The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to:

- Find the Grant Center
- Navigate the Grant Center
- Apply for a Global Grant
- Authorize a Global Grant Application (Club Presidents and District Leaders)
- Enter Global Grant Bank Account Information
- Report on a Global Grant
- Authorize a Global Grant Report
- Apply for a District Grant (District Leaders Only)
- Report on a District Grant (District Leaders Only)

For general information about grants, go to Rotary.org’s Grants page.
Find the Grant Center

Go to Take Action then Grant Center.

Sign in to My Rotary. (If you don't have an account, learn how to create one.)
Navigate the Grant Center

The Grant Center’s landing page gives an overview of Rotary grants and links to helpful resources.

Use Grant Search to find all of the global and district grants sponsored by your district, whether or not your club is involved.

You can search for grants by number, title, or area of focus. After entering search criteria, use the Filter button.
Use the menus at the top to navigate the Grant Center.

Choose My Grants to see all of the grants you’re involved in.

On the My Grants page, grants are grouped by status. Scroll down the page to see all of the grants in each status.

Go to My Actions to see the grants you’re involved in that require action from you.
Apply for a Global Grant

To start a global grant application, go to Apply for a Grant.

Choose Global Grant from the list and click Let’s begin!
In step 1, **Basic Information**, start by telling us your project’s name, what type of project it is, and the primary host and international contacts.

Click on the question mark icons throughout the application for important information.

Use the **Save & Continue** button to move to the next step.

The Grant Center now assigns your project a grant number.
Now you’re at step 2, **Committee Members**. Add at least two members of the host committee, made up of Rotarians who live in the country where the project activities will be carried out (or where the scholar will study, in the case of a scholarship), and at least two members of the international committee.

Answer the question about conflicts of interest.

After each step, you’ll use the **Save & Continue** button to move to the next step.

As you complete the steps, you’ll notice that check marks appear next to their labels.

You can click the pencil to edit steps you’ve completed.

You can also **Skip** a step and return to it later, but any changes you’ve made within that step will not be saved.
If you save a step when you haven’t supplied all of the necessary information, a banner will tell you that more information is needed. The incomplete sections will be highlighted. The banner will remain until all information for the step has been provided.

Throughout the process, you can click **Save & exit application**.

You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can delete an application that is still in “Draft” status by clicking on **Delete application**.

Helpful **Grant Resources** are listed at the bottom of the right-hand column.
### Step 3: Project Overview

In step 3, briefly describe your project in a **Project Overview**.

### Step 4: Areas of Focus

Step 4 is where you indicate the **Areas of Focus** that your project will support.

- Peace and conflict prevention/resolution
- Disease prevention and treatment
- Water and sanitation
- Maternal and child health
- Basic education and literacy
- Economic and community development

### Step 5: Measuring Success

In step 5, outline your plan for **Measuring Success** by checking one or more goals for each area of focus and adding measures for each goal.

**Example: Measuring Success - Maternal & Child Health**

<table>
<thead>
<tr>
<th>Measure</th>
<th>Collection method</th>
<th>Frequency</th>
<th>Beneficiaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of mothers receiving prenatal care</td>
<td>Grant reports and reports</td>
<td>Every month</td>
<td>20-49</td>
</tr>
</tbody>
</table>

How will you measure your project’s impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement.
In step 6, add the **Location and Dates** of the project. For scholarships and vocational training teams, add the estimated travel dates.

In step 7, list other project **Participants**, including cooperating organizations, scholarship candidates, vocational training team leaders, additional partners, volunteer travelers, and participating clubs or districts.
Step 8 asks about your project Budget. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

In step 9, list your sources of project Funding.
In step 10, **Sustainability**, you explain each step of the project, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few questions about how the budget affects the sustainability of the project.
When you’ve completed steps 1-10, you’re ready to finalize and submit your application. In step 11 you Review and Lock your application. Check each answer you’ve given to make sure all of the information is accurate and complete. You may find it helpful to print the full application.

After you review the grant application, lock it. This will change its status from “Draft” to “Authorizations Required” and make it read-only — you won’t be able to make changes. Only the primary contact can lock the application.

In step 12, Authorizations, the primary contacts and district and club leaders will authorize the application.

Review the information, then click Authorize now. As soon as everyone who needs to authorize the application does so, the application is submitted to The Rotary Foundation for review. After your application is submitted, you cannot change it without contacting Rotary staff.
Authorize a Global Grant Application (Club Presidents and District Leaders)

To authorize a global grant application, go to My Actions.

Go to the Authorization Required section of the page. You can use Filter to search for a grant by number.

Depending on your role (club president, district Rotary Foundation committee chair, or district governor), you’ll see various authorization links. When you find the grant you need to authorize, follow its authorization link.
You’ll be taken to step 12 of the application, **Authorizations**.

Read the legal agreement, then click **Yes, I agree**, or read the authorization information and click **Authorize now**.

