



HOW TO USE THE GRANT CENTER

The Grant Center is the place to go for everything you need to do online for your Rotary Foundation grants, and it keeps all of Rotary's grant-related resources handy for you. This guide will show you how to use it to navigate the updated system, apply for a global grant, and, for district leaders only, apply for a district grant. We'll update this guide with information about other tasks, like reporting on grants, as those functions become available in the Grant Center. For general information about grants, go to My Rotary's [Apply for Grants](#) page.

Navigating the Grant Center

The Grant Center's landing page gives an overview of Rotary grants and links to helpful resources.

The screenshot shows the Rotary Grant Center landing page. At the top is a navigation bar with the Rotary logo, 'Grant Center', and links for 'Home', 'Apply for a Grant', 'My Grants', and 'My Actions'. Below the navigation bar is a large banner image of three smiling children. Overlaid on the banner is a white box containing the following content:

Rotary Grants
Welcome to Rotary grants! As Rotary members, we contribute our skills, expertise, and resources to solve some of the world's most serious problems. From providing clean water in local communities to promoting peace worldwide, Rotary grants can bring your project ideas to life.

Use the Rotary grants tool to apply for a grant, track its progress, report on it, and search for other grants in your district.

Types of grants
The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Here's an overview:

- Global grants** support large international projects with long-term, sustainable outcomes in one or more of Rotary's areas of focus. They range from \$15,000 to \$200,000.
- District grants** fund smaller-scale, short-term projects that address immediate needs in your community or abroad.
- Packaged grants** fund up to 10 scholarships each year for students in a master's program on water and sanitation at the UNESCO-IHE Institute for Water Education in Delft, Netherlands.

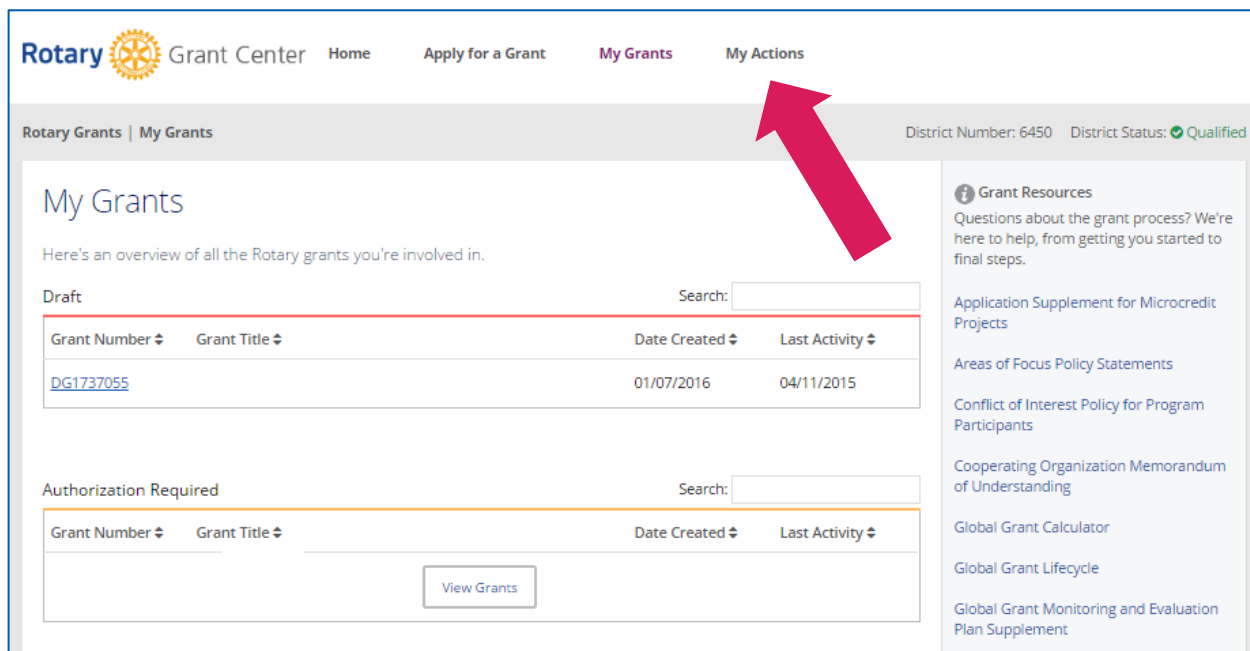
District qualification
Before applying for grants, district leaders agree to follow the stewardship requirements listed in the memorandum of understanding.

The lifecycle of a Rotary grant

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

- Application Supplement for Microcredit Projects
- Areas of Focus Policy Statements
- Conflict of Interest Policy for Program Participants
- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement
- Grant Travel

Use the menus at the top to navigate the Grant Center. Choose **My Grants** to see all of the grants you're involved in.



Rotary Grant Center Home Apply for a Grant **My Grants** My Actions

Rotary Grants | My Grants District Number: 6450 District Status: ✔ Qualified

My Grants

Here's an overview of all the Rotary grants you're involved in.

