



Funding Approver Guide

Use this guide if you are authorized to approve the grant amount and funding source.

BEFORE YOU BEGIN

Confirm that the application decision is final and that enough funding capacity is available.

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 funding queue	3. Approve funding
---	--------------------

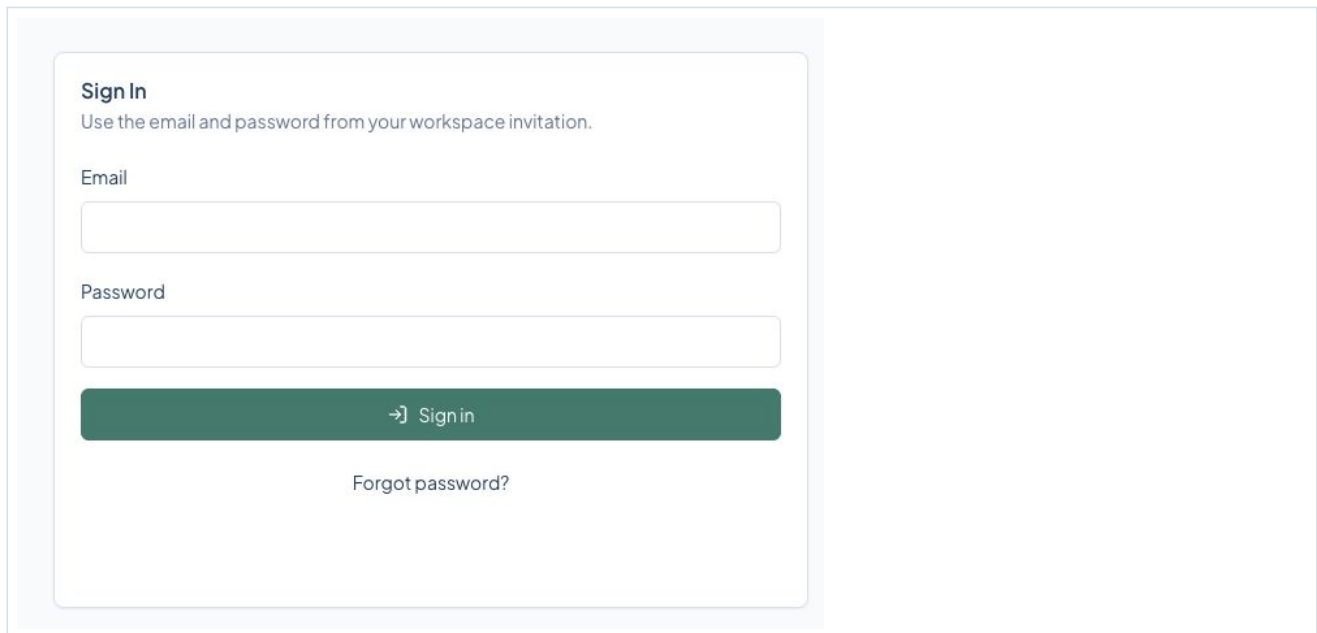
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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 funding queue

WHERE TO BEGIN

From the top menu, open Funding.

- 1 Find the application with a final approval and available funding capacity.
- 2 Choose a funding source, enter the amount and reason, then select Start funding approval.
- 3 Confirm that the draft amount does not exceed the request or a stricter approved amount.

GrantsPost
Avery District | Program administrator
District 5150

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

Ask for help

DISTRICT FUNDING

Funding approvals

Choose the amount the district will fund and the funding source to use. After you approve the funding, an award approver can create the award.

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

Funding records

Community Garden Expansion	Finalized	DECISION	REQUESTED	FUNDING AMOUNT	
Rotary Club of Sunnyvale - 2026 District Grants		Approved	Not available	\$4,500.00	View funding

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

YOU ARE FINISHED WHEN

A funding record is ready for final review.

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.

TASK 3 OF 3

Approve funding

WHERE TO BEGIN

From Funding approvals, select Start funding approval or View funding.

- 1 Confirm the amount, funding source, your approval access, and the reason.
- 2 Select Save funding draft if you changed the record.
- 3 When everything is correct, select Approve funding. This does not create an award or payment.

The screenshot shows the GrantsPost interface for a 'FUNDING APPROVAL' titled 'Community Garden Expansion'. The user is logged in as 'Avery District' (Program administrator, District 5150). The navigation bar includes links for Program Admin, Committee, Decision, Funding (active), Awards, Notices, Messages, and Account. A 'Back to funding approvals' link is at the top left. The main content area shows a summary table with columns: STATUS (Draft), FUNDING AMOUNT (4500 USD), FUNDING SOURCE (Funding Authorization Fixture Source), and GRANT CYCLE (2026 District Grants). Below this is a 'Funding approval' section with tabs for Draft and Approved. The 'Draft' tab is active, showing a 'RATIONALE' field with the text 'Training funding approval reason. No award or payment is created.' and a 'FUNDING REQUIREMENTS' section with a list item '1. Subject to annual budget availability' and the note 'Administrative funding condition only.' To the right of the draft section is a 'Your funding approval access' sidebar. It lists 'ACTIONS YOU CAN TAKE' (Review funding, Approve funding, Manage funding approvals), 'DRAFTED BY' (Avery District), and 'APPROVED BY' (Not approved). At the bottom of the sidebar is an 'Approve funding' button. Below the draft section is an 'Edit funding approval draft' section with a 'Funding amount' field set to 4500 and a note 'Amount approved with the application decision'. At the bottom of the sidebar is an 'Administrative status' section with a 'Cancellation reason' field.

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

YOU ARE FINISHED WHEN

The funding approval says Approved.

WHAT HAPPENS NEXT

An award approver can create the award record.

IF SOMETHING IS NOT WORKING

If Approve funding is unavailable, check your approval access, available capacity, amount, and the final decision.