You can print a copy of the agreement for your records.
Enter Global Grant Bank Account Information

After a grant has been approved, primary contacts provide information about the project bank account so that the Foundation can deposit the grant money. To enter bank account information, go to My Actions.

Go to the Approved grants or use Filter to search for a grant by number.

When you find the grant, click Bank Information.
Select the account holder from the list and then select the location of the bank account.

Click **Add Signatory** to designate two Rotarians to serve as signatories for the bank account.

When you’ve provided all of the information, click **Submit Bank Information**.
Report on a Global Grant

To report on a global grant, go to My Grants.

Go to the Approved grants section to see all of the approved grants that you’re involved in or use Filter to search for a grant by number.

When you find the grant, click Reports.
Click **Start a Report.**

If you have already started a report, choose **Edit** to continue your work on it.

Choose **Progress Report** if the project is still in progress. Choose **Final Report** when all project activities are finished. Click **Continue.**

Select **Change Report Type** if you need to change the report from a progress to a final report, or vice versa.
Several sections of the report will automatically include information that was provided in the grant application. Complete each section of the report, beginning with **Committee Members**.

You can add new committee members if necessary.

If any committee members no longer serve on the project committees, remove them by clicking on the X to the right of their information.

Use the **Save & Continue** button to move to the next section.
In the **Project Objectives and Implementation** section of the report, include information about the progress made on the project.

**Project Objectives and Implementation**

Tell us about the progress you and your partners have made on the project.

**PROJECT OBJECTIVES**

The Rotary Foundation approved global grant funding to be used for the following objective:

The main objective is to enhance teaching competence of Elementary School teachers in mathematics and science. Why elementary teachers? Learning something early in life can give a better chance to succeed. Hence, elementary school years are the golden time for children to learn. Especially something basic such as math and natural science. It's expected that once they master those basic skills, they can easily follow other advanced courses such as biology, physics, and chemistry.

Have any of these objectives changed?

In **Measuring Success**, add information about the success of the project in terms of the measures you provided in the grant application.

**Measuring Success**

Each project measure that you provided on the grant application (in step 5) is listed below. You can report your results or edit results that you reported earlier. You can also add new measures that you didn’t include in your grant application.

**Impact measures**

Report the results for each of the grant measures up to now. Add new measures by using the link below the current measures.

1. Number of benefiting school-age children

In the **Participants** section, describe how the sponsor Rotarians have participated in the project. Also enter any other clubs or districts that have helped with the project. If any cooperating organizations are involved in the project, provide details about their activities.

**Participants**

**SPONSOR PARTICIPATION**

What roles and responsibilities did host sponsor have?

What roles and responsibilities did international sponsor members have?
If your grant involves a **Scholar**, provide information about the scholar in the Participants section of the report.

The scholar will complete and authorize the **Scholar Evaluation**.

**SCHOLAR**
Tell us a little about the scholar’s involvement.

- Ask the scholar to write the evaluation

Rate the scholar’s level of participation in Rotary activities. The scholar won’t be expected to do this.

- Poor
- Fair
- Good
- Very good
- Excellent

Mark the Rotary activities the scholar participated in during their studies.

- Club meetings
- Conferences (e.g., district conferences)
- Service projects
- Fundraising events
- None
- Other (please specify)

**GG1750670 Reports**
Global Grant Scholarship

**Progress report**
This is a progress report, which indicates that your project activities are still in progress.

**Scholar Evaluation**
Tell us about your Rotary activities, your coursework, research, etc.

**Scholar Authorization**

**CERTIFY AND SUBMIT**
The next step is to submit your evaluation for review and authorization by your sponsors.

You will not be able to edit your report after you submit it. Your sponsor members will complete their part of the report and submit it to The Rotary Foundation.

- I certify that my report is complete and accurate and includes the latest information.

Submit and Authorize
If your project includes a vocational training team, the **Vocational Training Teams** section of the report will be visible. The vocational training team leader should complete this section.

If the team has traveled, select **Yes**, and more questions will be displayed. The team leader will answer these questions and authorize the section.

If multiple teams are involved in the grant, the leader of each team will need to complete and authorize their team’s section of the report.
In the **Project Expenditures** section, enter what you’ve actually spent in the Expense log by clicking **Add Expense**.

You can view the budget that was included in the grant application by clicking **View your project budget from the application**.

In the **Project Expenditures** section, enter what you’ve actually spent in the Expense log by clicking **Add Expense**.

You can view the budget that was included in the grant application by clicking **View your project budget from the application**.
In the **Financial Details** section, you’ll answer questions about the project’s budget, financial management, and challenges. For both progress reports and final reports, provide bank statements. You may also upload any other supporting documentation, such as a ledger or receipts.

When you’ve completed the sections above, you’re ready to finalize and submit your report. In this next section, you **Review and Lock** your report. Check each answer you’ve given to make sure all of the information is accurate and complete.

