



## CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING WITH THE ROTARY FOUNDATION

**1. CLUB QUALIFICATION** TO PARTICIPATE IN ROTARY FOUNDATION GLOBAL AND DISTRICT GRANTS, THE CLUB MUST FULFILL THE FOLLOWING: (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 CLUB MEMBERS TO THE DISTRICT'S GRANT MANAGEMENT SEMINAR EACH YEAR. THE CURRENT CLUB PRESIDENT, PRESIDENT-ELECT AND THE ATTENDEE MUST THEN SIGN THE CLUB MOU AND DELIVER IT TO THE DISTRICT FOUNDATION COMMITTEE STEWARD. BY COMPLETING THESE REQUIREMENTS, THE CLUB BECOMES QUALIFIED AND ELIGIBLE TO PARTICIPATE IN THE ROTARY FOUNDATION (TRF) GRANT PROGRAM.

- 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 actual, perceived or potential 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.
- E. The Club must cooperate with any financial, grant, or operational audits and or reviews.

**2. CLUB OFFICER RESPONSIBILITIES** THE CLUB OFFICERS HOLD PRIMARY RESPONSIBILITY FOR CLUB QUALIFICATION AND THE PROPER IMPLEMENTATION OF TRF GRANTS.

- A. Club officer responsibilities include:
  - 1. Appointing at least one Club member to implement, manage, and maintain Club qualification.
  - 2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices.
  - 3. 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 CLUB GRANT APPLICATION (DUE BY NO LATER THAN **OCTOBER 30, 2023**) MUST INCLUDE A BUDGET SHOWING INCOME RECEIVED EQUALING EXPENSES PAID (A BALANCED BUDGET).

- A. 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 purchase 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** IN ORDER TO RECEIVE GRANT FUNDS, CLUBS ARE STRONGLY ENCOURAGED TO HAVE A SEPARATE DEDICATED BANK ACCOUNT. CLUBS INTENDING TO HAVE COLLABORATIVE DISTRICT GRANT PROJECTS (ONE to FOUR CLUBS) **MUST** HAVE A SEPARATE DEDICATED BANK ACCOUNT THAT IS USED SOLELY FOR RECEIVING AND DISBURSING TRF GRANT FUNDS. GLOBAL GRANTS AND GLOBAL SCHOLAR GRANTS REQUIRE A SEPARATE BANK ACCOUNT FOR EACH PROJECT. THE STEWARD HAS THE DISCRETION TO REQUEST A COPY OF A BANK STATEMENT FROM THE CLUB.

- A. The club bank account must
  - 1. Have a minimum of two Club Rotarians' signatures required for disbursements.
  - 2. Be a low- or noninterest-bearing account.
- 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. Upon request, 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 the bank accounts in the event of a change in signatories.

5. **REPORT ON USE OF GRANT FUNDS** CLUB GRANT APPLICATIONS MUST STATE THE ANTICIPATED **PROJECT START AND END DATES**. 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. **THE EARLIER OF SIXTY (60) DAYS FOLLOWING COMPLETION OF THE PROJECT OR MAY 1, 2024, REPORTS MUST BE COMPLETED ON THE GRANT PORTAL WITH RECEIPTS AND PICTURES OF THE PROJECT UPLOADED TO "DOCUMENTS." THE REPORT MUST BE SEPARATELY EMAILED TO THE CHAIR OF THE GRANTS COMMITTEE.**

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. Procedures 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.
- B. Club record must be available to all Rotarians in the Club and upon request to 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** IMMEDIATELY UPON DISCOVERY 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 (MOU)** 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. **MOU CERTIFICATE MUST BE COMPLETED FOR EACH CLUB MOU ATTENDEE.**

**9. ON BEHALF OF THE ROTARY CLUB OF:** \_\_\_\_\_, the following Club member attended the MOU Training: \_\_\_\_\_ (NAME AS SIGNED BELOW), The undersigned Club officers and the attending Rotarian agree to comply with all of the conditions and requirements of the MOU for Rotary year 2023-2024 and will notify the DRFC Steward of District 5280 of changes or revisions to Club policies and procedures related to these requirements.

**Dated:** \_\_\_\_\_ **CURRENT CLUB PRESIDENT (2022-23)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Email Address**

**Dated:** \_\_\_\_\_ **CLUB PRESIDENT-ELECT (2023-24)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Email Address**

**Dated:** \_\_\_\_\_ **CLUB MEMBER ATTENDING MOU TRAINING**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Email Address**

**RETURN THIS FORM SIGNED BY THE *CURRENT CLUB PRESIDENT, PRESIDENT-ELECT AND THE ATTENDEE* BY NO LATER THAN JUNE 30, 2023, TO THE ROTARY DISTRICT 5280 OFFICE AT:**

**Rotary District 5280, 8939 S. Sepulveda Blvd. Suite #210, Los Angeles CA 90045 OR [office@rotary5280.org](mailto:office@rotary5280.org)**