

District 7475: District Grants for 2018-19

Instructions for submitting Final Reports to receive approved Grant Reimbursement

1. Log onto District ClubRunner website, njrotary.org; open Member Area
2. Click on Grants and open your Club's grant application
3. On the horizontal menu- click on " Individual Project Report"
4. Answer all 6 questions under Project Description and click on Update
5. Update Actual Income and Expenses under Financial Report on the same page. Please make sure that the Expense details match the receipts and other documents which will be submitted as proof of completion of the project.
6. On the horizontal menu, now click on "Documents" and upload all receipts, pictures and any other document which the club wants to submit as proof of completion of the project.
7. Again click on " Individual Project Report" and then click on yellow button "Submit"
8. When submission page opens, tick mark following recipients- "grants administrators" and "Club contact". In the space for text message, please write "Final report completed". The club may also add any other additional information or explanation which they want to share with the District.
9. Click on yellow button "Send" at the bottom and this will complete the submission of the Final Report and all documents to the District.

If the grant administrators have any questions, they will get in touch with the club contact person. If everything is in order, the club will receive the grant amount by check.

If any questions, please contact Sharan Jain (jainsh.sj@gmail.com).