

Documentation Requirements for Grants

For any club in D5790 to receive District Designated Funds (DDF) for all Grants, the club must be qualified.

To qualify, a club must:

1. Designate at least two club members (with one member being the President-Elect) to attend a Grant Management Seminar. Anyone writing the grant must attend a seminar.
2. Execute the following documents (included below) and submit them with your grant application on www.matchinggrants.org by September 1st to be considered for a grant in the current year.
 - a) Memorandum of Understanding (MOU),
 - b) D5790 Addendum to the MOU, a Club Financial Management Plan,
 - c) Club Misuse or Mismanagement Plan
3. Be current on its Rotary International and District 5790 dues, and be in good standing with District 5790, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
5. Have established at least 6 Goals in the Rotary Goal Center
6. Be current on all Rotary Grant reporting requirements.
7. Clubs are encouraged (not required) to appoint a Club Rotary Foundation Chair to a three-year term.

Club qualification must be renewed annually.

Signed copies must:

1. accompany a Grant Application
2. and uploaded to www.matchinggrants.org

Annually, the district grant committee reviews grant applications that have been submitted by clubs on www.matchinggrants.org by the September 1st deadline.

(Note: a second deadline of November 1st, then January 1st may be set pending remaining availability of matching funds)



ROTARY INTERNATIONAL DISTRICT 5790

DATE:

FROM:

CLUB NAME :

GRANT NAME:

ROTARY GRANT NUMBER:

MATCHING GRANTS NUMBER:

In order to be eligible to receive district designated funds, clubs must have at least two members (with one member being the President-Elect) attend an annual Grant Management Seminar and after Board approval, sign the Club Memorandum of Understanding and related documents and ensure that the signed documents are uploaded with each grant applications on www.matchinggrants.org by the Grant Committee deadline of September 1st.

The Board of Directors of the Rotary Club of
has approved the attached.

These documents have also been uploaded to www.matchinggrants.org :

- ☐ Grant Training Qualification Statement
- ☐ Club Memorandum of Understanding (MOU),
- ☐ District Addendum to the MOU,
- ☐ Club Financial Management Plan, (for Global Grants)
- ☐ Club Misuse or Mismanagement Plan.

GRANT APPLICATION DEADLINE: SEPTEMBER 1

**Grant Training Qualification Statement**Rotary Club of Grant Number:

In order to be eligible to receive applicable portions of these grants, clubs must have at least two members (with one member being the President-Elect) attend an annual Grant Management Seminar.

The following club members have attended a Grant Management Seminar:

Grant Certification		Grant Certification	
Name (Printed)	<input type="text"/>	Name (Printed)	<input type="text"/>
Date Certified	<input type="text"/>	Date Certified	<input type="text"/>
E-Mail Address	<input type="text"/>	E-Mail Address	<input type="text"/>

Club President		Club President Elect	
Name (Printed)	<input type="text"/>	Name (Printed)	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Club Foundation Chair (Recommended)	
Name (Printed)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>



CLUB MEMORANDUM OF UNDERSTANDING FOR GRANTS

Rotary Club of Grant Number:

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF). It is an agreement between the club and its district to implement the financial and stewardship requirements in this MOU and to ensure proper implementation and management of Rotary Foundation Global Grant Funds and District Grant Funds. By executing this document, the club agrees that it will comply with all Foundation and District requirements.

District 5790 has directed that clubs must be “qualified” to receive grant funds from the Rotary Foundation District Block Grant and each “qualified” club will be held responsible for implementing this club MOU. The sections of this MOU are:

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention

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 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.

CLUB MEMORANDUM OF UNDERSTANDING

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Rotary Club of

Grant Number:

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

To receive Global 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 non-interest-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. (only applies to global grants).
- 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.

CLUB MEMORANDUM OF UNDERSTANDING

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Rotary Club of Grant Number: **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 record keeping 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. Method for Reporting and Resolving 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.

CLUB MEMORANDUM OF UNDERSTANDING

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Rotary Club of Grant Number:

Authorizaton 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 activites and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all conditiions and requirements of the MOU.

On behalf of the Rotary Club of the undersigned agree to comply with all conditions and requirements of the MOU for Rotary year 2025-2026 and will notify Rotary Internatiional District 5790 of any changes or revisions to club policies and procedures related to these requirements.

