

**Rotary**

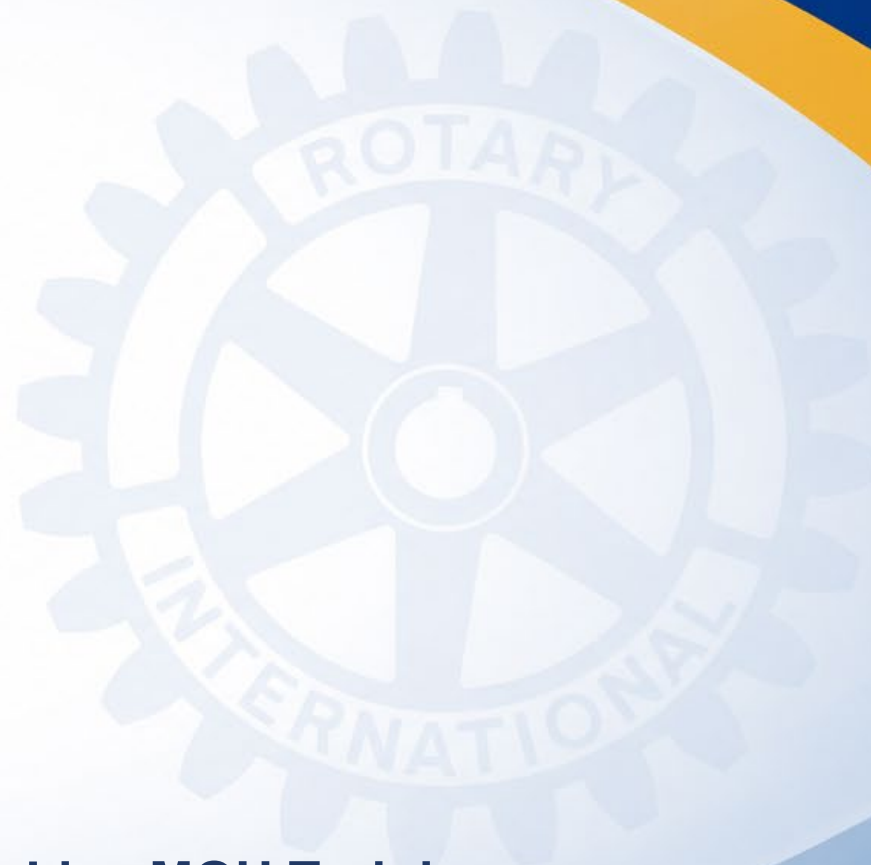
District 5280



# **DISTRICT GRANTS MOU TRAINING**

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*Service Above Self*



**District 5280 On-Line MOU Training  
Presented by: Lee & Maye Stacy**



# Topics for Today:

1. Rotary Foundation and Grants
2. Club Qualifications
3. Club Officer Responsibilities
4. Financial Management Plan
5. Bank Account Requirements
6. Reporting on the Use of Grant Funds
7. Documentation
8. Reporting on Misuse of Grant Funds
9. Memorandum of Understanding



# Historical Highlights of the Rotary Foundation

- ❑ **1917:** The Rotary Foundation (TRF) was formed by Arch Klumph with the initial donation of \$26.50
- ❑ **1929:** The Foundation made its very first grant of \$500 to the International Society for Crippled Children (which eventually grew into Easter Seals).
- ❑ **1985:** PolioPlus Program was launched and is Rotary's most recognized initiative. In partnership with the World Health Organization and UNICEF, Rotary has helped reduce global polio cases by 99% and has immunized over 2.5 billion children worldwide.

