



Application Decision Approver Guide

Use this guide if you are authorized to make the district's application decision final.

BEFORE YOU BEGIN

Confirm that the committee recommendation is final and that your authority covers the current Grant Cycle.

HOW TO USE THIS GUIDE

Complete the tasks in order. Each task tells you where to begin, what to select, how to know you are finished, and what happens next.

Understand the two timelines

A Grant Cycle can close while its awarded projects and reports continue.

Grant Cycle	One application opportunity, including its application dates, review, and award decisions.
Project Period	The dates when an awarded project is expected to begin and end. It may continue after the Grant Cycle closes.
Reporting Schedule	The progress and final reports required for an awarded project, with their due dates.
Project closeout	The final checks that formally complete an awarded project after its required reports are accepted.

Tasks at a glance

1. Sign in 2. Open the decision queue	3. Finalize the decision
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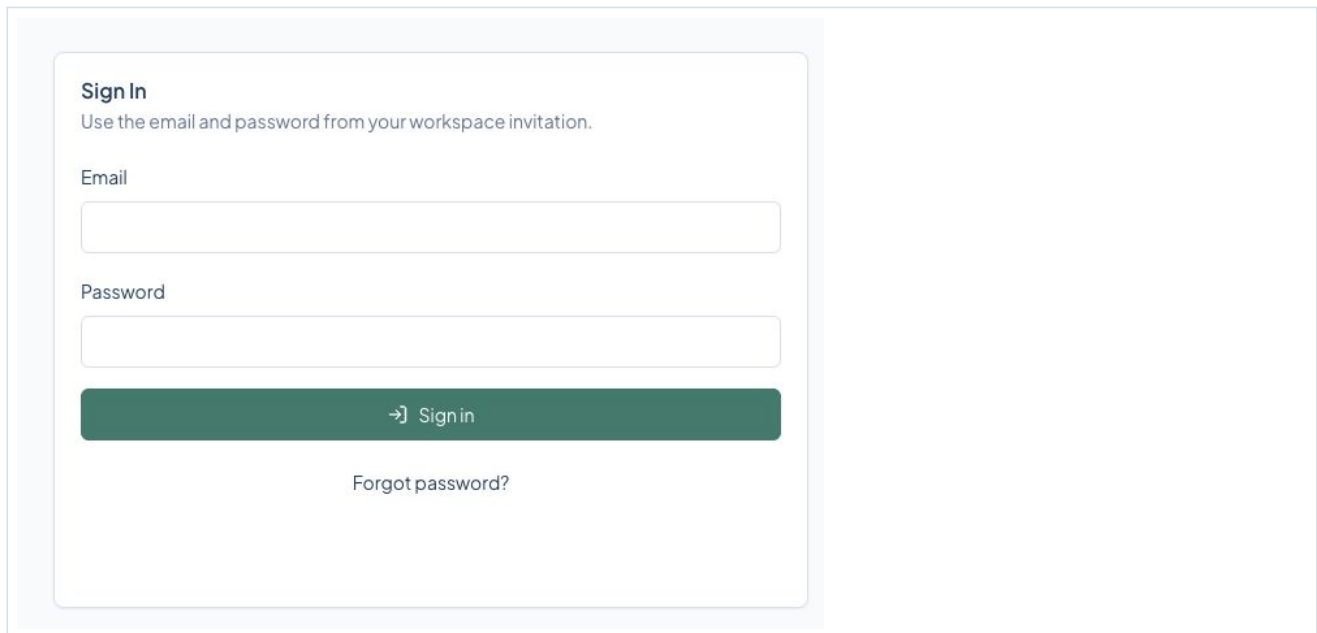
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

Sign in

WHERE TO BEGIN

Start on the GrantsPost sign-in page.

- 1 Enter the email address from your invitation.
- 2 Enter your password.
- 3 Select Sign in. If you cannot remember your password, select Forgot password?



Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

You arrive at the home page for your assigned role.

WHAT HAPPENS NEXT

GrantsPost opens the home page for your assigned role.

