

# RI DISTRICT 5280

## “MOU”

### Club Memorandum Of Understanding Certification 2020-2021





# PRESENTERS

- PDG Elsa Gillham | Wilshire Rotary Club

District Rotary Foundation Committee Chair

2020 ~ 2023



- Lee Stacy | Burbank Sunrise Rotary

District Grants Chair



- Marjorie Heller | LA 5 Rotary

Global Grants Chair



# THE ROTARY FOUNDATION OF ROTARY INTERNATIONAL

- The **Rotary Foundation** | **TRF** was formed in **1917**
- Rotary's #1 priority is the **Eradication of Polio**
- The mission of **The Rotary Foundation** is to advance world understanding, good will and peace through the improvement of health, the support of education and alleviation of poverty
- How do we accomplish this mission?
- One of the ways is through **GRANTS** that fund your Club's Humanitarian projects



# RI DISTRICT 5280 CLUB CERTIFICATION

## Memorandum of Understanding (**MOU**)

- Valid for one year | **Clubs Must Re-Certify Each Year**
- Clubs ARE responsible for Grant funds
- Disclose ALL conflicts of interest
- Cooperate with all audits
- Use Grant funds properly - **Be Good Stewards!**
- Implement the Club **MOU** | **Memorandum Of Understanding**  
**And By Doing So, You Agree To A Lot!**

# CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

1. Club Qualifications
2. Club Officers Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report On Use Of Grant Funds
6. Document Retention
7. Reporting Misuse Of Grant Funds
8. Memorandum Of Understanding



# 1. CLUB QUALIFICATION

To participate in **Rotary Foundation Global** and **District Grants**, the Club must fulfill the following:

- Be **CURRENT** with Rotary International and District dues
- Agree to implement the financial and stewardship requirements in this Club Memorandum Of Understanding (**MOU**)
- Have at least **TWO** or more Club members attend the District's Club Memo of Understanding webinar
- The **CLUB PRESIDENT AND CLUB PRESIDENT-ELECT MUST THEN SIGN THE CLUB MOU AND SUBMIT IT TO THE DISTRICT OFFICE.**

By completing these requirements, and only then, the Club becomes qualified and eligible to participate in the **TRF** grant program.

## Memorandum of Understanding (**MOU**) CLUB CERTIFICATION

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## CLUB MOU CERTIFICATION

Cont'd

- A. Upon successful completion of the qualification requirements, the club will be qualified for **ONE** Rotary year
- B. To maintain qualified status, the Club must comply with this **MOU**, any additional District requirements, and all applicable **TRF** policies
- C. The Club is responsible for the use of funds for Club-sponsored Grants, regardless of who controls the funds
- D. 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; use of grant funds for ineligible purposes – follow **The Four Way Test**
- E. The Club must cooperate with any financial, grant, or operational audits and/or reviews



## 2. CLUB OFFICERS' RESPONSIBILITIES

### THE CLUB OFFICERS HOLD PRIMARY RESPONSIBILITY FOR CLUB QUALIFICATION AND THE PROPER IMPLEMENTATION OF TRF GRANTS

#### Club Officers' Responsibilities Include:

- A. Appointing at least **TWO** Club members to implement, manage, and maintain club qualification
- B. Ensuring that all **TRF** grants adhere to stewardship measures and proper grant management practices
- C. Ensuring 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 ADMINISTRATION OF GRANT FUNDS.**

**THE FINANCIAL MANAGEMENT PLAN MUST INCLUDE PROCEDURES TO:**

- A.** Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B.** Disburse grant funds, as appropriate
- C.** Maintain segregation of duties for handling funds
- D.** 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
- E.** Ensure that all grant activities, including the conversion of funds, and comply with local law

## 4. BANK ACCOUNT REQUIREMENTS

IN ORDER TO RECEIVE GRANT FUNDS, THE CLUB MUST HAVE A DEDICATED BANK ACCOUNT THAT IS USED SOLELY FOR RECEIVING AND DISBURSING  
**TRF** GRANT FUNDS

- A. The Club bank account must:
  - 1. Have a minimum of two Rotarians' signatories from the club for disbursements
  - 2. Be a low, or non-interest bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities or returned to **TRF**
- C. A separate account should be opened for each club sponsored grant and the name of the account should clearly identify its use for grant funds
- D. Grant funds may not be deposited in investment accounts including, but not limited to; mutual funds, certificates of deposit, bonds and stocks
- E. Bank statements must be available to support receipts and use of **TRF** grant funds
- F. The club must 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 procedures and requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs **TRF** of the grant's progress and effectiveness as well as how funds are spent.





## 6. DOCUMENT RETENTION

The Club must establish and maintain appropriate recordkeeping 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.