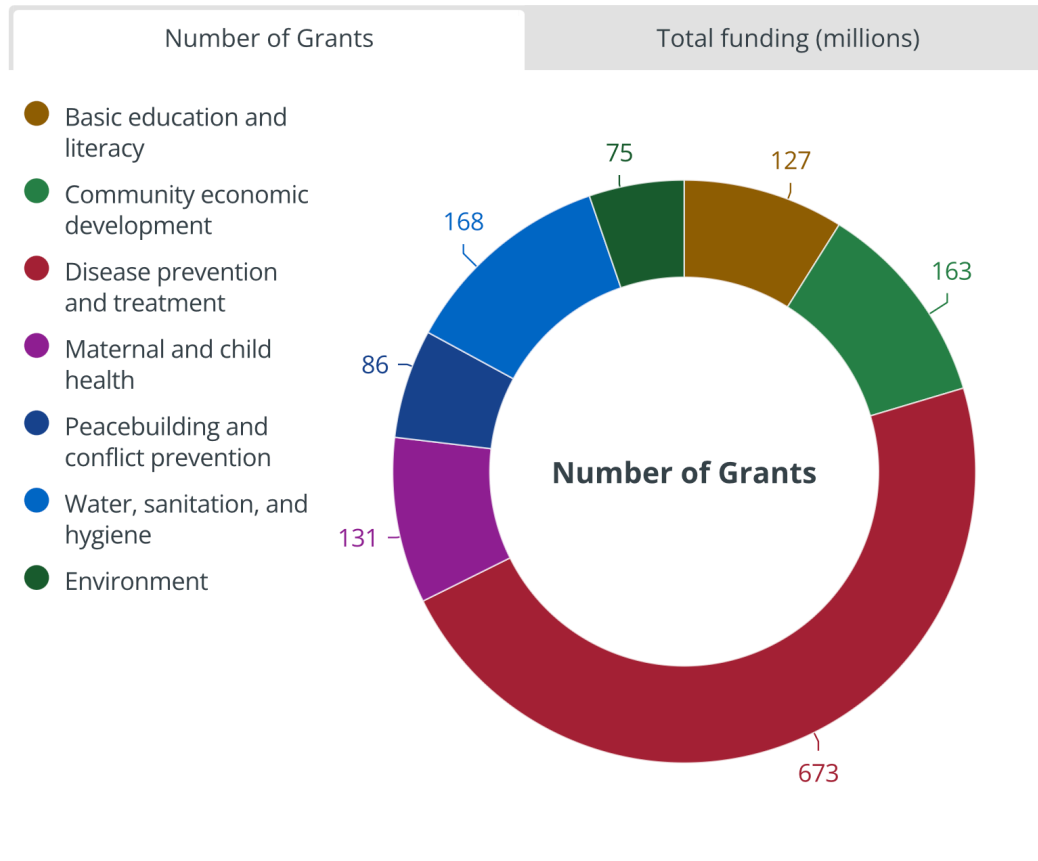


# The Rotary Foundation

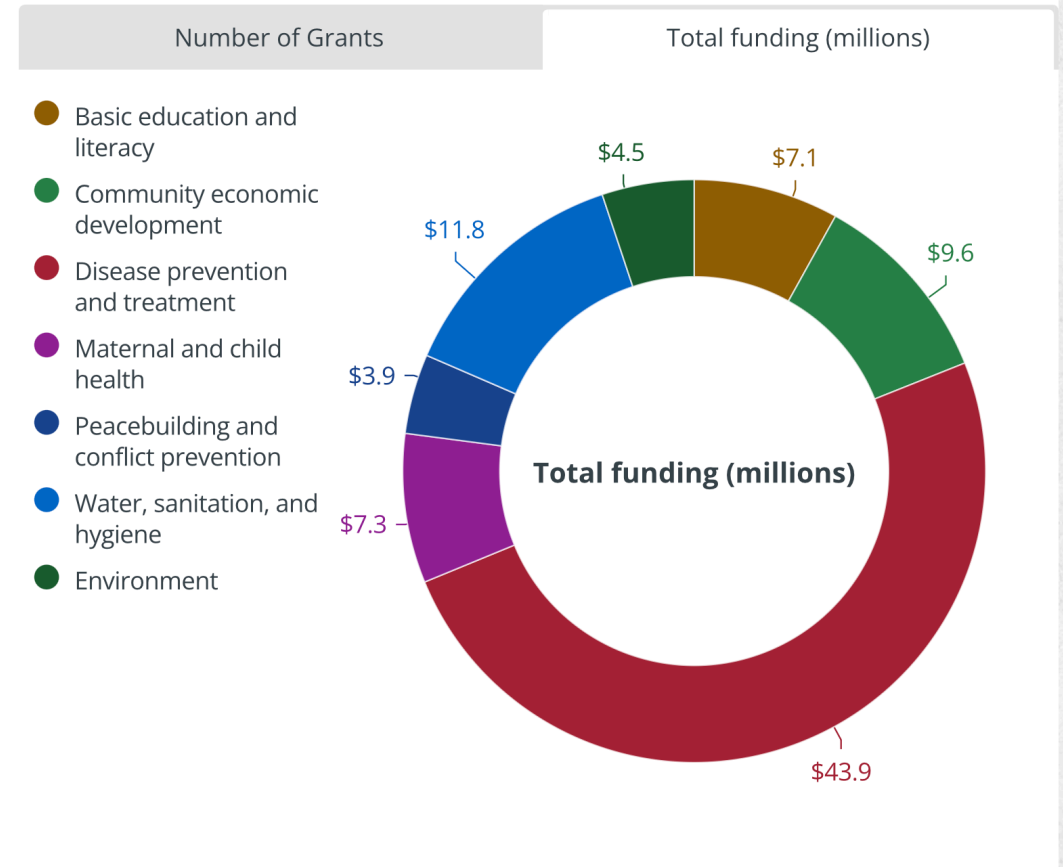
- The mission of **The Rotary Foundation** is to advance world understanding, goodwill and peace through the improvement of health, the support of education and alleviation of poverty
- How do we accomplish this mission?  
***One of the ways is through GRANTS that fund your Club's Humanitarian projects***

