

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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### THE ROTARY FOUNDATION

#### Additional District Requirements District 7950 (2013-2014)

This document is an Addendum to the Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs in District 7950. It is an agreement between the club and District 7950, explaining what measures the club will undertake to ensure proper development and implementation of district and global grant activities and management of Rotary Foundation District **and** Global Grant funds. By authorizing this document, the club agrees that it will comply with all of the requirements required by the Rotary Foundation and these additional requirements of District 7950.

#### 1. Terms of Qualification

A. In order to receive any type of grant from D7950 the club must be qualified. This requirement is for District Grants **and** Global Grants.

B. Clubs participating in the Rotary Grants Program must have contributed to The Rotary Foundation in the immediately previous or current Rotary Year.

#### 2. Club Leadership Responsibilities for Qualification

A. It is strongly recommended but not required that an additional club member must attend grant management and qualification training arranged by District 7950. The club can determine the role of the second attendee; however it is strongly recommended that the member be one of the following: the club foundation chair, the club treasurer, or a member of the club that intends to apply for either a District Grant or a Global Grant.

#### 3. District Grant Criteria

District grants fund short-term projects and activities, either local or international that support the Foundation's mission. Clubs submit their funding requests to the district, which administers and distributes the funds. Each district sets its own procedures and policies for how and when clubs submit requests, as well as any additional requirements. Contact your district Rotary Foundation committee for details on this process.

- Although international projects are allowed, preference will be given to projects that are contained within the geographical boundaries of District 7950.
- Projects may range in total value from \$1,000 to \$6,000. The club must utilize its own matching funds equal to the amount requested
- Although not required, District 7950 has placed emphasis on the Six Areas of Focus:
  - Peace and conflict prevention/resolution,
  - Disease prevention and treatment
  - Water and Sanitation
  - Maternal child health
  - Basic education and literacy
  - Economic and community development.
- The project must involve the "hands-on", meaningful participation of some of the club members.

- One or more clubs may partner to submit a joint project. The funds will be equally disbursed to each participating club.
- The District Application Form is available on line and requires:
  - A description of the need to be addressed.
  - A description of the community benefit to be realized.
  - An endorsement (signature) of the project by the project beneficiary and by the club president.
  - The total funds required to bring the project to a successful conclusion.
  - The plan for achieving the desired results.
  - An estimate of the number or percentage of the club members who will participate.
- Funds will be disbursed upon completion of the project, after a final report and receipts have been submitted to the District.
- A final report is required, by the deadline (usually June 30<sup>th</sup>) to include:
  - A one-page summary of the project's premise and conclusion bearing the club president's signature.
  - Receipts equal to the total value of the project (example: a \$500 award matched by \$500 in club funds will require receipts totaling a minimum of \$1,000).
  - The project must be completed on or before June 30, 2014.
- The deadline to submit applications is October 1, 2013. Awards will be announced by November 15<sup>th</sup> or earlier.

#### 4. Authorization and Agreement

*We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_, certify that the club adheres to these requirements, in addition to those listed in this Memorandum of Understanding and will notify **Rotary International District 7950** of any changes or revisions to club policies and procedures related to these requirements.*

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Office:** \_\_\_\_\_ **Office:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_