



Rotary District 6900 2020-2021 District Grants

Grant Request Brief Instructions

1. **Rotary6900.org**
2. Enter **District Grants** in the search field at top right
3. Select the **District Grants** page
4. Review information in the **Resources** section at the bottom
5. Click the button **Find/Request Grant**
6. Click the **Create** link to create the grant request
7. Click on **MOU** button, read information, click the **I Understand and Agree** button
8. **Fill out the form and SAVE**
9. To **add team members**, type their last name in the box and then choose from the pop-up list. Be sure to add your incoming club foundation chair and incoming president to your team so they can approve the grant request.
10. Rather than sending emails back and forth about the grant, use the **Add comment** button to add a comment. The team members will be notified that a comment has been added.
11. Once the incoming foundation chair is satisfied, he/she can change the status to **Foundation Chair Approved** – the system will log that approval
12. Once the incoming foundation chair has approved, the incoming club president can log in and change the status to **Club President Approved** – the system will log that approval
13. Once both the approvals are logged, change the status to **Grant Request Submitted**
14. The District Grants Chair will review and provide feedback in the comments box or accept it as complete – your grant request will then be included in the districts block grant application to the Foundation. The team will be notified of the status change

Contact:
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