Draft Search:

Grant Number	Grant Title	Date Created	Last Activity
DG1737055		01/07/2016	04/11/2015

Authorization Required Search:

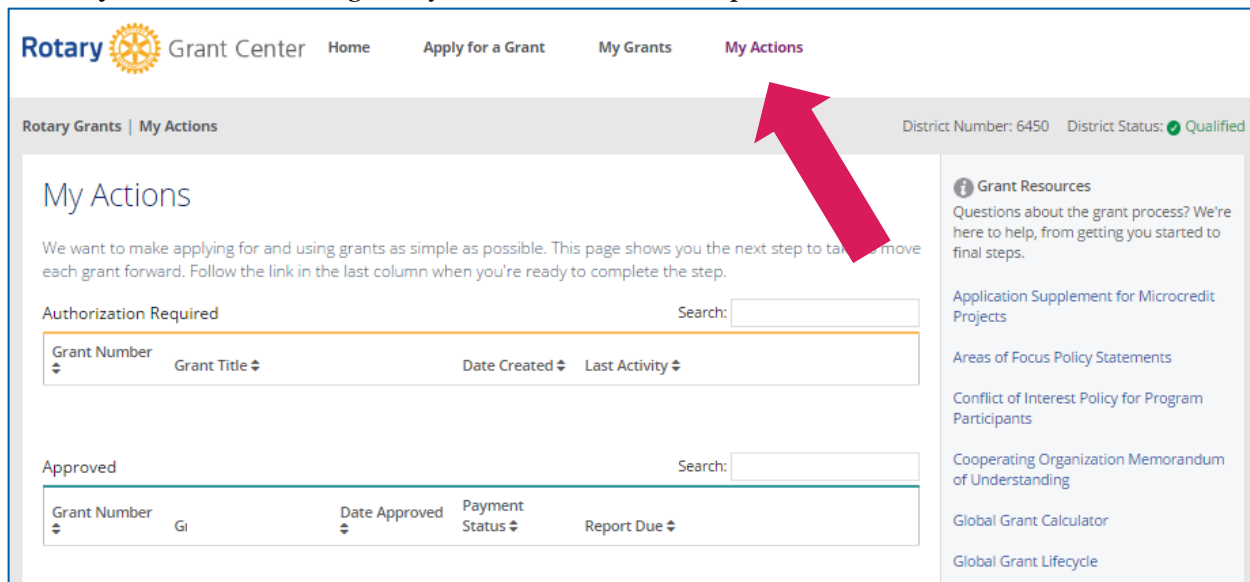
Grant Number	Grant Title	Date Created	Last Activity
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[View Grants](#)

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- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement

Go to **My Actions** to see the grants you're involved in that require action.



Rotary Grant Center Home Apply for a Grant My Grants **My Actions**

Rotary Grants | My Actions District Number: 6450 District Status: ✔ Qualified

My Actions

We want to make applying for and using grants as simple as possible. This page shows you the next step to take to move each grant forward. Follow the link in the last column when you're ready to complete the step.

Authorization Required Search:

Grant Number	Grant Title	Date Created	Last Activity
--------------	-------------	--------------	---------------

Approved Search:

