The following sequence may help you understand how to put things together for a Rotary Global Grant.

1. Receive Community Needs Assessment – by Host Rotary Club
2. Get approval from your own club (the International Sponsor) for a cash donation of C$5,000 or more
3. Get approval from your own club for permission to access DDF
4. Make sure your club and District are QUALIFIED – MOU & Grants Seminar attendance
	1. Find the Club MOU on the www.Rotary5360.org webpage under DOCUMENTATION tab.
	2. Get Pres. Elect and Pres. Nominee to sign it
	3. Upload it onto the Rotary5360.org webpage (look under DOCUMENTATION tab.
5. On Rotary.org start a Global Grant application in order to have a GG number.
	1. Must have names of two clubs, district numbers and primary sponsors in each.
	2. Ensure you read documents on Sustainability and Six Areas of Focus Policies
	3. Review the Conflict of Interest policy
	4. Fill out as much detail as possible at this time
6. (Optional) In parallel with steps 3,4, fill out and submit an application to CIP if applicable. http://www.culturetourism.alberta.ca/community/community-grants/community-initiatives-program/international-development/
	1. Can be done anytime - assume the DDF, TRF and GoC awards will be approved.
7. Using Rotary5360.org, find the application for DDF awards
	1. Fill out a Type A DDF application
		1. Upload the DDF application – around April 1 if possible
		2. Upload a letter of invitation/collaboration from the Host club
		3. Upload more detail on your project – such as a copy of the GG application
		4. SUBMIT it and advise your President to approve it.
	2. (Optional) Find a friendly Alberta club and get them to submit a Type C DDF req.
8. (Optional) Using TRF Canada webpage, download the pertinent pre-qualification application for GoC (Government of Canada) matching. Fill it out and submit it, as instructed in the application. https://portal.clubrunner.ca/100984
9. Develop an MOU between International and Host clubs and a Cooperating Organization.
	1. Found on the sidebar of the GG application page.
10. When CIP, DDF and GoC have all been approved and MOU has been signed
	1. Do a final revision of the GG application
	2. Upload supporting files to GG application
	3. Get DRFC and DG to approve the DDF allocation
	4. Get both Primary sponsors and their presidents to approve the Global Grant application.
11. Respond to questions from TRF.

**If the GG application is not approved, cancel the DDF and GoC awards and possibly the CIP awards.**