- A. 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
    - a) Succession plan for bank account signatories and retention of information and documentation
  - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club record must be accessible and available to Rotarians in the club and at the request of the district
- C. 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.





## 8. **MEMORANDUM OF UNDERSTANDING**

This Memorandum Of Understanding Is An Agreement Between **The Club** And **RI District 5280** And Acknowledges That The Club Will Undertake Measures To Ensure The Proper Implementation Of Grant Activities And Proper Management Of Rotary Foundation Grant Funds.

By Authorizing This Document, The Club Agrees To Comply With All Of The Conditions And Requirements Of The Club **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 2021 And Will Notify Rotary International District 5280 Of Any Changes Or Revisions To Club Policies And Procedures Related To These Requirements:

B. \_\_\_\_\_  
**Club President Name (Print)**

C. \_\_\_\_\_  
**Club President (Signature)**

D. \_\_\_\_\_  
**President-Elect Name (Print)**

E. \_\_\_\_\_  
**President-Elect (Signature)**

F. \_\_\_\_\_  
**Today's Date**





# TYPES OF GRANTS



- **District Grants**

Lstacy.rotary5280@gmail.com



- **Global Grants**

2MarjorieHeller@gmail.com



# DISTRICT GRANTS

- **Local Projects** – Each Clubs' Communities Of Service
- **Humanitarian and Educational**
- **More District Regulated And Managed**
  - Community Projects That **BRAND** The Rotary Club
  - Involves Non-Rotarian Participation
  - Encourages Rotarian Families & Friends' Participation
  - Can Be for International Projects

# GLOBAL GRANTS

- International Projects Between:

1. **Project location host club and district**
2. **Global Partner or International club and district**

However more may financially support the project

- International projects ca Clubs & Districts n be incoming or outgoing
  - Host community driven
  - Humanitarian and educational
  - **Sustainable** With High Impact And **Measurable Outcomes**
- Funding comes from the Rotary World Fund,  
Rotary **D**istrict **D**esignated **F**unds (**DDF**) and cash contributions

# SIX AREAS OF FOCUS

1. Peace and Conflict Resolution/Prevention
2. Disease Prevention and Treatment
3. Water and Sanitation
4. Maternal and Child Health
5. Basic Education and Literacy
6. Economic and Community Development



# THE ROTARY FOUNDATION

**REMEMBER, NONE OF THIS WORKS WITHOUT  
YOUR CONTRIBUTIONS TO THE ROTARY FOUNDATION**

- Donate to the Annual Fund | SHARE
- Become a **Paul Harris Fellow** | **PHF**
- Reach The Next Level of **PHF** | Multiple PHF
- Become a Major Donor | **PHF 8** = \$9,000 + Next Level
- Sign Up For The **ROTARY DIRECT** Program | Recurring Gifts  
[rotarydirect@rotary.org](mailto:rotarydirect@rotary.org) or 1-866-976-8279
- Become a 2020-2021 **Paul Harris Society** member | **PHS**  
[contact.center@rotary.org](mailto:contact.center@rotary.org) or 1-866-976-8279



