimated budget is the total budget including all funding sources. Use the Application and Budget tabs to provide a complete description of the project and budget."

Below the text box, there is a form with the following fields:

- Project Name:** Test Grant
- Country:** United States of America
- State:** Nevada
- Zip Code:** 89502
- City:** Reno
- Description:** Details of the project but should keep it concise.
- Sponsoring Club:** Reno Central
- Contact:** Boon, Wyndham
- Estimated Budget:** \$5,000.00

Below the form, there is a button labeled "Update".

At the bottom of the page, there is a section titled "Local Club Partners" with a text box below it.

Once you complete this page, click on the **Submit** button. The following will then appear.

DISTRICT GRANT APPLICATION MANUAL – JULY 2024

The screenshot shows the 'Grant Request Applications' page in the ClubRunner system for District 5190. The page has a blue header with the District 5190 logo and a navigation menu. The main content area is titled 'Grant Request Applications' and includes a 'Back to Landing Page' button. Below the title, there are navigation links for 'Previous Year', '2024 - 25', and 'Next Year'. A filter section allows users to filter by status (currently set to 'Any Status') and filter records. A table displays the grant application data:

Submitted	Project Name	Sponsoring Club	Estimated Budget	Grant Amount
Initial Request Submitted				
Jun. 29, 2024	Test Grant	Reno Central	\$5,000.00	\$0.00

The table indicates 'Showing 1 to 1 of 1 records'. A 'Go back' link is located at the bottom right of the page.

Now you need to click on the **Project Name** to be able to complete the grant.

The screenshot shows the 'Grant Detail' page in the ClubRunner system for District 5190. The page displays the grant details for the 'Test Grant' and includes a 'Go back' link at the bottom right. The main content area is titled 'Grant Detail' and includes a 'Go back' link. Below the title, there are navigation links for 'Previous Year', '2024 - 25', and 'Next Year'. A filter section allows users to filter by status (currently set to 'Any Status') and filter records. A table displays the grant application data:

Submitted	Project Name	Sponsoring Club	Estimated Budget	Grant Amount
Initial Request Submitted				
Jun. 29, 2024	Test Grant	Reno Central	\$5,000.00	\$0.00

The table indicates 'Showing 1 to 1 of 1 records'. A 'Go back' link is located at the bottom right of the page.

You will be able to add partners in the section below the initial entries. Both Rotary Club partners and other partners most frequently other non-profits. These partners are not your beneficiaries.

Club has established an Annual Fund goal and recorded it in Rotary Club Central (For Rotaract Clubs when Rotary Club Central is available)

As you complete each section be sure to click the Orange "Update" button.

Details Application Budget Documents Project Overview Individual Project Report Activity Log

This Description is a brief summary of the grant project. The estimated budget is the total budget including all funding sources. Use the Application and Budget tabs to provide a complete description of the project and budget.

Project Name* Test Grant

Country United States of America

State Nevada

Zip Code 89502

City Reno

Description* Details of the project but should keep it concise.

Sponsoring Club: Reno Central

Contact: Boon, Wyndham

Estimated Budget: \$5,000.00

Update

Local Club Partners

Once finished with the partners scroll back up and select **Application from the Control Bar.**

The screenshot shows a web browser window with multiple tabs. The active tab is titled 'grant.clubrunner.ca/50138/Grant/DetailId=725235-5a9f-4e5d-8824-c7ada4cd1708/Year=2024&SelectedTab=Application'. The page displays a grant application form with a navigation bar at the top containing links: Details, Application, Budget, Documents, Project Overview, Individual Project Report, and Activity Log. The 'Application' tab is selected. Below the navigation bar, there is a blue header for the 'General Description' section. The main content area contains instructions: 'This Tab has 5 parts. Please complete A, B, C, D, and E. Click the EDIT button to enter information.' followed by five numbered instructions (A-E) regarding project description, Rotary's Areas of Focus, primary contact information, mailing address, and tax return upload. At the bottom of the form, there are four blue buttons labeled: 'Community Assessment & Impact', 'Sustainability', 'Cooperating Organizations', and 'Implementation Plan'. A 'Go back' link is visible in the bottom right corner.

Scroll down to find this section on the Application section.

You will need to answer these questions. Be sure to highlight and copy the questions. Then select Edit. This will bring up a dialogue box where you then paste the questions and begin answering them. Answering the questions without the copy and paste described above will cause many problems. Please be sure to always do **Copy and Paste**. Do Not click on the little pencil as that will change the grant wording on all grants in the system.

