

## DISTRICT ADDENDUM to the MEMORANDUM OF UNDERSTANDING

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### THE ROTARY FOUNDATION Additional District Requirements District 7950 2017-2018

This document is an Addendum to the Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs in District 7950. It is an agreement between the club and District 7950, explaining what measures the club will undertake to ensure proper development and implementation of district and global grant activities and management of Rotary Foundation District **and** Global Grant funds. By authorizing this document, the club agrees that it will comply with all of the requirements required by the Rotary Foundation and these additional requirements of District 7950.

#### **Terms of Qualification:**

**In order to receive any type of grant from D7950 the club must be qualified. This requirement is for District Grants and Global Grants.**

#### **1. Club Financial Responsibilities for Qualification**

A. Clubs participating in the Rotary Grants Program must have contributed at least \$200.00 to The Rotary Foundation Annual Fund –SHARE in the Rotary Year 2015-2016. If a club wants to apply for a grant and has not donated to the Annual Fund- SHARE in 2015-16, they will be placed on a wait list.

B. Clubs must NOT be in arrears for international dues OR district dues as of July 31, 2017; **any awards granted to clubs that are in arrears on August 1, 2017 will be rescinded.**

#### **2. Club Leadership Responsibilities for Qualification**

At least one (preferably two) club members must attend a grant management and qualification training webinar on one of these three dates: Wednesday, February 22<sup>nd</sup> 6:00pm to 9:00pm **OR** Tuesday, March 21<sup>st</sup> 6:00pm to 9:00 pm **OR** Monday, April 10<sup>th</sup> 6:00 pm to 9:00 pm. It is strongly recommended that the club ask two members to attend a webinar. The club can determine the role of the second attendee, however, at least one of the attendees should be one of the following: the club foundation chair, the club treasurer, the club president or president-elect, or a member of the club who intends to apply for either a District Grant or a Global Grant.

#### **3. District Grant Criteria**

District grants fund short-term projects and activities, either local or international, which support the Foundation's mission. Clubs submit their funding requests/application to the district which administers and distributes the funds.

Although international projects are allowed, preference will be given to projects that are contained within the geographical boundaries of District 7950.

Projects may range in total value from \$1,000 to \$3,000 per club. Several clubs may partner to apply for a total project budget higher than \$3,000. The district will match each club to a maximum of \$1,500 per club, with a maximum of three clubs participating jointly. For all projects, the club must utilize its own matching funds equal to the amount requested. Projects may exceed these amounts, however, the district match is capped at a \$1,500 maximum for each of 3 clubs and the clubs must seek other sources of funding to complete the project.

Although not required, District 7950 has placed emphasis on the Six Areas of Focus:

02/13/2016

- Peace and conflict prevention/resolution,
- Disease prevention and treatment
- Water and Sanitation
- Maternal child health
- Basic education and literacy
- Economic and community development.

The project must involve "hands-on", meaningful component involving the participation of club members. Fundraising events and monetary donations are not considered to be "active participation".

**A club may not begin a project until a grant award notification has been received from the district,** however, early planning is recommended.

The District Application Form is available on line and requires:

- A description of the need to be addressed.
- A description of the community benefit to be realized.
- An estimate of the number or percentage of the club members who will actively participate and what they will do.
- An endorsement (actual signature) of the project by the project beneficiary **and** by the club president. Actual signatures scanned electronically are acceptable.
- The total funds required to bring the project to a successful conclusion.
- The plan for achieving the desired results.

Funds will be disbursed upon completion of the project, after a final report and receipts have been submitted to the District and funds have been released by The Rotary Foundation.

A final report is required, by the deadline of June 1<sup>st</sup> to include:

- A one-page summary of the project's premise and conclusion bearing the club president's signature.
- Receipts equal to the total value of the project (example: a \$500 award matched by \$500 in club funds will require receipts totaling a minimum of \$1,000). *All receipts must be dated on or after date of award notification or July 1, 2016 – whichever is the later date.*
- The project must be completed on or before June 1, 2017, unless a request has been made to the Grants Committee in writing and subsequently approved.

Grant Applications may be submitted between June 1, 2017 and August 15, 2017. The applications will be considered by the committee on a first come first served basis; **(the earlier, the better because we will be awarding grants on a rolling basis beginning June 1<sup>st</sup>, thus opening the possibility that all available monies could be awarded prior to the August 15<sup>th</sup> deadline).**

Applications received after the August 15<sup>th</sup> deadline will not be accepted.

#### 4. Authorization and Agreement

*We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_, certify that the club adheres to these requirements, in addition to those listed in this Memorandum of Understanding and will notify **Rotary International District 7950** of any changes or revisions to club policies and procedures related to these requirements.*

**President:** \_\_\_\_\_ **President-Elect:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Please return signed agreement to District Stewardship Chair, Gregory Roche [gregroche@outlook.com](mailto:gregroche@outlook.com)  
Agreement may also be mailed to Greg at 17 Edith Avenue, Buzzards Bay, MA 02532.***