

District Designated Funds Grant Training



OUR ROAD MAP FOR TODAY

- ❖ Explain the purpose of District Grants
- ❖ Understand the grant lifecycle
- ❖ Describe the steps to becoming qualified
- ❖ Navigate the DACdb Grants Module
- ❖ Share best practices and common errors



MISSION AND PURPOSE

The Rotary Foundation helps Rotary members to advance world understanding, goodwill, and peace through projects that:

- Improve health
- Provide quality education
- Enhance the environment
- Alleviate poverty



ROTARY FOUNDATION'S 7 AREAS OF FOCUS



What Can District Grants Be Used For?

District Grants support small-scale, short-term activities in your community

Examples include:

- Scholarships
- Sponsoring students to attend RYLA
- Providing diabetes education
- Planting trees
- Programs to distribute books



WHAT DISTRICT GRANTS CANNOT BE USED FOR?



- ❖ Purchase of land or buildings
- ❖ Signage that costs more than \$1,000
- ❖ Operating expenses of another organization – NO CHECK WRITING
- ❖ Unrestricted donations to a beneficiary or cooperating organization (must have a receipt/invoice)
- ❖ Fundraisers

DISTRICT GRANT TIMELINE 2025–2026



Grants Training

- May 22, 2025 – Online Grant Management Training
- June 28 – In-Person at Oconee Fall Line Technical College in Dublin



June 1 to July 31 – Grant Application Period



July 31 – Memorandum of Understanding (MOU) Deadline & Application Deadline



Mid-September to May – Clubs Complete Projects*



May 15, 2026 – Deadline to Submit Final Reports and Ask for Reimbursement

* Clubs may NOT begin the spending of any funds until they receive approval of project from the District

DISTRICT GRANT CHECKLIST:

- ✓ Be qualified for the 2025–2026 Rotary year
- ✓ Comply with all policies and procedures of The Rotary Foundation (TRF) & District 6920
- ✓ Upload signed Memorandum of Understanding (MOU) in the documents section of grant
- ✓ AND....(see the next slide!)

All projects must involve active participation by Rotarians and promote visibility for The Rotary Foundation.

HOW TO BE QUALIFIED

All conditions must be met

- ✓ Be current with Rotary International and District dues
- ✓ Be up to date on all prior grant reports
- ✓ Incoming Club President must have attended President Elect Training
- ✓ At least one member of the Club must attend and complete District Grants Training

GRANT POLICIES

Funds allocated to clubs are based on a Club's giving to The Rotary Foundation **Annual Share** Fund 3 years ago.



2025-2026



2024-2025

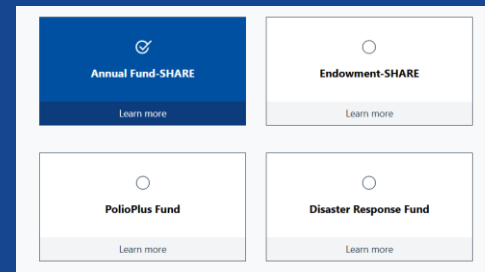


2023-2024



2022-2023

This is the giving year we use to calculate your Club's allocation



2. DESIGNATION/PURPOSE (Check one):

NOTE: Changes to designation can only be requested within 90 days of gift receipt date

☐ Annual Fund — SHARE

☐ PolioPlus Fund

☐ Approved Foundation grant

☐ Endowment Fund — World Fund

☐ Endowment Fund — SHARE

(number mandatory)

