ClubRunner

How do I correct the status of a grant?

Michael C. - 2021-02-16 - Grant Management Guides

If you have moved the workflow step of a grant to "Completed" or "Funded" status accidentally, you can use the following steps to change the grant to the correct workflow status:
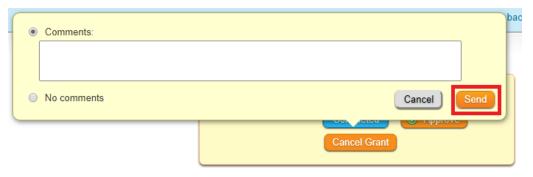
1. Start by opening the grant and view the status' available (Screen below shows after funded).

2. Next, Click the **Cancel Grant** button. This will change the Status of the Grant to Cancelled. This will not delete the Grant.

3. Now, you can add a comment if you wish to explain the cancellation. If not simply select **No Comments** and click the **Send** button**.**

4. Once the Status has changed to Cancelled, click the **Resubmit Grant Request** button.

Project Clean Water

Grant Project:	Project Clean Water
Primary Sponsoring Club:	Lions Club of Lisbon
Contact:	Doe, John
Date Submitted:	Aug 25, 2014 at 3:15 PM
Project Total Budget:	$0.00
Project Total Financing:	$0.00
Requested Grant Amount:	$0.00

Status: **Cancelled**

Resubmit Grant Request   Delete Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

5. Once again, you can add a comment if you wish to explain the cancellation. If not simply select **No Comments** and click the **Send** button**.**

⦿ Comments:

⦾ No comments   Cancel   Send

Status: **Cancelled**

Resubmit Grant Request   Delete Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived

6. Once the Grant has been resubmitted, you will be able to return your Grant to the correct status.

Project Clean Water

Grant Project:	Project Clean Water
Primary Sponsoring Club:	Lions Club of Lisbon
Contact:	Doe, John
Date Submitted:	Aug 25, 2014 at 3:15 PM
Project Total Budget:	$0.00
Project Total Financing:	$0.00
Requested Grant Amount:	$0.00

Status: **Under Review**

Request More Information

Approve   Reject   Cancel Grant

Please note, updates to the project and grant information cannot be made after the status has been marked completed or archived