

**ADDENDUM TO CLUB MEMORANDUM OF UNDERSTANDING (MOU)
2013-2014**

ROTARY INTERNATIONAL DISTRICT 7790

ROTARY FOUNDATION

The purpose of these guidelines is to encourage Rotary clubs and Rotarians from District 7790 to carry out local projects and international humanitarian service and educational initiatives.

These guidelines are to ensure stewardship and accountability of Rotary Foundation funds entrusted to District 7790, to establish financial guidelines and for oversight of Rotary Foundation funds.

Where there is a conflict between the District 7790 guidelines and the policies, bylaws or rules of The Rotary Foundation (TRF) or of Rotary International (RI), the RI or TRF will apply.

District 7790 has determined that additional requirements for a club to be qualified to receive Rotary Foundation District Grant funds are appropriate.

1. Club Leadership Responsibilities

To ensure that club is kept current on Foundation procedures, District 7790 will require that 2 representatives of the club annually attend a District Grant Management Seminar. The district recommends that the club delegates President-elect, Club Foundation chair, treasurer or Service Committee Chair.

- a. The Rotary club will be responsible for the management of grant funds obtained under the terms and conditions contained herein and as specified in the Club Memorandum of Understanding, and are responsible for providing the required reports in a timely manner.
- b. Failure to complete the project within 12 months from date of receipt of grant funds, to provide final reports or documentation of expenditures, or misuse of grants funds will require the club to repay the full amount of the grant to District 7790.

2. Financial Management

Those individuals with signature authority for the Grant Funds account cannot be responsible for oversight of the project.

<p style="text-align: center;">ADDENDUM TO CLUB MEMORANDUM OF UNDERSTANDING (MOU) 2013-2014</p>

3. District Grants

a. District Grant « Type 1 »

- Local or international project.
- No obligation of Areas of Focus.
- International partner not required.
- **Minimum Club contribution of \$500 per project.**
- **District grant limited to \$1,000 per club per project** (District match:\$ 0.50 for \$ 1 from club contribution).
- Project submitted **no later than April 30, 2013** for 2013-2014.
- Priority to clubs having contributed to the Rotary Foundation during the last 3 years (EREY – Annual Fund).
- Depending on availability, a club may request more than one grant to a maximum of \$ 1,000 per club. If 2 projects are submitted by a club, please list which project has priority.
- Obligation to submit the report for each project **no later than 12 months after receiving District grant.**
- No Matching with Global Grant.

b. District Grant « Type 2 »

- Local or international project.
- **Obligation to be at least in one of Areas of Focus.**
- Rotarian partner required for an international project.
- **Minimum Club contribution of \$1,000 per project.**
- District match: \$1 for \$1 from club contribution. **District maximum contribution at \$2,000 per club per project.**
- Project submitted **no later than April 30, 2013** for 2013-2014.

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- Priority to clubs having contributed to the Rotary Foundation during the last 3 years (EREY- Annual Fund).
- Depending on availability, a club may request more than one grant to a maximum of \$ 2,000 per club. If 2 projects are submitted by a club, please list which project has priority.
- Obligation to submit the report for each project **no later than 12 months after receiving District grant.**
- No Matching with Global Grant.

c. Global Grants (Contribution of District 7790)

- • **Minimum project budget : \$ 35,000.**
- • **Minimum Rotary Club contribution: \$ 10,000.**
- • **District match: \$1 for \$1 club contribution. District maximum contribution at \$ 10,000.**

4. Authorization and Agreement

This addendum is a part of Memorandum of Understanding between the club and District 7790 and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____,
the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2013-2014 and will notify Rotary International District 7790 of any changes or revisions to club policies and procedures related to these requirements.

Club President Term 2013-2014	Club President-Elect Term 2014-2015
Name	Name
Signature	Signature
Date	Date