



Award Approver Guide

Use this guide if you create and finalize the official award record.

BEFORE YOU BEGIN

Confirm that funding is finalized and the approved amount and conditions are ready.

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. Create the award	3. Approve the award
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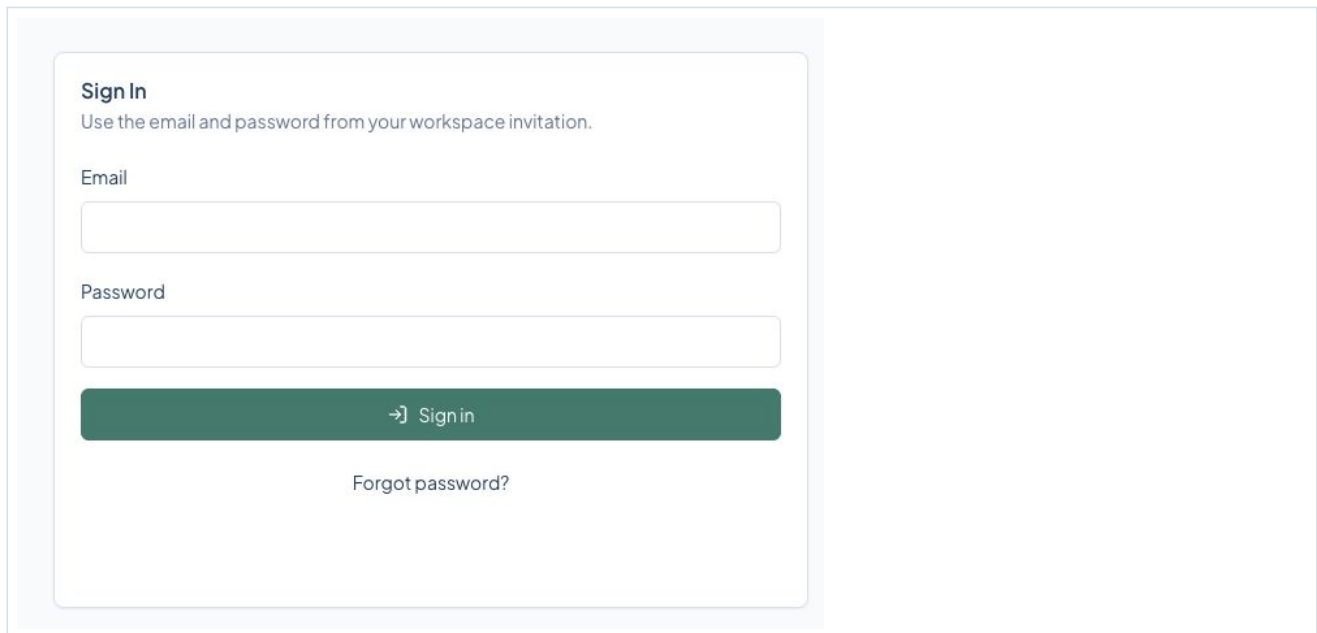
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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.

Create the award

WHERE TO BEGIN

From the top menu, open Awards.

- 1 Find the approved funding record that is ready for an award.
- 2 Select Start award draft.
- 3 Enter the public award title and confirm the Grant Cycle and amount.

GrantsPost
Avery District | Program administrator
District 5150

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

Ask for help

GRANT AWARDS
Award approvals
Create and approve the official award after funding is approved. Sending the applicant notice and grant payment are separate steps.

0 Eligible | 0 Drafts | 1 Approved | 0 Cancelled | 0 Replaced | 0 Blocked

Award records

Award Title	Status	Decision	Funding	Source	Action
Community Garden Expansion Rotary Club of Sunnyvale - 2026 District Grants	Finalized	Approved	\$4,500.00	Funding Authorization Fixture Source	View award

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

YOU ARE FINISHED WHEN

The award appears in Award records.

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.

Approve the award

WHERE TO BEGIN

From Award approvals, select Start award draft or View award.

- 1 Confirm the award title, amount, Project Period, Reporting Schedule, conditions, and source records.
- 2 Select Save award draft if you changed the record.
- 3 When everything is correct, select Approve award. The notice and payment are separate steps.

The screenshot shows the GrantsPost interface for a 'GRANT AWARD'. The header includes the GrantsPost logo, user information (Avery District, Program administrator, District 5150), and navigation tabs (Program Admin, Committee, Decision, Funding, Awards, Notices, Messages, Account). The 'Awards' tab is active.

Below the header, there's a 'Back to award approvals' link. The main heading is 'GRANT AWARD' followed by 'GP-FIXTURE-DRAFT-AWARD'. A note states: 'This is the district's official award record. Approving it does not send the applicant notice or grant payment; those are separate steps.'

A summary table displays key information:

STATUS	AWARD AMOUNT	FUNDING SOURCE	GRANT CYCLE	AWARD DATE
Draft	4500 USD	Funding Authorization Fixture Source	2026 District Grants	Not set

Below the table, there are sections for 'Grant award' (with Draft/Approved tabs), 'Your award approval access' (listing actions like Review awards, Approve awards, Manage awards), and 'Edit award draft' (with an 'Approve award' button). The 'Administrative status' section is also visible.

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

YOU ARE FINISHED WHEN

The award is approved and ready for an applicant notice and acceptance.

WHAT HAPPENS NEXT

An official notice can be prepared; award acceptance remains separate.

IF SOMETHING IS NOT WORKING

If Approve award is unavailable, confirm that funding is approved and every required award field is complete.