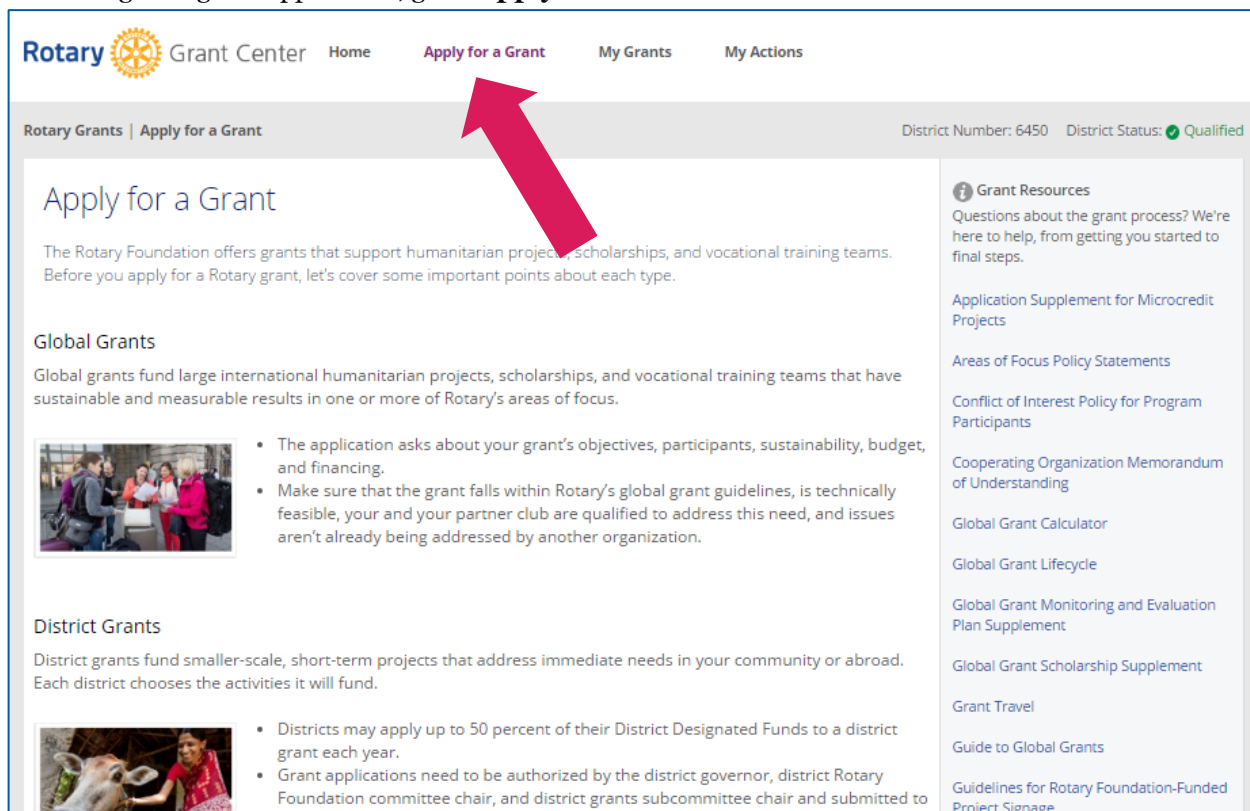
Grant Number	GI	Date Approved	Payment Status	Report Due
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- Cooperating Organization Memorandum of Understanding
- Global Grant Calculator
- Global Grant Lifecycle

Applying for a Global Grant

To start a global grant application, go to **Apply for a Grant**.



Rotary Grant Center Home **Apply for a Grant** My Grants My Actions


Rotary Grants | Apply for a Grant District Number: 6450 District Status: ✔ Qualified

Apply for a Grant

The Rotary Foundation offers grants that support humanitarian projects, scholarships, and vocational training teams. Before you apply for a Rotary grant, let's cover some important points about each type.

Global Grants


Global grants fund large international humanitarian projects, scholarships, and vocational training teams that have sustainable and measurable results in one or more of Rotary's areas of focus.



- The application asks about your grant's objectives, participants, sustainability, budget, and financing.
- Make sure that the grant falls within Rotary's global grant guidelines, is technically feasible, your and your partner club are qualified to address this need, and issues aren't already being addressed by another organization.

District Grants

District grants fund smaller-scale, short-term projects that address immediate needs in your community or abroad. Each district chooses the activities it will fund.



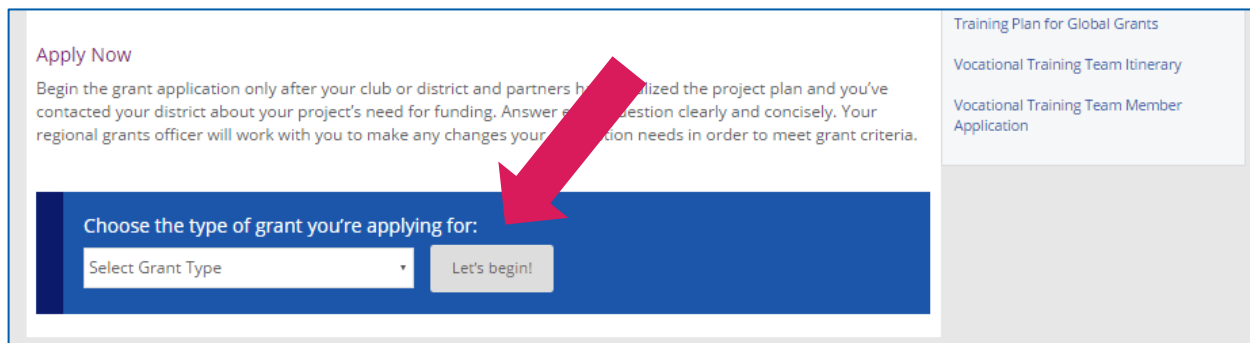
- Districts may apply up to 50 percent of their District Designated Funds to a district grant each year.
- Grant applications need to be authorized by the district governor, district Rotary Foundation committee chair, and district grants subcommittee chair and submitted to

Grant Resources

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- Global Grant Calculator
- Global Grant Lifecycle
- Global Grant Monitoring and Evaluation Plan Supplement
- Global Grant Scholarship Supplement
- Grant Travel
- Guide to Global Grants
- Guidelines for Rotary Foundation-Funded Project Signage

Choose **Global Grant** from the list at the bottom of the page and click or tap **Let's begin!**



Apply Now

Begin the grant application only after your club or district and partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer each question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

Select Grant Type

- Training Plan for Global Grants
- Vocational Training Team Itinerary
- Vocational Training Team Member Application

In **step 1, Basic Information**, start by telling us your project's name, what type of project it is, and the host and international contacts. (Whenever you aren't sure how to answer a question, you can click or tap on the question mark icon for more information.) After you've done this, use the **Save & Continue** button to move to the next step.

