

ROTARY GRANTS: 2019-20 ROTARY YEAR - DISTRICT 5050

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING - THE ROTARY FOUNDATION

1. Club Qualification

The Rotary Foundation (TRF) requires that clubs who wish to participate in District or Global Grants must agree to the terms for financial and stewardship requirements in this Memorandum of Understanding (MOU), and to send at least one club member each year to the district's Grant Management Seminar.

The Rotary Foundation enables a district to establish additional requirements for club qualification for those grants, as well as for District Grants.

Rotary District 5050 requires that a minimum of two club members must attend a Grants Management Seminar each year, and that one of those two members must be the President-Elect. **The other member(s) should be the club member(s) that would normally complete and be responsible for the District and or Global Grant applications.**

Rotary International (RI) STRONGLY recommends all clubs input their club goals (all of them) into Club Central. TRF is most concerned with the Foundation goals. As RI and TRF seek partners such as the Gates Foundation, Coca Cola, and other NGO's they ask what Rotary's monetary commitment will be. If the goals are not entered, the result is RI and TRF cannot give an approximation.

As part of District 5050's compliance with TRF, all clubs seeking District & Global grants must input their goals prior to submitting their grant application. Grants and grant funds will only be released to clubs having completed this task.

Included in the signature page of the MOU clubs will be required to answer the following questions:

1. What was your Foundation giving last year (actual) 2018-19?
2. What is your Foundation goal for 2019-20?
3. Did you input your club goals (all of them) into RI Club Central?
4. What is your club mailing address? (we need this to mail you your grant funds)

Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.

Club members are qualified for three years.

The club must comply with this MOU, any district requirements, and all applicable TRF policies and cooperate with any financial, grant, or operational audits.

The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.

Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; and/or use of grant funds for ineligible purposes.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of grants. The club officers are responsible to ensure the following:

1. Appoint at least one club member to implement, manage, and maintain the club qualification;
2. Ensure that all TRF Grants adhere to stewardship measures and proper grant management practices;
3. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds, and the financial management plan must include procedures to:

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds;
2. Disburse grant funds, as appropriate;
3. Maintain segregation of duties for handling funds;
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities;
5. Ensure that all grant activities, including the conversion of funds, comply with local law.

4. Bank Account Requirements

To receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

The club's dedicated account must:

1. Have a minimum of two Rotarian signatories from the club for disbursements from the grant account; and
2. Be a low or non-interest-bearing account. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.

The club must:

1. Open a separate account for each club-sponsored grant, with the name of the account to clearly identify its use for grant funds. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
2. Retain bank statements and records to support the receipt and use of TRF grant funds.
3. Maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

6. Document Retention

The club must establish and maintain appropriate record keeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements;
2. Club qualification documents including a copy of the signed club MOU;
3. Documented plans and procedures, including:
 - a) Financial management plan,
 - b) Procedure for storing documents and archives,
 - c) Succession plan for bank account signatories and retention of information and documentation;
4. Information related to grants, including receipts and invoices for all purchases.

Club records must be accessible and available to Rotarians in the club and at the request of the district.

Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

District 5050 Memorandum of Understanding (MOU) – Signature Page

This Memorandum of Understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of grant funds from The Rotary Foundation. By authorizing this document, the club agrees to comply with all the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____, the undersigned agree to comply with all the conditions and requirements of the MOU for Rotary year 2019 - 2020 and will promptly notify RI District 5050 of any changes or revisions to club policies and procedures related to these requirements.

Mailing address of Club: _____

1. What was your Foundation giving last year (actual) 2018-19? _____

2. What is your Foundation goal for 2019-20? _____

3. Did you input your club goals (all of them) into RI Club Central? _____

President -Elect 2019-2020

Name: _____
 Please print

Signature _____

Date: _____

Email address: _____

Phone: _____

Cell: _____

Member in good standing.

Name: _____
 Please print

Signature _____

Date: _____

Email address: _____

Phone: _____

Cell: _____

Date of Grant Management Seminar attended: _____

Verified by: _____
 District 5050

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Please check if additional members have been added to the back of this page.