



Step by Step Instructions

www.matchinggrants.org/district

- Choose "Submit Project"
- Choose " Submit a New Project"
- Complete the fields - include start and completion date and show the active involvement of Rotarians
check the box - then click "**Save**"
- Choose "Administration" box on top right
- Tabs are - Description, Financing, Documents, Photos and History Logs
 - On the Document tab upload your District Grant Application, your Budget and any documents
necessary to support the costs - documents must be pdf files
 - Add any photos that you might want - photos must be jpg files
- Upon approval by the website administrator an email will be received saying the Project has been "published"
- Either click the link in the email or go to matchinggrants.org/district and go to your grant page
- Choose "Administration" box on top right then Click on "Start Club Signature Process"
- Check the box of the downloaded documents that you want to attach to the signed application
- The application **MUST** be signed by the Club President and the Primary Contact
- Click the "Send Application for Signatures"
- The signatories will receive an email with their signature key and a link to the signing page
 - Both signatories need to click their link and "sign" the project
- When both have signed the project it will go to the grant committee for review and approval
 - If the application needs additional information an email will be sent documenting
the areas needing correction and a timeframe for completion
- When the grant committee has approved the grant another email will be sent
 - This email will say that the district leadership has approved the project
 - The project can be started
 - Please keep all receipts of project expenditures and upload all the implementation
information on the website as supporting documents
- The District Treasurer will then process payment and another email will be generated
- Complete the project
- Return to the website www.matchinggrants.org/district and go to your grant page
- Choose "Administration" box
 - On the bottom left you will see "Click here to download a blank Final Report form"
 - Download the form and complete it - it is a Word document so it can be completed on the computer
 - Upload the completed Final Report and all of the supporting financial information
that has not been uploaded during the implementation
- You can review all of the information you have added and uploaded on the Project page
- When you have completed the report and documentation - click "Report"
- An email will be sent saying that the report is being reviewed
- Then another email will be received stating that the project is "Completed"

CONGRATULATIONS!