# The Rotary Foundation (rotary.org)

2024-25 Global Grants by Areas of Focus



2024-25 Global Grants by Areas of Focus





# RI District 5280 **MOU** Certification

- Club Qualification Valid for one year
- **Members 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 **MOU** | **M**emorandum **O**f **U**nderstanding



# Club Qualifications

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

- Be **CURRENT** with Rotary International and District dues;  
No outstanding balances owed to the District or Rotary International.
- Agree to implement the financial and stewardship requirements in this Memorandum Of Understanding (MOU)
- Send **at least TWO** or more Club members to the District's Memorandum of Understanding (MOU) Session at the District Assembly or take the Online MOU Session, plus take a MOU test to confirm session attendance.



# Club Qualifications

Clubs **MUST** fulfill **ALL OF THE FOLLOWING** to qualify: (continued)

The MOU requires 3 signatures

1. **MOU ATTENDEE**
2. **2026-2027 CLUB PRESIDENT**
3. **2026-2027 CLUB TREASURER**

- Must have 'hands-on' participation for District Grants
- Support the RI Action Plan initiative – must enter the 6 priority goals in RI Rotary Club Central



# 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



# Can A Club Be Disqualified From A GRANT?

**YES.** Qualification may be suspended or revoked for misuse or mismanagement of grant funds, including:

- Fraud, forgery, or falsification of records
- Gross negligence or unsafe practices affecting beneficiaries
- Ineligible contributions or misuse of grant funds
- Personal gain or undisclosed conflicts of interest
- Monopolizing grant funds by individuals
- False reporting or inflated pricing
- Accepting payments from beneficiaries
- Illegal activities or use of funds for unapproved purposes



## 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:

Appointing at least TWO Club members to be certified to implement, manage, and maintain club qualification

Overseeing grants to ensure compliance with stewardship policies and responsible grant administration.

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

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

**NOTE: Only Global Grants host club require a dedicated bank account. Or a District Grant taking place outside the USA**

- 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. Each club-sponsored grant should have a separate account clearly labeled for grant funds.
- d. Grant funds cannot be placed in investment accounts including - but not limited to; mutual funds, certificates of deposit, bonds and stocks.
- e. Bank statements must support all grant fund transactions
- f. Clubs must maintain a written plan for transferring account custody if signatories change.



## 5. Report on the Use of Grant Funds

The club must follow all reporting requirements and procedures.

Grant reporting is essential to proper grant management and stewardship, ensuring District 5280 and/or TRF are informed of project progress and fund usage.

***Clubs that fail to comply may lose eligibility for next year's grants and be required to repay the grant funds.***



## 6. Document Retention

The club must maintain proper recordkeeping systems for qualification and grant documents.

Maintaining these records supports transparency and helps prepare for audits or financial reviews.

