To Apply for a District Grant:

- Go to district website home page (Rotarydistrict6110.org)
- Click on "DaCdb login" located in the upper right hand corner of the home page
- Log in to DaCdb and you will arrive at the DaCdb home page

Then do the following steps:

1. Click on "Grants"

2. Go to left hand side column and click on "Club Grants" and you should arrive at the grants page specifically identifying your Rotary Club's name

3. In the upper right-hand corner of the page, click on "New club grant request…" and a page entitled "Grant Details" should appear.

4. Project name – You should name your project

5. Project City – Identify the city in which the project will be carried out

6. Project State – Identify the state in which the project will be carried out

7. Project country – "United States" unless project will be carried out in another country

8. Total project budget – Enter the total dollar cost of the project

9. Requested DDF – Enter the amount of the grant money you are seeking

10. Target completion date – Click on the small calendar icon and indicate targeted project completion date

11. Project description – Briefly describe the project, the targeted beneficiaries and the nature of your Rotary Club's involvement in the project

12. Clubs involved – Your Rotary Club's name should display automatically; if other clubs are involved in the project, you should also click on their names

13. Click on "SAVE"

14. Click on "Contacts"

15. Identify "Members to be Pmailed" (that is, those who are principally involved in the project)

16. Click on "Application" and complete the application form, being sure to provide details in each section

17. Click on two "Understand" and "Accept" statements

18. Click on "SAVE"

19. Click on "Collect Grant Signatures"

20. Click on "SAVE"

21. Click on "Submit grant for district approval." Application will then be considered by Grants Committee