

RI District 5280

MOU

Club **M**emorandum **o**f
Understanding
Certification

Rotary



THE ROTARY FOUNDATION



YEARS OF DOING GOOD IN THE WORLD

What are we discussing today?

1. Club Qualifications
2. Club Office Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Reporting
6. Documentation
7. Reporting on Misuse of Grant Funds
8. Memorandum of Understanding



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 **MOU** Certification

- 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!**
- Carry out the Club **MOU** | **M**emorandum **O**f **U**nderstanding



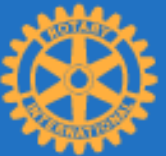
1. Who qualifies for a District Grant?

Clubs **MUST** fulfill **ALL OF THE FOLLOWING** to qualify:

1. Be **CURRENT** with Rotary International and District dues;
2. Agree to implement the financial and stewardship requirements in this Club Memorandum Of Understanding (MOU) and
3. Send **at least TWO** or more Club members to the District's Grant Management seminar at the District Assembly or have at least TWO or more Club member(s) take the Grant Management webinar.
4. The **CLUB PRESIDENT AND CLUB PRESIDENT-ELECT MUST THEN SIGN THE CLUB MOU AND SUBMIT IT TO THE DISTRICT OFFICE.**

After ALL of the requirements are fulfilled..

- Your club is now qualified for **ONE ROTARY YEAR**
- To maintain qualified status, the Club must comply with this **MOU**, any additional District requirements, and all applicable TRF policies
- The Club is responsible for the use of funds for Club-sponsored Grants, regardless of who controls the funds
- The Club must cooperate with any financial, grant, or operational audits and/or reviews



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Can a club be disqualified from a GRANT?

YES. 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**

2. Club Officer's Responsibility

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 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

3. Financial Management Plan

- d. Establish an inventory system for equipment and other assets purchased with grant funds, (if needed) 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

NOTE: Only required for Multiple Club Community and Vocational Grants, Global Grants and Global Scholar Grants. No special bank account requirements are needed for single club Community and Vocational Grants.

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing grant funds:

- a. The club bank account must:
 1. Have a minimum of **two** Rotarian signatories from the club for disbursements
 2. Be a low, or non-interest-bearing account

4. Bank Account Requirements

- b. Any interest earned must be documented and used for eligible, approved grant activities or returned
- 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 grant funds
- f. The club must maintain a written plan for transferring custody of any discontinued accounts in the event of a change in signatories

5. Report on the Use of Grant Funds

The club must adhere to all reporting procedures and requirements

Grant reporting is a key aspect of grant management and stewardship, as it informs District 5280 and/or TRF of the grant's progress and how funds are spent



6. Document Retention

The club must establish and maintain an appropriate record keeping systems to preserve important documents related to qualification and grants

Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments



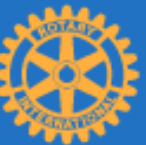
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6. Document Retention

- 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
 - c. Succession plan for bank account signatories and retention of information and documentation

6. Document Retention

- 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



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7. Reporting Misuse of Grant Funds

THE CLUB MUST REPORT ANY POTENTIAL AND REAL MISUSE OR MISMANAGEMENT OF GRANT FUNDS TO THE DISTRICT

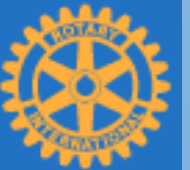
This reporting fosters an environment in the club that does not tolerate the misuse of grant funds



8 . **M**emorandum **O**f **U**nderstanding

This **M**emorandum **O**f **U**nderstanding 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 The Rotary Foundation grant funds

By authorizing this document, the Club agrees to comply with all of the conditions and requirements of the Club **MOU**



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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 2023-2024 and will notify Rotary International District 5280 of any changes or revisions to club policies and procedures related to these requirements:

B. _____
2022-2023 Club President Name (Print)

C. _____
2022-2023 Club President (Signature)

D. _____
2023-2024 President-Elect Name (Print)

E. _____
2023-2024 President-Elect (Signature)

F. _____
Today's Date

Questions & Answers

TAKE - AWAYS

- ✓ When was The Rotary Foundation (TRF) formed?

1917 (106 years)

- ✓ What is the Rotary's #1 Priority?

The Eradication of Polio

- ✓ How long is a club's MOU valid for?