The minimum for a grant project is **\$500**

If your Club is allocated less than \$500, you can still participate

- ❖ Partner with other clubs
- ❖ Add club funds to make the project = \$500

BEST PRACTICE FOR PAYMENT

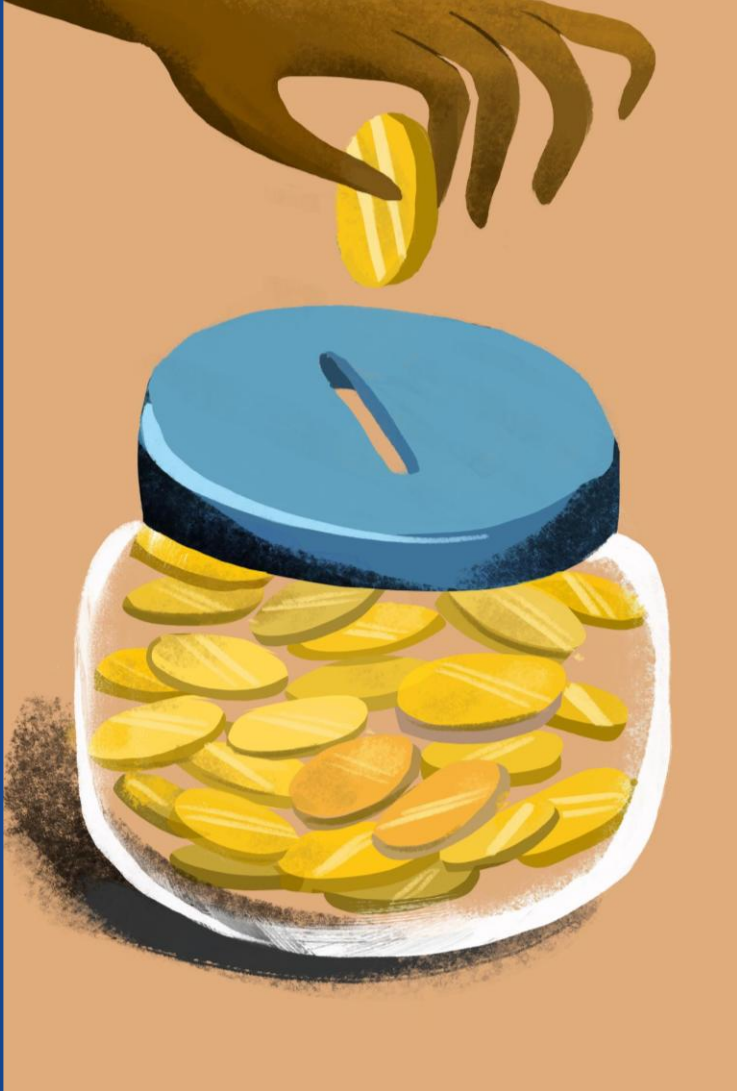
Pay the vendor or supplier of goods and/or services directly from the club's account.



If an individual Rotary member pays for a project related expense the member needs to turn in the receipt to the Club. The Club needs to provide that receipt and a cancelled check showing that the Club reimbursed the member.

The District will only reimburse Clubs for expenses. It will not reimburse Club Members for grant project expenses. That will be up to Clubs to do.

BEST PRACTICE



If you are doing a project with organization, and they can buy materials at a lower cost, that is fine.

They can invoice you for the cost of the goods, and you can pay the organization for the invoice.



AVOIDING PROBLEMS

- Check the Conflict-of-Interest Policy
- After grant project approval, any changes must be cleared by the District Grants committee.
- Spend all the grant money in accordance with the approved project.

AVOIDING PROBLEMS

You cannot buy and give gift cards, unless you provide a distribution log & receipts to show actual goods and services purchased.



AVOIDING PROBLEMS

- ❖ Parties & gifts are not allowed unless you can show humanitarian or educational purpose.
- ❖ GED and College scholarships must be paid directly to the school in name of the student.
- ❖ May not be paid to the school's foundation. Final report must include name of student(s) and receipt(s).



TIPS FOR A SUCCESSFUL GRANT



Start Early! Don't Wait until July 31



Involve your Members!



Document action with photos, expense with receipts/invoices, payments with canceled checks or credit card statements



Watch the DACdb video on how to apply for grant and complete final report



Keep us in the loop, especially if plans change.

*Be loud about
the things that
are important
to you.*

-Karen Waltrond

LoveThisPic.com

Please credit The Rotary Foundation for the funding of the grant project



🔧 HOW TO APPLY & REPORT USING DACDB

Ready to apply for a District Grant?

DACdb has a video that covers:

📁 Where to find the application

✍️ Assigning signers

📎 Submitting your MOU, receipts, and photos

🧭 Navigating the Command Center

[Grant Application and Grant Report Video](#)

[https://drive.google.com/file/d/1bL
G2dFb4vmX4QWWQmP8wbtASA
2nmFNln/view](https://drive.google.com/file/d/1bLG2dFb4vmX4QWWQmP8wbtASA2nmFNln/view)

WHERE TO ADD CLUB SIGNERS IN DACDB

dacdb.com says

At least 2 Club Signatures must be authorized before creating a Grant.
Select "Admin" in the left sidebar menu and then "Club Signatures".

OK

GRANT NAVIGATION

- Grant Overview
- Budget Overview
- Grant Dashboard
- District Grant View
- Area Grant View
- Club Grants View
- Grant Secure Files
- Admin**
 - Grant Overview
 - District Access List
 - District Signatures
 - Club Signatures**
 - Club Grant Writers
 - Email Notifications
 - Club Certification
 - Club Participation
 - Global Grants

- Log into DACdb and go to the Grants Module
- Go to the ADMIN section on left nav bar
- Click on Club Signatures.
- Use the arrows to add or remove Club members who can sign application/report.
- Only the Club President (or DACdb admin) can assign signers

Savannah South Club Grant Signatures: [2024-25]

Authorized Club Signatures for: 2024-25:

A summary of the Club Signatures approvals is shown below.

Number of Club Signatures Required: The District requires a minimum of 2 club signatures.

