

# Global Grants Step-by-Step Application Procedures

*District 6910 – v. 1/2016*

**If you have any questions during the process, please email  
Dr. Paul Matthews, at [pmatthew@uga.edu](mailto:pmatthew@uga.edu)**

**After you have confirmed that your project idea is eligible for Global Grants funding:**

**Step One:** Click on the Foundation tab on the left-hand sidebar of the main District 6910 website (<http://rotarydistrict6910.org/>).

**Step Two:** On the left sidebar, click on the “Global Grants” tab.

**Step Three:** Click on the link for “D6910 Global Grant Application Template” and download this Word document. Fill out the form, using the other resource documents here to help.

**Step Four:** Email your completed Template to the District 6910 Global Grants committee: Paul Matthews ([pmatthew@uga.edu](mailto:pmatthew@uga.edu)) **AND** Bruce Azevedo ([azevedo@negia.net](mailto:azevedo@negia.net)).

**Step Five:** The district Foundation Committee will review the application and the funding request, and will communicate back with you on any clarifications or updates needed.

**Step Six:** Once you have received feedback and approval from the district Foundation committee, you can proceed with submitting the grant through the online Grant Application Tool. You will have to sign in via MyRotary at [rotary.org](http://rotary.org) to access this and to start your application. Refer to the Global Grant Online Application Process document for step-by-step directions.

**Step Seven:** Rotary International staff will review the application and may ask for additional information from you. They will also require approval from the District Rotary Foundation Chair for funding.

**Step Eight:** Once all the information is in place and reviewed and approved, you will also need to collect all contributions to the Budget in a dedicated (separate) bank account. The Rotary Foundation typically provides Global Grant funds within about 2 weeks of approval, but you must have all the matching funds collected.