



# Memorandum of Understanding

Rotary International District 9780 Inc.

## CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING (August 2017)

- 1. Club Qualification
- 2. Club Officer 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

### 1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year.

The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants.

By completing these requirements, the club becomes qualified and eligible to participate in the 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 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.

### 2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member 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 consistent 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, 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 Rotarian signatories from the club 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 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 receipt 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 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.

### **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
  - 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 records 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.

**Authorization and Agreement**

This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of [REDACTED], the undersigned agree to comply with all of the conditions and requirements of the MOU for **Rotary year 2016 -2017** and will notify Rotary International **District 9780** of any changes or revisions to club policies and procedures related to these requirements.



<b>Club President</b> .....	<b>Club President-Elect</b> .....
<b>Term</b> <b>2017-18</b>	<b>Term</b> <b>2018-19</b>
<b>Name</b> .....	<b>Name</b> .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....



# Memorandum of Understanding

## Rotary Club Addendum August 2017

### Rotary International District 9780 Inc.

#### Addendum to the Rotary Foundation Club Memorandum of Understanding

This document is the official Addendum to the Rotary Foundation Club Memorandum of Understanding for all qualifying clubs in R.I. District 9780Inc.

This agreement between the club and District 9780Inc. sets out the measures the club will undertake to ensure proper implementation of Rotary Foundation District Grant activities and management of Rotary Foundation District Grant funds.

By authorising this document, the Rotary Club agrees that it will comply with all Rotary Foundation and District 9780Inc. requirements.

As authorised by The Rotary Foundation, District 9780Inc. will require its clubs to be qualified in order to participate in Rotary Foundation District Grants.

District 9780Inc. has established the following additional requirements and guidelines to enable clubs to be qualified and eligible to participate in the TRF and District 9780 district grants program.

- 1: The club agrees to and signs the Club Memorandum of Understanding
- 2: The club agrees to and signs the Addendum to the club M.O.U. as provided by District 9780Inc.
- 3: The club President-Elect or a nominated club representative attends a Grant Management Seminar and related qualification training.
- 4: All grant applications, District and Global, will be reviewed and approved by the District 9780Inc. Rotary Grant's Sub-committee prior to being submitted for Rotary Foundation Grants approval
- 5: District Grant funding will be distributed to Clubs on a re-imburement basis upon the District receiving copies of all documentation including receipts, invoices, project funding plans and project details.
- 6: For District Grants the Club MOU will apply with the exception of Section4. Bank Account Information. No separate bank account will be required for District Grants. All aspects of Section4. Bank information will still be required for Global Grants.
- 7: District Grants funding will be a \$1 for \$1 match for club cash contributions with a minimum match of \$300.00 per club and a maximum match of \$3,000.00 per club.
- 8: Rotary Grants shall not be used for religious or political purposes or for personal gain.

We, the undersigned being responsible for administering grant activities for the

Rotary Club of .....  
 certify that the club adheres to the requirements listed in this addendum  
 to the Club Memorandum of Understanding and will notify R.I. District  
 9780Inc. of any changes or revisions to club policies and procedures related  
 to these requirements.



This MOU Addendum relates to the **2017- 2018 Rotary Year.**

<b>Club President</b> .....	<b>Club President-Elect</b> .....
<b>Term</b> <b>2017-18</b>	<b>Term</b> <b>2018-19</b>
<b>Name</b> .....	<b>Name</b> .....
<b>Signature</b> .....	<b>Signature</b> .....
<b>Date</b> .....	<b>Date</b> .....

**Note:** To be qualified Rotary Clubs are required to send delegates to the annual Grants training Seminar and then must complete this MOU and Addendum which once completed must be signed on both the MOU section (page 3) and the Addendum (page 5) and returned directly to District 9780 Grants Sub Committee Chair:

*Martin Hill*



**Martin Hill** PP PHF  
**D 9780 Chair DGSC**  
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 0408 524 574

It should be noted that the signed copies can be scanned and returned by Email.