Club President		Club President Elect	
Name (Printed)	<input type="text"/>	Name (Printed)	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Club Foundation Chair (Recommended)	
Name (Printed)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

**ADDENDUM TO CLUB MEMORANDUM OF
UNDERSTANDING FOR GRANTS**Rotary Club of Grant Number:

Additional District Requirements. To be eligible to receive grant funding for District Grants or Global Grants program, Rotary Clubs in District 5790 must also:

1. Recommend the appointment of a Club Rotary Foundation Chair to a 3-year term or request a waiver with a proposed alternative that will assure continuity of information and supervision related to grants.
2. Be current on its Rotary International and District 5790 dues, and be in good standing with District 5790, Rotary International, and The Rotary Foundation.
3. Be current on all tax returns required for the Rotary Club.
4. Have, by January 1st of each year, reported the name of the Club President-Elect for the following Rotary year to District 5790 Secretary and to Rotary International.
5. Be current on all Rotary District and Global Grant reporting requirements.
6. Have the Club's President (2025-2026) & President-Elect (2025-2026) sign the Club MOU & Addendum.
7. **Clubs must enter a minimum of 6 key goals of the 25 goals in Rotary Club Central including: 1) The Rotary Foundation Annual Fund, Polio Plus, and the Rotary Foundation Endowment giving goals. 2) # of members that will participate in service activities. 3) preparation of a Rolling Strategic Plan.**

Bank Account Waiver. The District will waive Rotary International MOU requirement to create and maintain a separate bank account for participation in a District Grant. This waiver does not apply to Global Grants. Compliance with the Club's financial plan is required as per TRF terms and conditions.

Addendum to MOU Agreement: By signature below, clubs will adopt the District 5790 Addendum to the MOU for District and Global Grants.

Club President		Club President Elect	
Name (Printed)	<input type="text"/>	Name (Printed)	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Club Foundation Chair (Recommended)	
Name (Printed)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

GLOBAL GRANT FINANCIAL MANAGEMENT PLAN

GRANT APPLICATION DEADLINE: SEPTEMBER 1



ROTARY INTERNATIONAL DISTRICT 5790

Rotary Club of

Grant Number:

Our Rotary Club agrees to adhere to all Rotary Foundation bank account requirements, including the opening of a new bank account, with two signatories, for each new Global Grant.

1. Our Club agrees to maintain a standard set of accounts, including: a record of all income and disbursements and receipts for all expenditures of \$75 or more.
2. Our Club agrees to disburse grant funds directly to the Rotarians, vendors, and beneficiaries as approved in the grant application.
3. Our Club agrees to maintain separate statements of income and expenses, noting any interest earned and recoveries, so that such incremental dollars earned will be returned to TRF.
4. If we have more than one grant in progress at any one time, our Club agrees to maintain a general ledger which separates funds according to each project.
5. Our Club agrees to maintain an inventory system for control of any equipment or other assets purchased with grant funds and to maintain records of items purchased, produced, or distributed through grant activities in accordance with RI terms and conditions.
6. Original invoices, budgets, written correspondence, competitive bid proposals, RI project reports, bank statements, monthly bank reconciliations, grant application, emails, etc., will be retained in accordance with TRF policies and procedures for a period of five years from the final report date, and as required by local, state, and/or federal laws.
7. Such supporting financial and other documentaton shall be accessible for review by club members and audits as required by TRF, the District 5790 Rotary Foundation Audit Committee, and any bona fide regulatory governmental agency.

Club President		Club President Elect	
Name (Printed)	<input type="text"/>	Name (Printed)	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

Club Foundation Chair (Recommended)	
Name (Printed)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

GRANT APPLICATION DEADLINE: SEPTEMBER 1



Club Misuse or Mismanagement Plan

Rotary Club of Grant Number:

An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds whether such funds were received directly from the Foundation, via this District, or another District may be made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities. Such an allegation should be made in writing and sent to the District 5790 Rotary Foundation Committee Chair (DRFCC) as soon as possible. Assistance in communicating with the DRFCC can be obtained by contacting the Rotary District 5790 Secretary listed in the Rotary International North Texas District 5790 Directory or by utilizing the Rotary District 5790 website to obtain the DRFCC email address, physical address, and/or telephone number(s).

Upon receipt of an allegation, the DRFCC shall promptly inform the District Governor (DG) and the appropriate District Sub-committee Chair which may include the District Rotary Foundation Global Grants Committee Chair, District Rotary Foundation Global Scholar Committee Chair, or District Rotary Foundation District Grant Committee Chair as applicable of the alleged misuse or mismanagement. The DRFCC will also notify the District Stewardship Management Team Committee Chair, and TRF as necessary.

As directed by the DG, either the DRFCC or an investigative District leadership committee member shall be appointed by the DG to investigate the allegation and to report findings of fact, opinions, and recommendations to the DG and DRFCC within 30 days of appointment, unless such period is extended by the DG. The DRFCC shall consult with the DG regarding the report and shall then determine the appropriate corrective actions, if any, to be taken. The DRFCC shall report on the matter to TRF, indicating how the District has acted to resolve the allegation.

The DRFCC shall be responsible for tracking, reporting, and retaining all supporting documentaton for any and all such allegations, including the status of reporting to DG & TRF.

Reports of investigations and actions taken as reported to TRF shall be maintained in the District Office for a period of five years from the date such information is forwarded to TRF. Access to such reports shall be limited to the current DG, DRFCC, and RI unless the DG directs otherwise.

This policy shall be posted on the District Website and included as a topic at all Grant Management Seminars.

Club President		Club President Elect	
Name	<input type="text"/>	Name	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>
Club Foundation Chair Recommended			
Name	<input type="text"/>		
Signature	<input type="text"/>		
Date	<input type="text"/>		