ClubRunner

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How do clubs submit grant requests?

Omar S. - 2023-07-05 - <u>Grant User Guides</u> Note

Notes:

- The District must have purchased the Grants module
- Only Trained Members of the Club Can Submit a Grant Request.
- 1. Go to your district webpage and click on the **Login** link at the top right of the page. Then, enter your login details on the page that appears.
- 2. To access the District Administration page, click on Member Area on the top right.
- 3. You are now on the District Administration page. Above the Administration heading you will see a number of tabs. To access your club grants, click on the **Grant** tab and then **My Club Grants** just below.
- 4. On the left-hand side of the page, click on Submit a Grant Request.
- 5. Fill in the appropriate fields within the initial application.
- 6. When Finished press Submit.

If you are unable to submit a Club Grant contact your District Grants Administrator, or if you are uncertain who that is, then your District Secretary. Alternatively <u>click here</u> to submit an email ticket to us and we would be happy to investigate further.

Related Content

- <u>VIDEO: How clubs can use Grants</u>
- Grants module guide PDF (Club)