**Making a Grant from The Rotary Foundation DAF Online Portal**

**Step 1.** Log into the DAF portal here: [https://www.your-fundaccount.com/rotary/](https://www.your-fundaccount.com/rotary/)

  a. Forgot your DAF portal password? Click the “Forgot Password” link in the login box
     i. You will be asked to provide your User Login ID.
     ii. Forgot your ID? Reach out to plannedgiving@rotary.org

**Step 2.** Once you are logged in, under the “Grants” tab, select “Make a New Grant.”

**Step 3.** Read and accept the terms and conditions.
Step 4. Select your grant recipient from the dropdown menu.

   a. Grant recipient not listed in the dropdown menu? Select the “Add a Grant Recipient” option
      i. Enter the grant recipient’s information. Required information includes: EIN, organization name, and legal mailing address
      ii. You will then be rerouted to the Make a New grant tab. Select your new recipient from the dropdown menu

Step 5. When prompted, enter the grant amount.
   a. Enter any special instructions or purpose for the grant
   b. Enter when you would like the grant issued
   c. Enter any “In Honor of” information, if applicable
Step 6. Click the “Preview Data” button at the bottom of the page and review the information you have entered.

Step 7. Scroll to the bottom of the page and select “Submit.”

Step 8. Your grant request is now complete and pending approval from The Rotary Foundation.

Questions? Please reach out to plannedgiving@rotary.org or (847) 866-3100