

A FRIENDLY REMINDER REGARDING YOUR CLUB'S DDF COMMITMENT TO A GLOBAL GRANT

Your Club may commit some or all of your Club's DDF to one or more Global Grants. In order to commit DDF, the Global Grant must be registered on the 5330 Rotary Grants website. Actions are as follows:

1. **If the Global Grant is already registered on 5330rotarygrants.org**, please go to www.5330rotarygrants.org, log in and select Item #5 on the home page. Select the Global Grant from the dropdown list in Step 1 and follow the remaining steps to complete the DDF transfer.
2. **If the Global Grant is not registered (does not appear in the Global Grant list):**
 1. **If your Club is the primary sponsor** for the Global Grant, the Global Grant must first be initiated on Rotary.org and assigned a Global Grant number. Once you have a Global Grant number then you must complete the form attached to this email and email the scanned form to webmaster@5330rotarygrants.org. Please note the form must be signed by your Club's President. Grant registration for 5330rotarygrants.org and DDF transfer will be processed by the site administrator on your behalf.
 2. **If the Global Grant is being sponsored by another 5330 Club**, then that Club must complete the Rotary.org setup and complete registration on 5330rotarygrants.org using the attached form before you can transfer your Club's DDF
 3. **If the Global Grant is sponsored by another District**, you must also complete the attached form and email to webmaster@5330rotarygrants.org showing your DDF amount, Global Grant number and Club President approval. Grant registration for 5330rotarygrants.org and DDF transfer will be processed by the site administrator on your behalf.

PLEASE NOTE: If you have already initiated a Global Grant on rotary.org you must still register on 5330rotarygrants.org as noted in Item 2 to record your DDF commitment.

We do not monitor the website matchinggrants.org. DDF amounts entered on matchinggrants.org are not recognized by 5330 Grants website.

Thank you for your understanding. If you have any questions please contact webmaster@5330rotarygrants.org

District 5330 Request to register a Global Grant or Contribute DDF to another District's Global Grant

Global Grants must be registered on the District's Grants website before 5330 Clubs can contribute DDF toward the Global Grant. Email request to webmaster@5330rotarygrants.org

Your Name: _____ Email: _____

Your Club Name: _____

This registration applies to:

- (1) A Global Grant where your club will be either the Primary International or Host Partner AND
- (2) A Global Grant sponsored by another District and your club wishes to contribute DDF to that Global Grant.

CHECK THE TYPE OF REQUEST BELOW:

_____ This is a request to register a Global Grant as a Primary Partner (1)

_____ This is a request to register a Global Grant for DDF contribution only (2)

The Global Grant must be initiated on The Rotary International website, www.rotary.org

Global Grant Number assigned by The Rotary International grants tool: _____

Brief Description of the Global Grant: _____

If the Grant's primary sponsor is in another District, enter the District number: _____

Country/club where the Global project will be located: _____

Grant Budget Total: _____ DDF committed by your Club: _____

If more DDF wanted from other 5330 Clubs, enter the amount: _____

THIS REQUEST MUST BE APPROVED BY YOUR CLUB PRESIDENT

Print your Club President's Name: _____

President Signature: _____ Date: _____