*Question - What are the documents should be kept saved/recorded in case of future audits?*



## 6. Document Retention (con't.)

### Key Records Every Club Should Keep on File:

- Bank records and account statements
- Signed qualification and MOU documents
- Financial management procedures
- Document storage and archive policies
- Succession plans for account signatories and record retention



## 6. Document Retention (con't.)

### Key Records Every Club Should Keep on File:

- Information related to grants, including receipts and invoices for all purchases
- Club record 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 the 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.

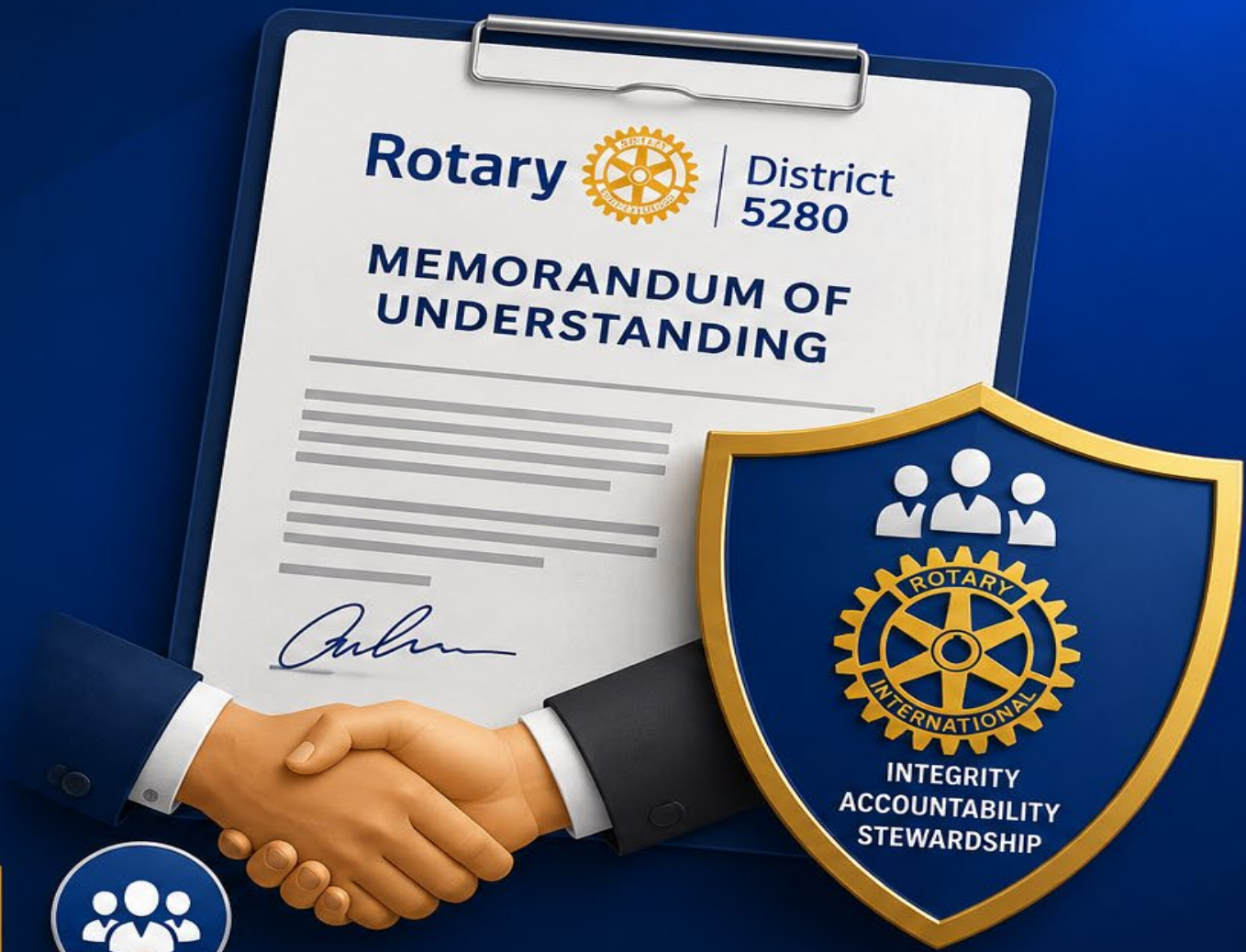
Reporting concerns also promotes a culture of honesty and ethical leadership within the club and demonstrates that misuse of grant funds will not be tolerated.

