District Grant Signing Instructions

First you must have your project listed on the District Grants website at www.MatchingGrants.org/district. If you have not done so, click on "Submit Project" and follow the instructions. Make sure your project is listed for the correct Rotary year (during which you are requesting DDF).

Then your project must be "Fully Pledged", which means you have listed all the funding to reach your total budget. If your project is not "Fully Pledged", go to the "Financing" tab of the administration page and add/update contributions, or change the total budget using the "Edit Project Page" button on the "Description" tab of the administration page. The DDF you are asking for must be included in the financing. To go to the administration page of your project, click on the "Administration" button on your project page.

Then you must get your project signed before it will be considered for DDF approval. To do so, click on the "Start Club Signature Process" on the "Description" tab of the administration page. This will give you a possible list of signatories. Select on this list the primary project contact (already checked), **and the current club President (during the year of the project) for each club requesting DDF**. These are the only people who are **required** to sign the project. If your club President is not on the list, you need to add them as project partner on the "History Logs" tab of the administration page. Once you start this signature process, you will not be able to update the project description, so make sure it is correct and has all the information (including PDF documents) you want the district committee to review for approval of the DDF.

Starting the signature process will send emails to all the signatories with instructions on how to sign the project. Once all the signatures have been collected, the project status will change to "Signed" and your project will be considered for DDF approval.