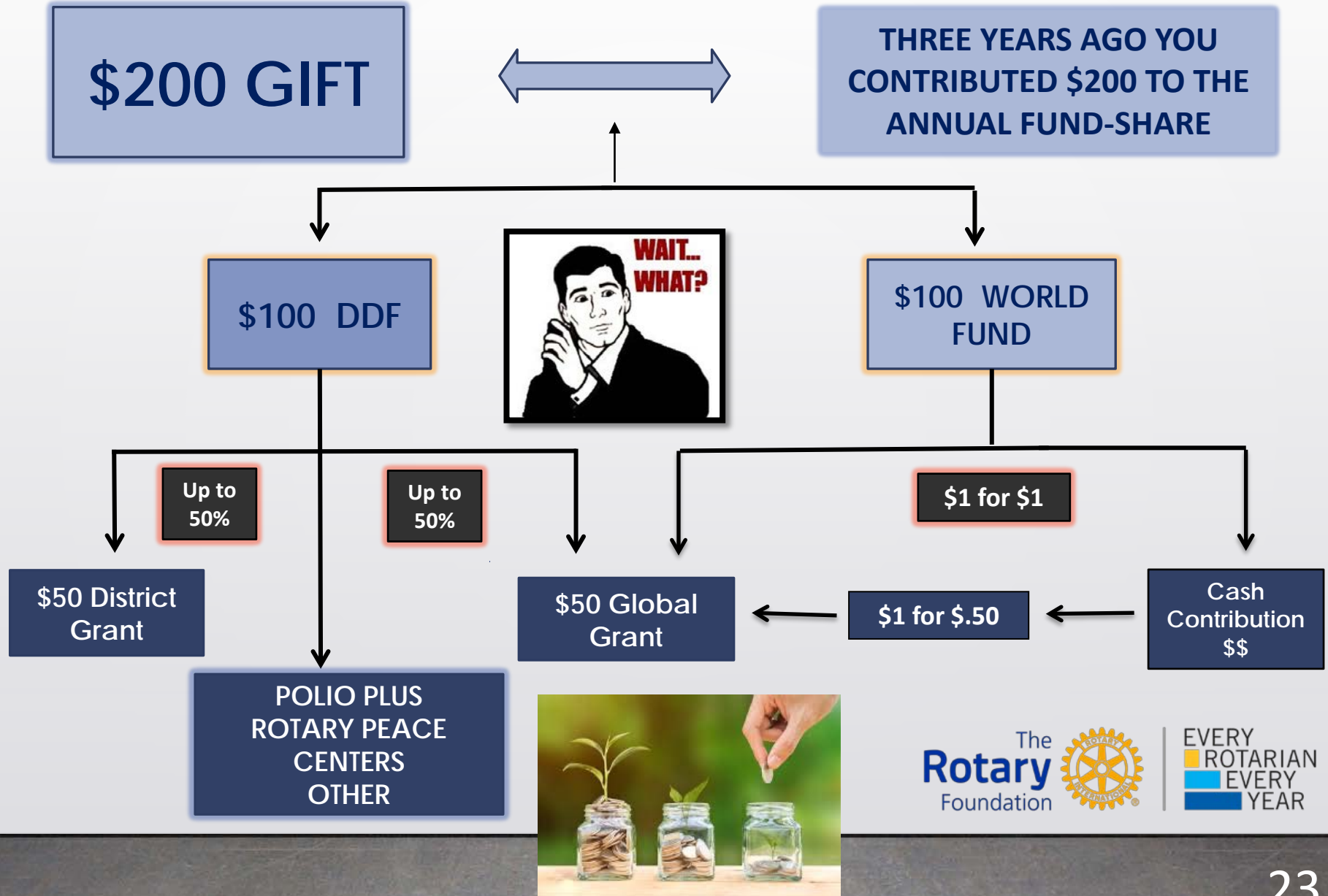
# THE ROTARY FOUNDATION

CONT'D

- Purchase drawing tickets/auction items at the District Rotary Foundation annual events
- Become a Benefactor (donation of \$1,000 or more)
- Become a Bequest Society member (Bequest of \$10,000 or more)
- Donate to the Endowment Fund
- Make The Rotary Foundation one of your **TOP** charities of choice



# ANNUAL FUND | SHARE



# WHERE TO GO FOR HELP

## Contact Center – Answers Questions

- My Rotary
- Donations | Refunds | Corrections
- Paul Harris Fellow Issues
- Foundation Recognition Points
- Recognition Items
- Enroll in Rotary Direct
- Join Paul Harris Society



# WHERE TO GO FOR HELP

CONT'D

- Contact Center – Provides Reports
- Your Personal Donor History Report
- Club Fundraising Analysis
- Club Recognition Summary
- **Every Rotarian Every Year (EREY)** Eligibility Report
- For All Others:

Email: [contact.center@rotary.org](mailto:contact.center@rotary.org)

or call **866-976-8279**

# TAKE AWAYS

- When was The Rotary Foundation “TRF” formed? **1917**
- What are the two types of grants?  
**District & Global**
- What is Rotary’s #1 priority?  
**End Polio Now**

# TAKE AWAYS | Acronyms

- **EREY**      **E**very **R**otarian **E**very **Y**ear
- **DDF**      **D**istrict **D**esignated **F**unds
- **PHF**      **P**aul **H**arris **F**ellow
- **PHS**      **P**aul **H**arris **S**ociety

# TAKE AWAYS CONT ' D

- What is the name of the recurring gift program? **Rotary Direct**
- What is the email address of the Contact Center? **[Contact.Center@rotary.org](mailto:Contact.Center@rotary.org)**
- Dollars for grants comes from what Rotary Foundation fund?

**Annual Fund-SHARE**

# MOU Certification Requirements

In order to receive certification for 2020-201, here are the steps:

- Two or more club members must complete the MOU training webinar and correctly answer 3 or more questions in the online questionnaire.
- Please identify which club you are member of and your name
- A Club MOU will be electronically delivered to the club
- The Club MOU must be signed by the Club President and President Elect, then submit electronically to District Office - email: [rotary\\_district\\_office@rotary5280.org](mailto:rotary_district_office@rotary5280.org)
- Upon receipt of the signed club MOU you will be listed under your Rotary Club name as Club MOU certified 2020-2021 and your club will be eligible to participate in the TRF and District Grant programs.

# CONTACT INFORMATION

**PDG Elsa Gillham**

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Need Assistance, Please Call:

323.481.4615