Grant Application

All fields are required unless noted as "optional".

Step 1: Basic Information

Enter some basic information, and then we'll give your application a number.

What's the name of your project?

100/100 characters

What type of project are you planning?

Check all that apply. This will tell us what else we need to ask you.

- ☐ **A humanitarian project**
Address community needs and produce sustainable, measurable outcomes
- ☐ **Vocational training**
Build skills within a community by supporting a team of professionals that will travel abroad to train or learn from colleagues in the community they visit
- ☐ **A scholarship**
Fund international graduate-level study by someone seeking a career within an area of focus

Select the primary host and international contacts for this project.

Name	Club	District	Sponsor	Role
+Add Primary Contact	✓ Notify Primary Contact			

Switch host, international contacts, and committees.

Save & Continue Exit

GRANT INFORMATION

GRANT NUMBER
...

STATUS
...

LAST ACTIVITY
24/10/2016

Print application (PDF)

Grant Resources
Questions about the grant process? We're here to help, from getting you started to final steps.

Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

Conflict of Interest Policy for Program Participants

Cooperating Organization Memorandum of Understanding

Global Grant Calculator

Global Grant Lifecycle

Global Grant Monitoring and Evaluation Plan Supplement

Global Grant Scholarship Supplement

The Grant Center now assigns your project a number.

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members	✓ Notify Committee Members		

Who will serve on the grant's International committee?

GRANT INFORMATION

GRANT NUMBER
GG1744555

STATUS
Draft

LAST ACTIVITY
24/10/2016

AUTO-SUBMIT
Auto-submit is ON

Save & exit application

Now you're at **step 2, Committee Members**. Add the members of the project committee — both those from the host sponsor, located where the project will be carried out, and the international sponsor. Answer the question about conflicts of interest. Again in this step and in all steps, you'll use the **Save & Continue** button to continue.

Grant Application

Saving Mothers and Children in Guinea

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members

Who will serve on the grant's Host committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Who will serve on the grant's International committee?

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Do any of these committee members have potential conflicts of interest?

No

Yes

Save & Continue

Exit

Skip

GRANT INFORMATION

GRANT NUMBER

GG1744555

STATUS

Draft

LAST ACTIVITY

24/10/2016

AUTO-SUBMIT

Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources

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Application Supplement for Microcredit Projects

Areas of Focus Policy Statements

As you complete the steps, you'll notice that check marks appear next to them. You can click or tap the pencil to edit completed steps.

All fields are required unless noted as "optional".

Step 1: Basic Information ✓

Step 2: Committee Members ✓

Who will serve on the grant's Host committee?

Name	Club	District	Role
------	------	----------	------

Throughout the process, you can **Save & exit application**. You can also create a PDF of the grant application at any time using **Print application (PDF)**, or you can **Delete** the application entirely. Helpful resources are listed at the bottom of the right-hand column.

The screenshot shows a grant application form with two sections for committee members. The first section is titled "Who will serve on the grant's Host committee?" and the second is "Who will serve on the grant's International committee?". Each section has a table with columns for Name, Club, District, and Role. Below each table are links for "+ Add Committee Members" and "✓ Notify Committee Members". A red arrow points from the "Notify Committee Members" link of the Host committee section to the "Save & exit application" button in the right-hand column. The right-hand column also contains buttons for "Print application (PDF)" and "Delete application", as well as a "Grant Resources" section with a link to "Application Supplement for Microcredit Projects". At the bottom of the form are buttons for "Save & Continue", "Exit", and "Skip".

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Name	Club	District	Role
+ Add Committee Members			
✓ Notify Committee Members			

Do any of these committee members have potential conflicts of interest?

☐ No ☐ Yes

Save & Continue Exit Skip

AUTO-SUBMIT
Auto-submit is ON

Save & exit application

Print application (PDF)

Delete application

Grant Resources
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Application Supplement for Microcredit Projects

In **step 3**, briefly describe your goals in a **Project Overview**.

The screenshot shows the "Step 3: Project Overview" section of the grant application process. It features a progress bar with three steps: "Step 1: Basic Information" (completed), "Step 2: Committee Members" (in progress), and "Step 3: Project Overview" (current step). Below the progress bar is a text area for the project overview, with a prompt: "Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?". At the bottom are buttons for "Save & Continue", "Exit", and "Skip".

Step 1: Basic Information ✓

Step 2: Committee Members

Step 3: Project Overview







Tell us a little about your project. What are the main objectives of the project, and who will benefit from it?

Save & Continue Exit Skip

Step 4 is where you indicate the **Areas of Focus** that your project will work in.