Note on Beneficiary – the entity that will own/take possession of any tangibles or approve/host services being provided. If you are improving a park, for example, the beneficiary is the entity that owns the property. If you are providing a program at a school, the beneficiary is the school.

The screenshot displays a web browser window with multiple tabs open, including 'The Wall Street Journal', 'Breaking News', 'Facebook', and 'Home Page | District 5190'. The main content area is titled 'grant.clubrunner.ca/50138/Grant/DetailId=725235-5a9f-4e5d-8824-c7ada4cd1708/Year=2024&SelectedTab=Application'. Below the browser window, a navigation bar shows tabs for 'Details', 'Application', 'Budget', 'Documents', 'Project Overview', 'Individual Project Report', and 'Activity Log'. The 'Application' tab is active, showing a 'General Description' section. A modal dialog box titled 'General Description' is open, displaying a rich text editor with the following text:

This Tab has 5 parts. Please

A. Describe the project, its

B. In which of Rotary's Areas of Focus does the project fit?

C. State the Name, Email Address and Telephone Number of the Club's Primary Contact for this grant.

D. State the Club Mailing Address for receipt of approved grant funds.

E. Please upload, in the Documents area, confirmation of filing Club's latest required tax return with the IRS.

The dialog box includes a rich text editor toolbar with options for bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, and text color. At the bottom of the dialog box are 'Cancel' and 'Save' buttons. The background of the application form shows a list of sections: 'Community Assessment & Impact', 'Sustainability', 'Cooperating Organizations', and 'Implementation Plan'. A 'Go back' button is visible in the bottom right corner.

Once you have answered all the questions, select **SAVE** and you will see the result. If you need to change or add to your answers, be sure to do this by selecting **EDIT** button first which brings back the dialogue box with all the info previously done.

grant.clubrunner.ca/50138/Grant/DetailId=7f25235-5a9f-4e5d-8824-c7ada4cd1708/Year=2024&SelectedTab=Application

General Description

This Tab has 5 parts. Please complete A, B, C, D, and E. Click the EDIT button to enter information.

A. Describe the project, its location, objectives, the intended beneficiaries and how they will benefit when the project is completed.

B. In which of Rotary's Areas of Focus does the project fit?

C. State the Name, Email Address and Telephone Number of the Club's Primary Contact for this grant.

D. State the Club Mailing Address for receipt of approved grant funds.

E. Please upload, in the Documents area, confirmation of filing Club's latest required tax return with the IRS.

Community Assessment & Impact

Sustainability

Cooperating Organizations

Implementation Plan

You now do this for the 4 remaining sections (blue bars). Select one at a time and answer the questions in the dialogue box after copying the questions, opening the dialogue box and pasting the questions into the dialogue box.

Once finished with the Application Section, select the **Budget** section.

Expected Expenses

List all anticipated expenses for this project. This includes expenses to be paid for by the Rotary Club and other partners, as well as from the District Grant. Additional supporting documentation for expenses may be requested.

Since major expenses require competitive bids which may not have been obtained at the time the grant is being written, it is OK to indicate that the Supplier is a "local vendor" or "Per competitive bidding" or left blank. If left blank, please upload a brief explanation in the Documents section as to when and how competitive bids will be obtained. The least expensive bid may not necessarily be the bid chosen; consider also quality of the product, delivery timeline, availability, local supplier vs. national chain.

[Add A Budget Item](#)

Description	Supplier	Local Amount	Currency	Tax	Total	Amount	Actions
This club has no Expected Expenses.							

Expected Income

List all anticipated income for this project, including funds that will be contributed by the club, other partners and the District Grant portion. Please be sure to enter each funding source SEPARATELY using the "Add Project Financing" button.

For each entry the next screen requires a description and a dollar amount for the funding source and you must also click on the button indicating whether the funding is from "District Grant" or "Club/Other." Then click "Add" to save the entry. Bonus District Grant Funds should be added as a separate Expected Income line item. Bonus Funds do not require any matching club funds. Please note Bonus Funds are listed as a District Grant!

For multi-club grants, please list each club's contribution, each club's District Grant match, and each club's Bonus District funds on separate lines.

[Add Project Financing](#)

Description	Funding Source	Amount	%	Actions
This club has no Expected Income.				

[Go back](#)

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In this section you put the income (Club and District DDF) and expected expenses. Please remember to get the best info available for the Expense Section. You enter this information by selecting the “Add a Budget Item” and “Add Project Financing” (Income).