One year



TAKE - AWAYS

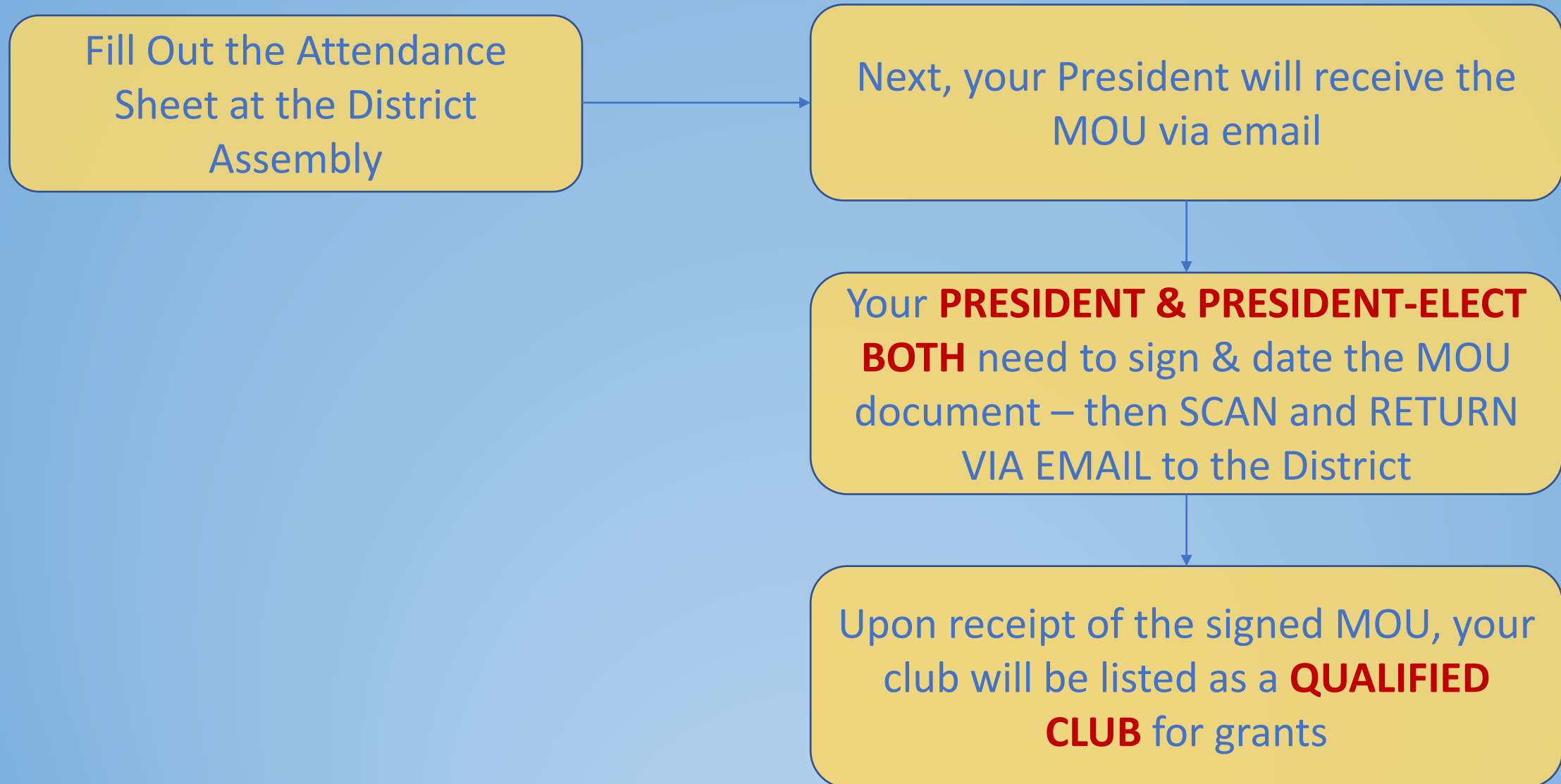
- ✓ How many club members should attend the MOU training?

At least 2 club members

- ✓ Who are the two Club Members that MUST sign the MOU?

Current Club President and President-Elect (incoming President)

MOU procedure **AFTER IN-PERSON** Training



MOU procedure **AFTER** Viewing the Webinar

You **MUST** answer **ALL** of the multiple-choice questions at the end of the Webinar

Next, your President will receive the MOU via email

Your **PRESIDENT & PRESIDENT-ELECT BOTH** need to sign & date the MOU document – then **SCAN** and **RETURN VIA EMAIL** to the District

Upon receipt of the signed MOU, your club will be listed as a **QUALIFIED CLUB** for grants

Important Dates to Remember:

- ✓ **October 30, 2023** – Deadline for District Community Grant and District Vocational Grant Application Submissions
- ✓ **May 1, 2024** – Deadline for closing ALL District Grants



Why is the May 1st Closing Date Critical?

- ✓ Once ALL District Grants are Closed, there are several Reports that need to be completed by the DRFC (District Rotary Foundation Chair) & sent to RI. These reports secure our DDF funds for the new Rotary year, to support all our grants.
- ✓ One club late in closing their grant can hold up ALL the funding for the ENTIRE district!

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Thank

You!!!