Step 4: Areas of Focus

Which area of focus will this project support?
Select at least one area. Note that we'll ask you to set goals and answer questions for each area of focus you select. ?

- ☐  Peace and conflict prevention/resolution
- ☐  Disease prevention and treatment
- ☐  Water and sanitation
- ☐  Maternal and child health
- ☐  Basic education and literacy
- ☐  Economic and community development

Save & Continue

Exit

Skip

In **step 5**, outline your plan for **Measuring Success**.



Step 5: Measuring Success

MATERNAL & CHILD HEALTH

Which goals of this area of focus will your project support?
Select all that apply. We'll ask you questions about the goals you choose, and at the end of the project, you'll report on your results for each goal. ?

- ☒ Reducing the mortality and morbidity rate for children under the age of five
- ☐ Reducing the maternal mortality and morbidity rate
- ☒ Improving access to essential medical services, trained community health leaders and health care providers for mothers and their children
- ☐ Supporting studies for career-minded professionals related to maternal and child health

How will you measure your project's impact? Find tips and information on how to measure results in the Global Grant Monitoring and Evaluation Plan Supplement. ?

Measure	Collection method	Frequency	Beneficiaries	
Number of mothers receiving prenatal care	Grant records and reports	Every month	20-49	 
+ Add Measure				

In **step 6**, add the **Location and Dates** of the project.

Step 6: Location and Dates

HUMANITARIAN PROJECT

Where will your project take place?

City or town

Conakry

Province or state

Country

Guinea

When will your project take place?

Start date

02/01/2017

End date

29/12/2017

In **step 7**, list other project **Participants**, including any cooperating organizations, additional partners, volunteer travelers, and sponsoring clubs or districts.

Step 7: Participants

COOPERATING ORGANIZATIONS(OPTIONAL) ⓘ

Name	Website	Location
+ Add Organization		

PARTNERS(OPTIONAL) ⓘ

List any other partners that will participate in this project.

VOLUNTEER TRAVELERS(OPTIONAL) ⓘ

Name	Email
+ Add Traveler	

ROTARIAN PARTICIPANTS

Describe the role that host Rotarians will have in this project.

Step 8 asks about your project **Budget**. Enter the local currency and exchange rate, list budget items, and upload supporting documents.

Step 8: Budget

What local currency are you using in your project's budget?
The currency you select should be what you use for a majority of the project's expenses.

Local Currency

U.S. dollar (USD) exchange rate

GNF

0.000

What is the budget for this grant?
List each item in your project's budget. Remember that the project's total budget must equal its total funding, which will be calculated in step 9.

#	Category	Description	Supplier	Cost in GNF	Cost in USD
+ Add budget item					
Total budget:				0	0

In **step 9**, explain your project **Funding**.

Step 9: Funding

Tell us about the funding you've secured for your project. We'll use the information you enter here to calculate your maximum possible funding match from the World Fund.

#	Source	Details	Amount (USD)	Support*	Total
+ Add funding source					

*Whenever cash is contributed to the Foundation to help fund a global grant project, an additional 5 percent is applied to help cover the cost of processing these funds. Clubs and districts can receive Paul Harris Fellow recognition points for the additional expense.

How much World Fund money would you like to use on this project?

You may request up to 0.00 USD from the World Fund.

Funding summary

In **step 10, Sustainability**, you explain each step of the project's implementation, how the project responds to community needs, and what makes the project activities sustainable. You also answer a few more questions about the project budget.

Step 10: Sustainability

HUMANITARIAN PROJECTS

Project plan

Describe the project

How did you

How were r

How were c

How were the

Summarize each step of the project implementation

#	Activity
+ Add Activity	

Describe how

Does your pro

Will the projec

How were the

BUDGET

Will you purchase budget items from local vendors?

☐ Yes
 ☐ No

Did you use competitive bidding to select vendors?

☐ Yes
 ☐ No

Do your budget items align with the local community's technology standards?

☐ Yes
 ☐ No

Describe how community members will maintain the equipment after grant-funded activities conclude. Will replacement parts be available?

After the project is completed, who will own the items purchased by grant funds? No items may be owned by a Rotary club or member.

Once you've completed steps 1-10, you're ready to finalize and submit your application. In **step 11** you **Review and Lock** your application. Check each answer you've given to make sure all of the information is accurate. You may find it helpful to print the full application. After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only — you won't be able to make changes. Only the primary contact can lock the application.

Application Finalization & Submission

Step 11: Review and Lock

Now that you've answered all the questions, it's time to finalize the application.

There are a few more steps that need to be completed before your application is submitted to the Rotary Foundation for review.



Review

Double-check each answer on the application to make sure all of the information is accurate. Download a printable PDF that shows all of your answers together.



Lock application

After you review the grant application, lock it. This will change its status from "Draft" to "Authorizations Required" and make it read-only - you won't be able to make changes.



Authorizations and legal agreements

You and other authorizers of the grant will review and authorize the application in step 12.