You may find it helpful to print the full report.

After you review the grant report, lock it. This will change its status from **Draft** to **Authorizations Required** and make it read-only — you won’t be able to make changes. Only the primary contacts can lock the report.
In the last section, **Authorizations**, the primary contacts and club president (if the grant is club-sponsored) or district Rotary Foundation committee chair (if it is district-sponsored) will authorize the report.

Review the authorization information, then click **Authorize now**. As soon as everyone who needs to authorize the report does so, the report is submitted to The Rotary Foundation for review. After your report is submitted, you cannot change it without contacting Rotary staff.
Authorize a Global Grant Report

After a primary contact affirms that the report is complete and the report’s status changes to **Authorizations Required**, the other primary contact and the club presidents or district Rotary Foundation committee chairs from both the host and international sponsors must authorize the report. To authorize a global grant report, go to **My Actions**.

Go to the **Approved** grants section of the page. When you find the grant, click **Report Authorization**. Then click **Open**.

Review the report content, then go to the **Authorizations** section of the report. Review the authorization information, and click **Authorize now**. When the final authorizer completes this step, the report’s status changes to **Submitted**, and Rotary staff will see that the report is ready for review.
To start a district grant application, go to **Apply for a Grant**.

Only district governors, Rotary Foundation committee chairs and grants subcommittee chairs can apply for a district grant. So under Choose the type of grant you’re applying for, the district grant option will be available only to them. Choose District Grant from the list and click **Let’s begin!**
In the Spending plan activities section, choose **Add Activity** to start giving the details of your spending plan.

<table>
<thead>
<tr>
<th>#</th>
<th>District or club</th>
<th>Activity or project type</th>
<th>Brief description</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Add activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Administrative expenses:**

Total amount (USD): 0

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity.

Once you’ve added all of the information, click **Save & Close**. Do this for each activity in the spending plan.
In the **Bank Information** section, enter the bank account name and choose the country where the district’s bank account is located. When you do, additional lines will appear. Provide all of the requested information.

Click **Add signatory** to designate two Rotarians from your district who will serve as signatories for the bank account.
When you’ve completed the steps above, you’re ready to **Review and Lock** your application.

**After you review the grant application, click Lock Application.** This will change its status from “Draft” to “Authorizations Required” and make it read-only. You won’t be able to make changes.

**In the Authorizations section, district leaders will authorize the grant application.**

Once you have reviewed the agreement language, click **Authorize now**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.
To report on a district grant, go to My Grants.

Go to the Approved grants section to see all of the approved grants that you’re involved in or use Filter to search for a grant by number.

When you find the grant, click on Reports.
# District Grant Application

Report on the use of district grant funds by identifying the amount of grant funds distributed to each activity. Add new lines to report on any contingency funds listed in the original application or any activities not detailed in the application.

**Update the table with the actual amount of money distributed to each activity.**

<table>
<thead>
<tr>
<th>No.</th>
<th>District/Club</th>
<th>Activity type</th>
<th>Activity description</th>
<th>Activity location</th>
<th>Planned amount (USD)</th>
<th>Distributed amount (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>6440</td>
<td>Contingency fund</td>
<td>Operation Warm Coats: Lake Forest/Lake Bluff Rotary Club will provide new warm coats to children in some of the neediest communities in Lake County.</td>
<td>United States</td>
<td>22577</td>
<td>0</td>
</tr>
<tr>
<td>2.</td>
<td>Lake Forest-Lake Bluff</td>
<td>Health: general</td>
<td>Operation Warm Coats: our Club would once again join with Operation Warm, The Chapel in Lake Zurich, and other community organizations to purchase and distribute coats to needy children. The overall project target for this year is 2000 coats. At $16-18 per coat, our $3000 would provide between 165 and 190 coats.</td>
<td>United States</td>
<td>1856</td>
<td>0</td>
</tr>
<tr>
<td>3.</td>
<td>Long Grove/Kildeer/Hawthorn Woods</td>
<td>Education: scholarship</td>
<td>AP Exam Scholarships: AP test fee subsidization for low-income students. This project would offset AP test fees (approx. $95 per test) for low income students at area high schools.</td>
<td>United States</td>
<td>1455</td>
<td>0</td>
</tr>
<tr>
<td>4.</td>
<td>McHenry</td>
<td>Education: literacy</td>
<td></td>
<td>United States</td>
<td>1171</td>
<td>0</td>
</tr>
</tbody>
</table>

**Click Add Activity** to add new line items if any activities were replaced with others, or to indicate how contingency funds were used.

When you have completed the table on disbursed funds, enter funds to be returned to The Rotary Foundation, if any. Check the box to authorize the report, and click **Submit**. At any time, you can click **Save** to ensure that your work is saved.

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*How to Use the Grant Center (April 2019)*