IF SOMETHING IS NOT WORKING

Check that you used the email address from the invitation. Use Forgot password? before asking an administrator to resend access.

Open the decision queue

WHERE TO BEGIN

From the top menu, open Decision.

- 1 Find the application marked Ready.
- 2 Check the committee recommendation, amount requested, and any warning.
- 3 Select Start decision. Use View decision when a decision record already exists.

GrantsPost
Avery District Program administrator
District 5150

Program Admin Committee **Decision** Funding Awards Notices Messages Account

Ask for help

DISTRICT DECISION
Application decisions
Review committee recommendations and record the district's final decision. Funding and applicant notices are handled in the next steps.

1 Ready to start 0 In progress 0 Paused 1 Completed 0 Blocked 4 Waiting for committee

Applications

Application	REQUESTED	RECOMMENDATION	APPLICATION REVIEWED	
Community Garden Expansion Rotary Club of Sunnyvale - 2026 District Grants Completed	\$2,000.00	Recommend with conditions	Application version 10, review 1	View decision View application
Youth Tech Skills Program Rotary Club of Palo Alto - 2026 District Grants Blocked Committee recommendation not finalized	\$3,500.00	Not finalized	Not available	View application
Community Garden Expansion With Regional Y... Rotary Club of Sunnyvale - 2026 District Grants Blocked Committee recommendation not finalized	\$2,000.00	Not finalized	Not available	View application
Literacy Mentorship Kits Rotary Club of Mountain View - 2026 District Grants Blocked Committee recommendation not finalized	\$1,800.00	Not finalized	Not available	View application

Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

The correct application is opened for decision.

WHAT HAPPENS NEXT

Return to your role's home page and follow the next action shown by GrantsPost.

IF SOMETHING IS NOT WORKING

Use Help or Ask for help. Include the page name and what you were trying to do. Never send your password.

Finalize the decision

WHERE TO BEGIN

From Decision Queue, select Start decision or View decision.

- 1 Choose Approved, Approved with conditions, Declined, or Returned for further review.
- 2 Enter the rationale and any required conditions or return instructions, then select Save Draft.
- 3 Review the draft carefully and select Finalize Outcome.

GrantsPost
Avery District | Program administrator
District 5150

Program Admin | Committee | **Decision** | Funding | Awards | Notices | Messages | Account

Ask for help

← Back to Decision Queue

DISTRICT DECISION PROCESS

Community Garden Expansion

Internal process record for District Decision outcome review. A finalized decision does not authorize funding, create an award, notify the Applicant, schedule payment, start reporting, or submit anything externally.

STATUS	OPENED	OPENED BY	GRANT CYCLE
OPEN	Jul 21, 2026, 3:30 PM	Avery District	2026 District Grants

Exact source package

APPLICATION VERSION
Version 10

COMMITTEE REVIEW CYCLE
Cycle 1

FINALIZED RECOMMENDATION
d711b625-21d5-4168-91e3-a2919b3ff5ce

APPLICATION VERSION ID
d0d1e0e0-e468-4e70-a490-99975e5b2c5f

COMMITTEE REVIEW CYCLE ID
b799eeac-1ac5-4af1-9689-1449be600c94

RECOMMENDATION OUTCOME
RECOMMEND_WITH_CONDITIONS

Authorized participants

Devon Park
DECISION_REVIEWER

Avery District
DECISION_FINALIZER,
DECISION_ADMINISTRATOR

District Decision outcome

OUTCOME	DRAFT VERSION	UPDATED BY
Approved	1	Avery District

RATIONALE
The district approves this application in principle. Funding and award administration remain future steps.

Authority snapshot

SNAPSHOT TIME
2026-07-21T22:30:00.000Z

ACTIVE RULES
0

OPENED BY
Not available

Example screen. Training names, dates, amounts, and district numbers will differ.

YOU ARE FINISHED WHEN

The decision record says Completed.

WHAT HAPPENS NEXT

A funding approver can act only after an approval is final.

IF SOMETHING IS NOT WORKING

If Finalize Outcome is unavailable, check your authority and complete every field required for the selected outcome.