



Club Officer Guide

Use this guide if you complete annual qualification, sign an application, accept an award, or confirm receipt of funds for your club.

BEFORE YOU BEGIN

Confirm that the district has assigned your current club officer role in GrantsPost.

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. Complete annual qualification

3. Collect required signatures
4. Accept the award and confirm receipt

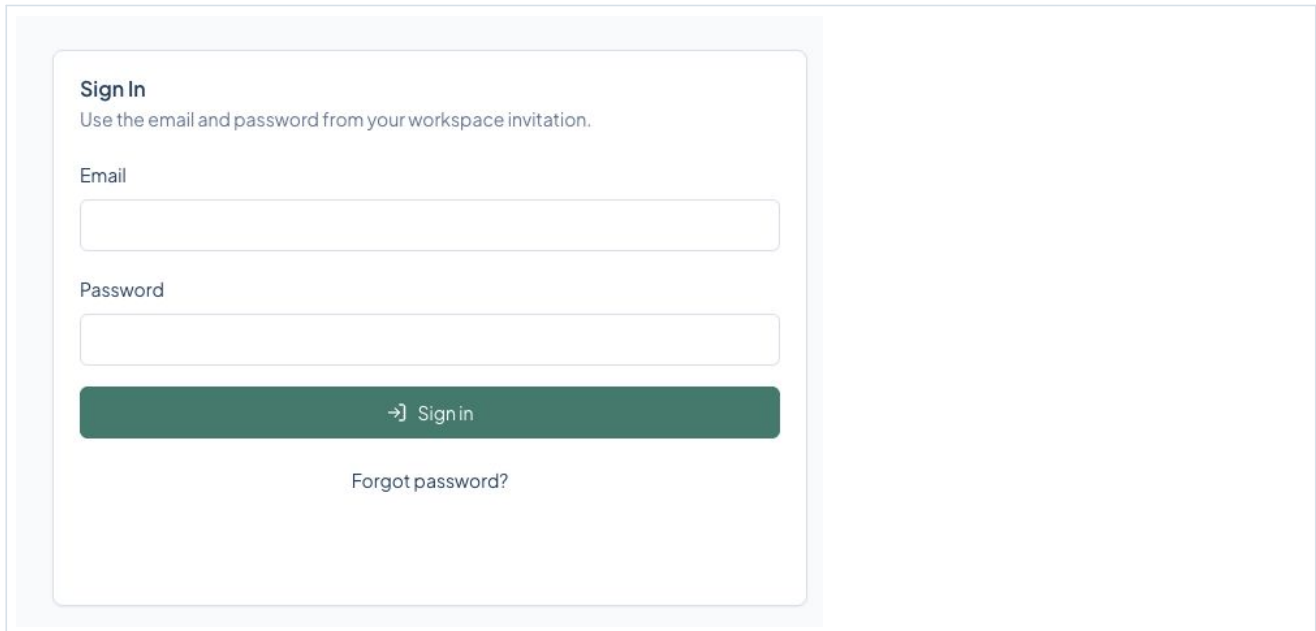
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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.

Complete annual qualification

WHERE TO BEGIN

From the applicant menu, open Annual Qualification.

- 1 Open each item marked Action needed.
- 2 Complete the training, agreement, evidence, or officer certification assigned to you.
- 3 Submit the item shown on the page. The district reviews submitted evidence and records the qualification decision.

The screenshot shows the GrantsPost interface for the 'Annual Qualification' section. The left sidebar contains a navigation menu with options: 'Your Projects', 'Annual Qualification' (highlighted), 'Current Project', 'Official Notices', 'Messages', and 'Account'. The main content area is titled 'Annual Qualification' and includes a sub-header 'ORGANIZATION READINESS'. Below this, it states 'Complete the organization requirements that apply before submitting a grant application.' The main content area lists three items, each with a 'Not started' button:

- Annual MOU attestation by current president**: An authorized representative must submit this attestation. The assigned Current president must submit this attestation.
- Annual MOU attestation by president-elect**: An authorized representative must submit this attestation. The assigned President-elect must submit this attestation.
- Organization is in good standing**: Your program administrator verifies this organization status.

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

YOU ARE FINISHED WHEN

The organization is shown as qualified for the Grant Cycle.

WHAT HAPPENS NEXT

The district reviews the qualification record; wait for the decision if review is pending.

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.

Collect required signatures

WHERE TO BEGIN

In your project, open Certifications and signatures.

- 1 Read every statement before anyone signs.
- 2 Ask each authorized officer to open the statement assigned to their role and complete the signature action shown.
- 3 Return to this page and confirm every required statement shows a current signature.

GrantsPost Rotary District 5030 QA My Application

Back to project

REQUIRED APPROVALS

Certifications and signatures

Read each statement and sign using the account and organization role shown. If application content changes, affected signatures must be completed again.

Current president proposal approval
Version 2026-27.1 · Typed name · requires Current president

Sign again

I approve this proposal for submission on behalf of the lead club and confirm that the information provided is accurate to the best of my knowledge.

The application changed after the previous signature. Review the current application and sign this statement again.

Only a current Current president may sign.

President-elect proposal approval
Version 2026-27.1 · Typed name · requires President-elect

Sign again

I have reviewed and approve this proposal and understand the lead club's stewardship and reporting responsibilities.

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

YOU ARE FINISHED WHEN

Every required statement shows a current signature.

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.

Accept the award and confirm receipt

WHERE TO BEGIN

Open your awarded project, then Accept award and receive funds.

- 1 Read the award amount, conditions, due date, and acceptance statement.
- 2 The authorized officer completes the acceptance action shown on the page.
- 3 Select Confirm receipt only after the money has reached the club's account.

GrantsPost Rotary District 5030 QA My Application

← Back to project

AWARD ADMINISTRATION

Accept award and receive funds

Complete the configured acceptance statements, submit evidence for award conditions, and track each authorized transfer separately from money actually received.

AWARD	AMOUNT	ACCEPTANCE	ACCEPTANCE DUE
GP-2026-0001	\$5,000.00	Accepted	Sep 5, 2026

Award acceptance
Each statement preserves its exact version, signer identity, represented organization role, and award-subject hash.

Organization award acceptance ✓

I accept this award on behalf of my organization, agree to the approved project scope and award conditions, and accept responsibility for stewardship, documentation, reporting, and returning any unused or ineligible funds.

Current president - Typed name
Signed by Jordan President on Aug 6, 2026

Award conditions
A payment authorization may require even more conditions to be satisfied or formally waived.

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

YOU ARE FINISHED WHEN

The award shows accepted and the received amount is recorded.

WHAT HAPPENS NEXT

The district can track the confirmed receipt and the project can begin under the award conditions.

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.