Submission and Foundation review

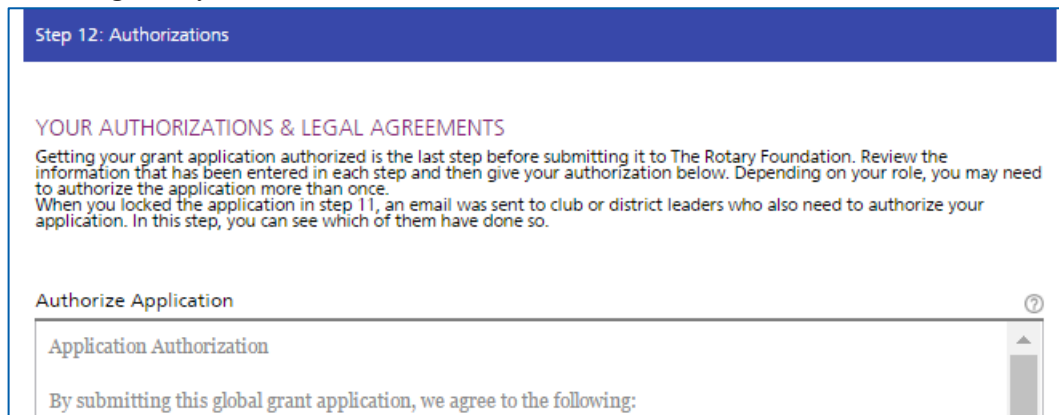
Once all authorizations are given, the grant application is submitted to the Foundation for review.



Bank account information

If your application is accepted by the Foundation, the primary contact will use step 13 to submit information about the bank account you'll use to receive grant funds.

In **step 12, Authorizations**, the primary contacts, club presidents, and the district Rotary Foundation committee chairs authorize the application. District and club leaders who need to authorize the application will receive an email asking them to do so. Once your application is authorized, it cannot be changed without contacting Rotary staff.

