

## How do clubs submit grant requests?

Omar S. - 2023-07-05 - Grant User Guides

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 [click here](#) to submit an email ticket to us and we would be happy to investigate further.

### Related Content

- [VIDEO: How clubs can use Grants](#)
- [Grants module guide PDF \(Club\)](#)