



Official Notice Sender Guide

Use this guide if you prepare, approve, or send an official decision or award notice.

BEFORE YOU BEGIN

Confirm that the source decision or award is final and that you have permission to approve or send notices.

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. Prepare the applicant notice	3. Review the official notice record
---	--------------------------------------

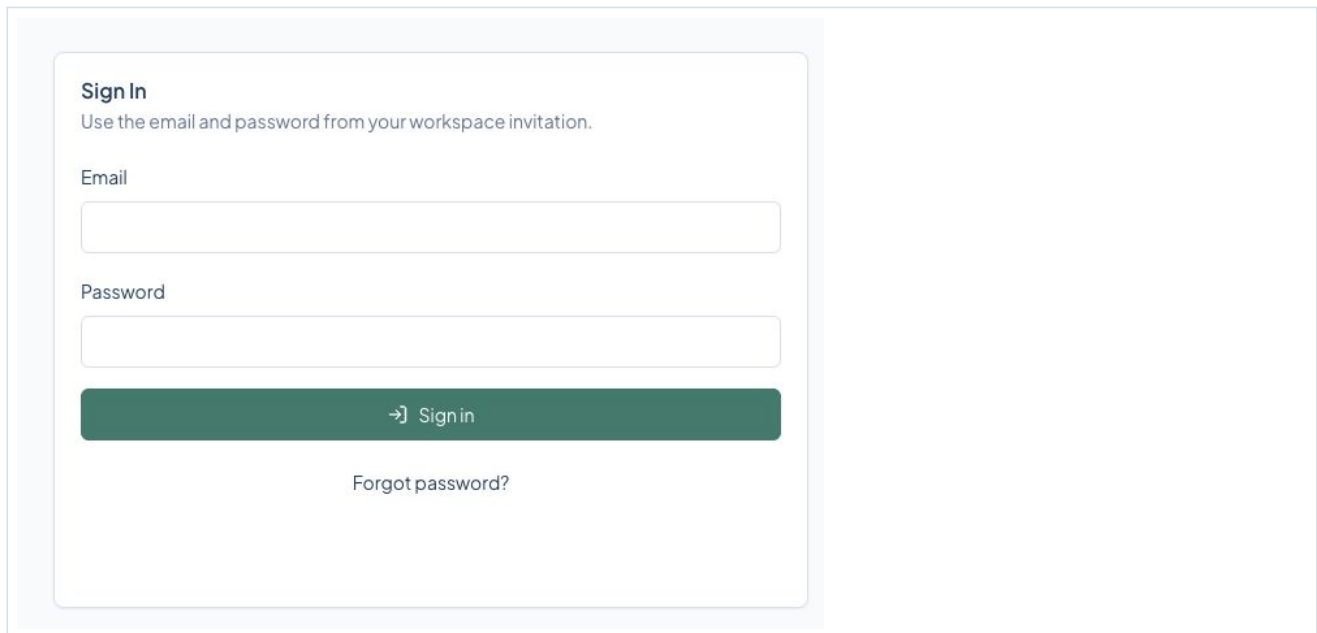
Screenshots use fictional training records. Names, dates, amounts, and district numbers will differ.

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.

Prepare the applicant notice

WHERE TO BEGIN

From the top menu, open Notices.

- 1 Find the finalized decision or award that needs an official notice.
- 2 Select Start notice draft.
- 3 Open the draft and compare the applicant-facing message with the source records.

GrantsPost
Avery District | Program administrator
District 5150

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

Ask for help

OFFICIAL NOTICES
Applicant notices
Prepare, approve, and send official decision and award messages to applicants.

0 Eligible | 0 Draft | 0 Awaiting | 0 Approved | 1 Sent | 0 Cancelled | 0 Blocked

Notice records

Community Garden Expansion Rotary Club of Sunnyvale · 2026 District Grants	Dispatched	NOTICE Award	DECISION Approved	AWARD GP-FIXTURE-FINALIZED-AWARD	View notice
--	------------	-----------------	----------------------	-------------------------------------	-------------

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

YOU ARE FINISHED WHEN

The intended notice is approved and sent.

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.

Review the official notice record

WHERE TO BEGIN

From Applicant notices, open the notice record.

- 1 Review the subject, body, decision, amount, conditions, and source records.
- 2 Select Save notice draft after changes, then select Approve notice.
- 3 A person with permission to send notices selects Send official notice. The sent notice becomes read-only.

GrantsPost

Avery District Program administrator District 5150

Program Admin Committee Decision Funding Awards Notices Messages Account

Ask for help

Back to applicant notices

OFFICIAL APPLICANT NOTICE

Fixture Official AWARD Notice

Review the exact message the applicant will receive, then approve and send it.

STATUS	NOTICE TYPE	APPLICATION REVIEWED	COMMITTEE REVIEW	APPLICANT
Draft	Award	Version 10	Review 1	Sofa Reyes

Preview for the applicant

Fixture Official AWARD Notice

Dear Sofa Reyes,

Fixture official Award notice for GP-FIXTURE-FINALIZED-AWARD. No payment or disbursement has been recorded.

Next steps

Contact the district grants team with questions.

Sincerely,
District Grants Team

Edit notice draft

Subject

Fixture Official AWARD Notice

Your notice access

ACTIONS YOU CAN TAKE

Notice drafter, Approve notices, Send notices, Manage notices

DRAFTED BY

Avery District

APPROVED BY

Not approved

SENT BY

Not sent

Approve notice

Administrative status

Cancellation reason

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

YOU ARE FINISHED WHEN

The applicant can see the correct official notice.

WHAT HAPPENS NEXT

The applicant can read the official notice in GrantsPost.

IF SOMETHING IS NOT WORKING

If email delivery fails, the in-app notice can still be the official record. Follow the delivery status shown on the notice.