# DISTRICT MOU & STEWARDSHIP RESPONSIBILITIES

This Memorandum of Understanding (MOU) is an agreement between the Club and RI District 5280 to ensure **proper implementation** of grant activities and **responsible management** of Rotary Foundation grant funds.



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



## ACCOUNTABILITY

We are responsible for the funds we receive and manage.



## REPORTING

We report accurately and promptly on grant activities.



## FINANCIAL MANAGEMENT

We use grant funds responsibly and in compliance with Rotary guidelines.



## TRANSPARENCY

We promote openness and maintain proper documentation.



*Protect the Integrity of Rotary Grants*

SERVICE • INTEGRITY • TRUST • IMPACT



**QUESTIONS**  
— — & — —  
**ANSWERS**

The title is surrounded by decorative elements: a blue and yellow swoosh above "QUESTIONS", a blue speech bubble with a white question mark to the right, a yellow speech bubble with a white exclamation mark below it, and a blue and yellow swoosh below "ANSWERS". There are also three blue lines above the question mark and three yellow lines below the exclamation mark.



# MOU procedure attending **IN-PERSON Session**

**Check in for  
Attendance at the  
District Assembly**

**MOU attendee will receive the MOU** Certification Form to sign, via DocuSign. After form has been signed - DocuSign will Automatically be forwarded to the 2026-27 President for signature

Your **2026-27 President will receive DocuSign for signature.** After the form has been signed it will automatically be forward to the 2026-27 Treasurer for signature

After the form has been signed it will automatically be forward the District Office for recording in ClubRunner. All signatures must be received back to the District by **June 30** to be MOU certified. Clubs need two certified members for your club to be **QUALIFIED** for grants

Rotary

District 5280



# MOU procedure attending **ONLINE Session**

Following your Online Training you will receive a Google Link to access the Questionnaire. You **MUST** answer ALL the multiple-choice questions.

**This is your record of attendance.**

**You will then receive the MOU** Certification Form to sign, via DocuSign. After the form has been signed - DocuSign will Automatically be forwarded to the 2026-27 President for signature

Your **2026-27 President will receive DocuSign for signature.** After the form has been signed it will automatically be forward to the 2026-27 Treasurer for signature

After the form has been signed it will automatically be forward the District Office for recording in ClubRunner. All signatures must be received back to the District by **June 30** to be MOU certified.

Clubs need two certified members for your club to be **QUALIFIED** for grants



# Important Dates to Remember District and Vocational Grants

- ✓ **October 30, 2026** – Deadline for District Community Grant and District Vocational Grant Application Submissions
- ✓ **December 31, 2026** - All Grants must be approved, club contribution received and grant 'funded'.
- ✓ **May 1, 2027** – Deadline for closing ALL District Grants



# Why is the May 1<sup>st</sup> Closing Date Critical?

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

# Important Information

- ✓ When is the deadline to CLOSE YOUR GRANT?
  - May 1, 2027 or 60 days after you complete the grant project
- ✓ What happens if a club does NOT the grant IN TIME?
  - Club needs to return the grant money
  - May be disqualified the next Rotary year
  - Will also delay the next year's DDF (District Designated Funds) for the grants.

# Important Information

- ✓ Who are the three Club Members that MUST sign the MOU?
  - 2026-27 Club President,
  - 2026-27 Club Treasurer
  - Member attending the MOU certification training for that Rotary year



# Questions and Answers

- ✓ When was The Rotary Foundation (TRF) formed?  
**1917**
- ✓ What is the Rotary's #1 Priority?  
**The Eradication of Polio**
- ✓ How long is a club's MOU valid for?  
**One year**
- ✓ How many club members should attend the MOU training?  
**2**

# Contact Us for Assistance:



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Rotary

District 5280



# Thank You

FOR ATTENDING

Gracias

SPANISH

Salamat

FILIPINO

Շնորհակալություն

ARMENIAN

תודה

HEBREW

谢谢

CHINESE

Merci

FRENCH

شكراً

ARABIC

ありがとう

JAPANESE

감사합니다

KOREAN

ขอบคุณ

THAI