This is the list of members that have access to edit (Club Level) and approve the Grant.

To **Grant access**, move members from the left to the right. To **Remove access**, move members from the right to the left. Then click the [Save] button (above-right) to

Club Signatures Configuration: ☐ Include District Members ☐ Add by Leadership Role (ex. P,T,S)

Members NOT on list:

Abbott, Royce (Savannah South)
Babcock, Michael (Savannah South)
Bhuiyan, Serajul I (Savannah South)
Birch, Lisa (Savannah South)
Broderick, Thomas Robert (Savannah South)
Brooks, Carolyn Amanda (Savannah South)
Cordeiro, Anne M. (Savannah South)
Dawsey, Brian (Savannah South)
Decker, John Scott (Savannah South)
DePue, Charles B. Jr. (Savannah South)
Drake, James L. Jr. (Savannah South)
Farrell, Patrick K. (Savannah South)

>>>

<<<

<<< All

Members with Club signature permission:

Kelley, Doyle Devon Jr. (Savannah South)
Loomis, Byron (Savannah South)
Spicer, Jazmine (Savannah South)

FINAL REPORT = YOUR MOMENT TO SHINE ✨

- 🎉 Celebrate the impact your club made
 - ❖ Share success stories and great photos
 - ❖ Show Rotarians in action, not just writing checks
 - ❖ Inspire other clubs and strengthen future support
 - ❖ Upload photos and easy to read receipts and bank/credit card documentation
- 💡 Your final report is how your Club gets reimbursed!



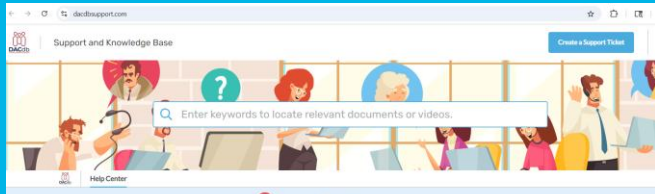
BEST PRACTICES FOR UPLOADING MATERIALS

- ❖ Easy to read receipts and bank/credit card documentation
- ❖ Avoid using special characters in file names (&, %, #)
- ❖ Upload photos that that show action

NEED HELP?

Check out DACdb

<https://www.dacdbsupport.com/>



Support and Knowledge Base

Enter keywords to locate relevant documents or videos.

Create a Support Ticket

Help Center

You have 2 items

dacdb.com/SecLogin3.cfm

Announcements Guides Learning

Find My DATA My CLUB DISTRICT Admin Setup Support / Learning

District Grants Overview: [2024-25]

Welcome to the Rotary District 6920 District Grant Portal!

Are you looking for information on the Rotary District 6920 Disaster Relief Grant? [Click here.](#)

District grants fund small-scale, short-term activities that address needs in your community and align with the mission of Rotary. District Grant Final Reports and all required documentation are **due May 15, 2025.**

To be eligible, your Club must do the following:

- Attend District Grants Training** on Saturday, May 11 in Dublin, GA. Note: You will need to sign in to verify attendance at the District Grants Training.
- Submit a Signed Memorandum** of Understanding in the Documents Section of your Club's Grant Application by July 31.
- Submit Your Club's Grant Application(s) by July 31, 2024.**
- Be current with District and Rotary International Dues and all Grant Reporting.** If your Club has NOT completed its most recent reporting, it will not be eligible to receive a District Grant.

NEED HELP?

- Caroline Edenfield,
Incoming District Grants Chair
478-318-0633
- caroline.edenfield@gmail.com



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Reach out to her. She will get back with you in a timely manner, but she may not be available immediately when you call or email her.

QUIZ QUESTION

What is the deadline to submit a District Grant application on DACdb?

- A) June 1
- B) July 31
- C) August 15
- D) May 15

QUIZ QUESTION

True or False: You can start spending grant funds as soon as you submit your application.

QUIZ QUESTION

Which of the following is NOT allowed in a District Grant project?

- A) GED scholarships paid directly to the school
- B) Gift cards with a distribution log and receipts of purchases/services bought
- C) Party decorations for a social event
- D) Community health materials

QUIZ QUESTION

True or False:

If your Club has an allocation that is less than \$500, you cannot participate in the District Grant program?

QUIZ QUESTION

Who must assign grant signers in DACdb before a new application can be started?

- A) Any club officer listed on the grant
- B) Club Secretary or Treasurer
- C) Club President or DACdb admin
- D) Anyone member listed as a contact

QUIZ QUESTION

What is the minimum grant amount your project must meet?

- A) \$100
- B) \$250
- C) \$500
- D) No minimum

QUIZ QUESTION

True or False:

If a club member pays out of pocket for grant expenses, the district will reimburse them directly.



THANK YOU!

**We appreciate you taking the time and
sharing your talents to make our District Better**