





**TO: Club Presidents and Grants Chairs**

### Revised Guide on How to Prepare and Submit the Final Report for District Grants

These steps summarize the procedure for closing out your Grant(s). The full description is in the attached "How to Use the District Grants Module."

1. Log into DaCdb website - [www.dacdb.com](http://www.dacdb.com)
2. Click on the *Grants* tab and then click on *District Grants* under *Grants Navigation* on the left side menu
3. You will then see the screen which lists all approved grants. Click on the pencil icon  (Edit) for your club grant and it will open your project with a horizontal tab menu. Click on the *Final Report* tab at the far right.
4. Complete the *Final Report* making sure you edit or answer all the questions. Please remember to click *Save FINAL Report* at the top right of your screen. (You can save at any stage of completing the report.)
5. After saving the final report, click on the *Documents* tab and then upload the supporting documents and pictures etc for your project. These should include invoices and any other lists to support that the project has been completed. Click on the *Save* button again.
6. On the horizontal tab menu, click on *Budget*; this will open the screen showing *Income Items* and *Expense Items*. Click on  Edit for each income and expense item and amend the budgeted figures to the final, actual numbers. For any new income/expense, click on "Add Income" or "Add Expenses" and add all actual amounts. The total of income and expenses should match. Excess grant funds must be returned to the District.
7. Now click on the *Club: Collect Final Signatures* button.
  - a. The persons authorized to sign in your club will get an e mail to log into DaCdb and sign the grant.
  - b. If you are the authorized person to sign, you should get out of the application, again log in and then reopen the application by clicking on the pencil icon to *Edit*. Then you should click on *Club: Collect Final Signatures*; this will lead you to the screen to digitally sign the application by clicking on the *Sign Grant* button.
8. Once the club rep has signed, he or she must then click on *Submit Grant for District Approval* at the top of the screen.



This completes the process for the Club. Once the District has approved, the club project will move to the Completed list at the bottom of the District Grants page.