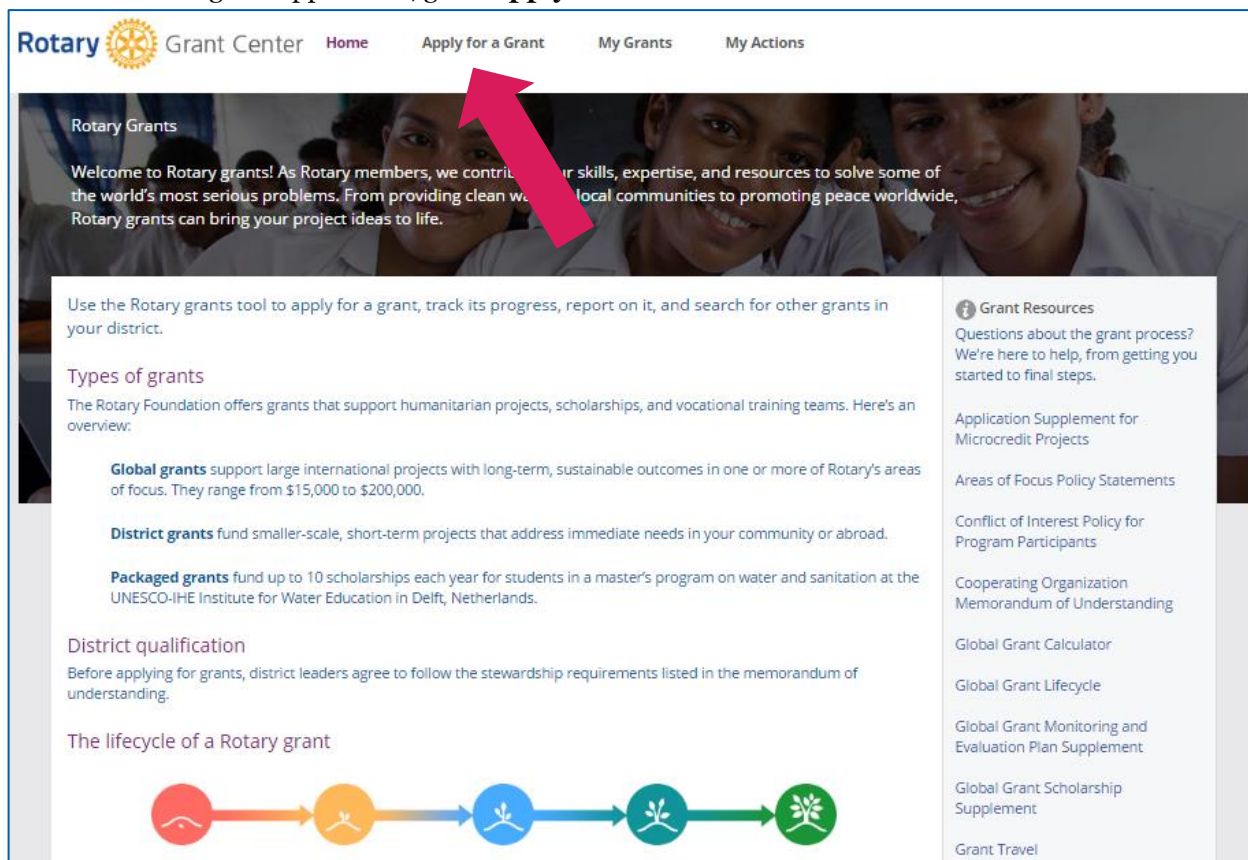


The screenshot shows a web interface for 'Step 12: Authorizations'. At the top is a blue header bar with the text 'Step 12: Authorizations'. Below this is a section titled 'YOUR AUTHORIZATIONS & LEGAL AGREEMENTS' in purple. The text below the title explains that getting the grant application authorized is the last step before submitting it to The Rotary Foundation, and that users should review the information entered in each step and give their authorization below. It also mentions that depending on the role, users may need to authorize the application more than once, and that an email was sent to club or district leaders who also need to authorize the application. Below the text is a section titled 'Authorize Application' with a question mark icon. Under this title is a large text area with the placeholder text 'Application Authorization'. At the bottom of the text area is the text 'By submitting this global grant application, we agree to the following:'.

As soon as all authorizations have been completed, the application is submitted to The Rotary Foundation for review.

Applying for a District Grant

To start a district grant application, go to **Apply for a Grant**.



Rotary Grant Center Home Apply for a Grant My Grants My Actions

Rotary Grants

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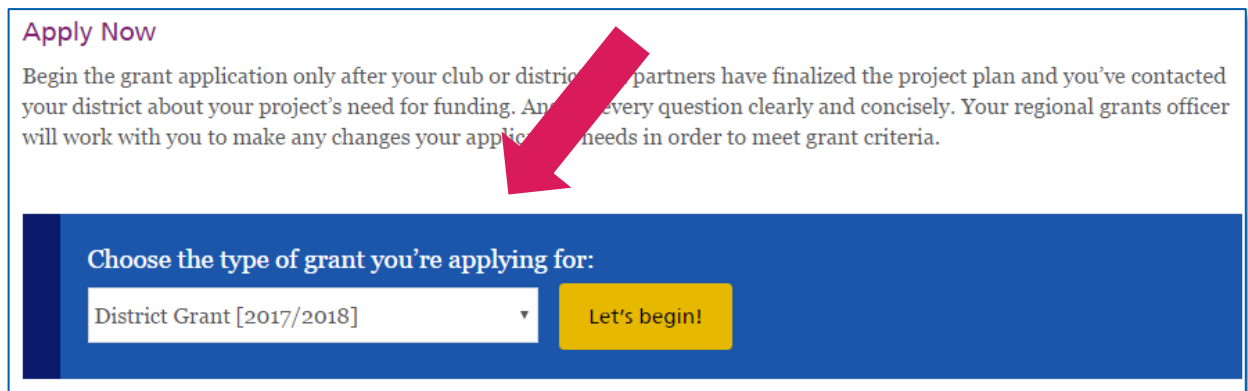
The lifecycle of a Rotary grant



Grant Resources

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- Grant Travel

Only district leaders can apply for district grants. If you're not currently serving as a district leader, the district grant option won't be available under **Choose the type of grant you're applying for**. If it is, choose **District Grant** from the list at the bottom of the page and click or tap **Let's begin!**



Apply Now

Begin the grant application only after your club or district partners have finalized the project plan and you've contacted your district about your project's need for funding. Answer every question clearly and concisely. Your regional grants officer will work with you to make any changes your application needs in order to meet grant criteria.

Choose the type of grant you're applying for:

District Grant [2017/2018] **Let's begin!**

In the **Spending Plan** tab, click or tap **Add Activity** to start detailing your spending plan.

District Grant Application

Spending Plan

Bank Account

Authorizations

Complete the spending plan table and detail the activities and costs your grant will finance. Up to 3% of the total district grant can be used for administrative expenses and up to 20% can be allocated for contingencies.

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Maximum grant amount: 59179 USD

No.	District/Club	Activity type	Activity description	Activity location	Planned amount (USD)
Spending plan total:					0

Add Activity

Export to Excel

Save & Exit

Messages

Save

For each activity, provide the sponsoring club or district, the activity type, a description, the location, and the cost of the activity. Once you've added all of the information, click or tap **Save**. Do this for each activity in the spending plan.

District Grant Application

Spending Plan

Bank Account

Authorizations

Complete the spending plan table and detail the activities and costs your grant will finance. Up to 3% of the total district grant can be used for administrative expenses and up to 20% can be allocated for contingencies.

Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.

Maximum grant amount: 59179 USD

No.	District/Club	Activity type	Activity description	Activity location	Planned amount (USD)
1:	Andover				8690

Add Activity

Export to Excel

Save & Exit

Messages

Save

Edit line item

No.

