**How to log in and complete the legal authorization (club president or DRFC):**

Go to [www.rotary.org/grants](http://www.rotary.org/grants) and click “My Rotary”. Then click Sign In/Register link to enter your username and password.

Hover over “Take Action” and under the Apply for Grants heading click “Grant Application Tool”.

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1. Click “Global Grants” in the left-hand toolbar.



1. Under the “Applications” heading find your grant number and click “Open”. *Please note that if you access the grant under the “Attention Needed” heading you will be able to view the application but not provide the legal authorization.*



1. Click the Legal Agreement tab to review the legal agreement. You will see your name listed below. To provide authorization, click the checkbox. A pop-up will appear confirming you have made the authorization and then a date will appear next to your name (see second screen shot).

Confirm to the primary contact that you have provided legal authorization.



After you have authorized a date will appear next to your name.