The screenshot shows a web browser window with multiple tabs. The active tab is 'District 5190'. The URL is 'grant.clubrunner.ca/50138/GrantBudget/Add?Id=7025f235-5a9f-4e5d-8824-c7fada4cd170&Year=2024&ReturnUrl=https%3A%2F%2Fgrant.clubrunner.ca%2F50138%2FGrant%2FDetail%3D7025f235-5a9f-4e5d-8824-c7fada4cd170%26Year%3D2024...'. The page title is 'District 5190'. The navigation bar includes links for Admin, For Clubs, Grants, For Members, Membership, Contacts, Organization, Communication, Website, Documents, Reports, Attendance, Events, Bulletin, Donations, and Help. The main content area is titled 'Add Budget Item' and 'Budget Item Details'. The form fields are as follows:

Date:	Jun 29, 2024
Description:	Q00000
Supplier:	RRRRR
Local Amount:	100.00
Local Tax:	0.00
Exchanged Amount:	100.00

The dropdown menu for 'Local Amount' is set to 'US Dollar (USD)'. There are 'Cancel' and 'Create' buttons at the bottom right of the form.

This is the **Project Item** page which you fill out and then select **Create**. This will add the info to the Budget page. Repeat this for each item you will need to purchase. The Add Project Financing works the same way. Please remember that the Income and Expense sections must have the same total.

Note that Source of Income is either

- Club, description Club Funds or other Club source OR
- District, description District Grant or Bonus Funds.

Once all the items have been inserted to the Budget Section, Select “**Documents**” tab in the **Control Bar**.

Remember that large expenditures, especially those involving professional services, require competitive bids. All documents related to the competitive bidding process must be uploaded in the Documents area.

As you complete each section be sure to click the Orange "Update" button.

Details Application Budget Documents Project Overview Individual Project Report Activity Log

Project Documents

Upload all related documents and files including:

- + The Club President's signature
- + The Beneficiary acceptance signature
- + The club's most recent tax return
- + Proposed signage, logos, etc. for review and approval or a statement that graphics will be uploaded at a later time for review and approval.
- + Actual competitive bids for major expense items or a statement that competitive bids will be solicited prior to purchase of major expense items
- + If any actual or potential Conflicts of Interest (in which a Rotarian or relative might be seen as financially benefiting from the project) arise, upload a statement as to how the conflict will be mitigated.

As the project progresses, upload:

- + Receipts, copies of invoices, purchase orders, etc. along with matching proof of payments such as copies of cancelled checks, credit card charge slips, etc. Use letters or numbers to label the expenditure and the matching payment for ease of reference.
- + Graphics for any logos or signs using proper Rotary Branding (not already uploaded) that will be used to identify the project so that they may be reviewed and approved by the District Public Image Committee.
- + Pictures as the project progresses.

Name each document in a way that describes the general contents.

Search Go

[Add Folder](#) [Add](#) [Add Multiple](#)

Documents and folders are sequenced alphabetically. Drag and drop documents and folders to move them from one folder to another or to change the parent folder.

Name	Updated On	Updated By	Actions
Collapse All Expand All			
Collapse All Expand All			

[Go back](#)

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In this section you upload the required documents for the application: Club Tax Return, President's Signature, Beneficiary's Signature. Club Tax returns are due on Nov 15. Therefore, to be current up until Nov 15, the previous years return can be used but after Nov 15, it needs to be immediate previous year. (Example would be currently we would use the 2022-23 return but after Nov 15 it would need to be the 2023-24 return.)

This is where you will also upload invoices, cancelled checks, photos of the project and any explanatory documents, Another important item to add is a image of the **Signage** you plan to use (whether you plan to buy or create the Signage. This year we will be requiring the **Signage** to be uploaded to be approved at the same time as the Grant. This should make the process much smoother.

Please name each uploaded document so that it is easily identifiable.

In the Control Bar, you can see a Project Overview tab which is a summary of everything you have entered. This is the place to print a copy of your grant.

The Individual Project Report tab in the Control Bar is where you will do the Project Report once the project is done, and you have all the necessary documents. We will produce a manual for that section soon. Please do the Grant Report as soon as the project is done. The budget entries in this area will likely be different from those in the initial Budget section because they will be actuals.

Note to team— pictures, particularly action pictures, are required to show the work of the grant, not so much the location of where the grant will take place although they can be included as *before* photos.