2

District/Club

--Please Select--

Activity type

--Please Select--

Activity description

Activity location

--Please Select--

Planned amount (USD)

0

Save

Delete

Cancel

In the **Bank Account** tab, choose the country where the district's bank account is located.

The screenshot shows the 'Bank Account' tab selected in a navigation bar with 'Spending Plan' and 'Authorizations'. An information box at the top states: 'Click "Save & Exit" at the bottom of any tab to save your progress and return to the application later.' Below this, the 'Location of the bank account:' dropdown is set to '--Please Select--'. The 'Pay to:' dropdown is set to 'District'. A text block explains: 'Identify two Rotarians from your district who will serve as the signatories for this account. These individuals will receive an email notification that they have been added as bank account signatories for this grant. Rotarians who do not have a valid email address listed in Rotary's membership records will not appear in search results.' Below this is a table for 'Account Signatories' with columns 'No.', 'Name', and 'Club'. It contains two rows, each with an 'Add' button. At the bottom are three buttons: 'Save & Exit', 'Messages', and 'Save'.

No.	Name	Club
1		
2		

When you set the location of the bank account, additional lines will appear. Complete all requested information about the bank account.

This screenshot shows the same 'Bank Account' tab, but now with more fields visible. The 'Location of the bank account:' dropdown is set to 'United States'. A large red arrow points to this dropdown. Below it, the 'Payment currency:' dropdown is set to 'USD', and the 'Payment method:' dropdown is set to 'Automated Clearing House (AC'. The 'Pay to:' dropdown remains 'District'. Below these are several text input fields: 'Bank account name:', 'Bank account number:', 'Account type:', 'ABA routing number:', 'Bank name:', and 'Bank address (line 1):'. The 'Save & Exit', 'Messages', and 'Save' buttons are still at the bottom.

Use the **Add** button to designate two Rotarians from your district who will serve as signatories for the bank account.

Bank address (line 1):
Bank address (line 2):
Bank address (line 3):
Bank city:
Bank state:
Bank postal:

Identify two Rotarians from your district who will serve as the signatories for this account. These individuals will receive an email notification that they have been added as bank account signatories for this grant. Rotarians who do not have a valid email address listed in their membership records will not appear in search results.

No.	Name	Club
1		
2		

Add

Add

Save & Exit

Messages

Save

Provide information about both bank account signatories. You can search for their names by entering the club name and clicking or tapping **Search**.

Find and select signatory

Use any of the fields below to search for an individual.

Member ID

First Name

Family Name

Club

Amesbury

Search

Clear

Cancel

In the **Authorizations** tab, accept the terms of the grant agreement and authorize the grant application. A red error message will appear if any information is missing or incorrect.

Spending Plan	Bank Account	Authorizations
<p>Review the spending plan, bank account, and signatory details to confirm this information is complete. Each officer listed must accept the terms of the Rotary Foundation District Grant Agreement and authorize the grant application.</p> <p>After the first authorization, this grant application will be locked. Any subsequent changes to the application will cancel existing authorizations.</p> <p>The following issues must be resolved before this grant can be authorized and submitted:</p> <ul style="list-style-type: none">• You must provide bank account information.• You must provide two account signatories.• Your district has not identified all the officers required for authorization. <p>District Grant Agreement</p> <p>This District Grant Agreement ("Agreement") is entered into by The Rotary Foundation of Rotary International ("TRF") and the District. In consideration of receiving this Rotary Foundation District Grant ("Grant") from TRF, the District agrees that:</p> <ol style="list-style-type: none">1. The District has received and read the Terms and Conditions for Rotary Foundation District Grants and Global Grants, which are incorporated into and made part of this Agreement, and will abide by all Terms and Conditions set forth therein.2. The District shall defend, indemnify, and hold harmless Rotary International (RI) and TRF, including their directors, trustees, officers, committees, employees, agents, associate foundations, and representatives (collectively "RI/TRF"), from and against all claims, including but not limited to claims of subrogation, demands, actions, damages, losses, costs, liabilities, expenses (including reasonable attorney's fees and other legal expenses), awards, judgments, and fines asserted against or recovered from RI/TRF arising out of any act, conduct, omission, negligence, misconduct, or unlawful act (or act contrary to any applicable governmental order or regulation) resulting directly or indirectly from the activities undertaken in this grant.		

Check the box to authorize the application, and click or tap **Save & Exit**. When you authorize the application, an email notification will be sent to the other district leaders whose authorizations are required.

District Officers		
Role	Name	Date Authorized
District Governor (DG)	Sheryl Meehan	
District Rotary Foundation Chair (DRFC)	Elizabeth Cullen	

☐ By clicking this box, I affirm that I am an authorized representative and have the authority to act on behalf of the Rotary District to which I belong. I further affirm that I have read and agree to this Agreement, including the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

Authorization not permitted until the items listed at the top of this page have been completed.

Save & Exit **Messages**