

# MEMORANDUM OF UNDERSTANDING

## between

## [ROTARY CLUB]

## and

## [COOPERATING ORGANIZATION]

### Subject

District Grant #[GRANT NUMBER] in [COMMUNITY], [COUNTRY]

### Purpose

A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing activities required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary District 5240 District Grant.

### Primary Contacts

|  |  |  |
| --- | --- | --- |
|  | ROTARY CLUB | COOPERATING ORGANIZATION |
| Name | [NAME] | [NAME] |
| Address | [ADDRESS] | [ADDRESS] |
| Phone | [PHONE] | [PHONE] |
| Email | [EMAIL] | [EMAIL] |

### Understandings

1. All parties affirm that District Grant #[GRANT NUMBER] is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
2. [ROTARY CLUB] affirm that [COOPERATING ORGANIZATION] is reputable and responsible and acts within all governing laws of the project country.
3. All parties acknowledge that District Grant #[GRANT NUMBER], if approved, will be awarded to [ROTARY CLUB] and not to [COOPERATING ORGANIZATION].
4. All project funds will be in the custody of the partner Rotarians and will not be managed by [COOPERATING ORGANIZATION].
5. [COOPERATING ORGANIZATION] must abide by The Rotary Foundation grant terms and conditions.
6. [COOPERATING ORGANIZATION] and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

### [ROTARY CLUB] shall:

1. [ROTARY CLUB RESPONSIBILITY]
2. [ROTARY CLUB RESPONSIBILITY]
3. [ROTARY CLUB RESPONSIBILITY]

### [COOPERATING ORGANIZATION] shall:

1. [COOPERATING ORGANIZATION RESPONSIBILITY]
2. [COOPERATING ORGANIZATION RESPONSIBILITY]
3. [COOPERATING ORGANIZATION RESPONSIBILITY]

### Modification

Modifications within the scope of this document shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by The Rotary Foundation prior to any changes being performed.

### Conflict of Interest

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

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### Signatures

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| [ROTARY CLUB] |  | DATE |
|  |  |  |
| [MANAGER, COOPERATING ORGANIZATION] |  | DATE |