

## 2021 - 2022 District 6630 Club MOU Addendum

Rotary Club of \_\_\_\_\_

### A) Terms of Qualification

Clubs that receive certification are qualified for one Rotary year.

Annually, a minimum of two (2) club members must attend a Grant Management Seminar (GMS) held by District 6630. It is recommended that one of the attendees is the club President (President 2021-2022).

Attendance at the GMS and completion of the MOU and any addendums is required for participation in both Global and District grants.

Clubs must submit a signed MOU and Addendum to Katie Yeager, the District 6630 District Rotary Stewardship Chair.

Clubs must be current on their Rotary International and Rotary District dues at the time this document is executed and submitted and at the time of any grant application.

Clubs must be current on reporting on open grants at the time this document is executed and submitted and at the time a grant application is submitted.

Club must have contributions to the Annual Fund of The Rotary Foundation (TRF) of at least forty dollars (\$40.00) per capita (based on membership as of July 1, 2020) for the 2020-2021 Rotary year to participate in District or Global grants in the 2021 - 2022 Rotary year.

Clubs must enter their 2021-22 Foundation goal at [www.rotary.org](http://www.rotary.org).

Clubs must disclose all Conflicts of Interest and cooperate with any District or The Rotary Foundation (TRF) Audit.

### B) Club Leadership Responsibility

Club leadership is responsible to ensure that financial stewardship measures and proper grant management practices are followed.

Club leadership will appoint a Grant Manager and a Grant Treasurer to implement each active grant.

If the Grant Manager or Grant Treasurer should vacate their position for any reason, the club leadership will appoint, in a timely manner, an individual to replace the person that left and provide them with a copy of this MOU prior to their appointment.

### C) Financial Management Plan

A separate Bank Account will be opened if the Club is the responsible party/Host Partner of a Global Grant

A separate Club Bank Account may be required, by the Grants Committee, for District Grants based on anticipated revenue activity, expense activity and location of project.

1. The Club's Grant Treasurer will keep a standard set of accounts related to both the Club's District and Global Grants. The treasurer will maintain a record of all receipts and invoices in hard copy and a copy also to be kept in the Public Storage Retrieval System\*\*.
2. The Club's Grant Treasurer and a club designee (two signatures required) must sign all checks related to any disbursement of grant funds received by the club for any District or Global Grants.
3. A copy of all Bank Statements will be kept both in hard copy and in the Public Storage Retrieval System\*\*.
4. The Club's Grant Manager will be responsible for the inventory of items purchased, produced or distributed through grant activities and will provide such record for inclusion in the Public Storage Retrieval System\*\* as a record.

### D) Document Retention

1. The Club will maintain a file of all documents related to qualification and TRF Grants in both hard copy and stored electronically in the Public Storage Retrieval System\*\*.

### E) Reporting on Use of Grant Funds

1. **District Grants** - The Club's Grant Manager must file a report on District Grants every six months (Interim) from the initial payment date and a Final Report within 60 days of the completion of the grant project with copies of all receipts, bank statements and a copy of the report form in the Public Storage Retrieval System\*\*.
2. **Global Grants** - The Club's Grant Manager must file a report on Global Grants every six months (Interim) from the initial payment date on the TRF Activity Report in the Public Storage Retrieval System\*\* and a Final Report within 60 days of the completion of the grant project with copies of all receipts and bank statements per TRF instructions and in the Public Storage Retrieval System\*\*.

## F) Method for Reporting and Resolving Misuse of Grant Funds

1. The club will report to the District Stewardship Chair, Dave Jones, and the 2019-2022 DRFC, Jim Lechko, any potential misuse or irregularities in grant related activity.

**G) By signing this document I agree to all terms contained in the Club Memorandum of Understanding and this Addendum.**

If the undersigned should vacate their position for any reason, the club leadership will appoint, in a timely manner, an individual to replace the person that left and provide them with a copy of this MOU prior to their appointment.

\_\_\_\_\_  
Club President (2021 - 2022) Print

\_\_\_\_\_  
Club President-Elect (2021 - 2022) Print

\_\_\_\_\_  
Club President (2021 - 2022) Sign

\_\_\_\_\_  
Club President-Elect (2021 - 2022) Sign

Submit a completed form to:

Katie Yeager  
Rotary District 6630  
Stewardship Chair  
402 880 5913  
knyeager@gmail.com  
22398 Spencer Ln  
Fairview Park, OH 44126-2525

\_\_\_\_\_  
\_\_\_\_\_  
Other GMS Attendee 1 (Print)

\_\_\_\_\_  
Other GMS Attendee 1 (sign)

\_\_\_\_\_  
Other GMS Attendee 2 (Print)

\_\_\_\_\_  
Other GMS Attendee 2 (sign)

I certify this club has met the District 6630 certification requirements for the 2021-2022 Rotary year.

\_\_\_\_\_

Jim Lechko  
Rotary District 6630 DRFCC  
13767 Cartwright Parkway  
Strongsville, OH 44136-1865  
Jimlechko.rotary@gmail.com

**\*\* Public Storage Retrieval System: ClubRunner Grants Model accessed through District 6630 website member access portal.**

**Revised 3-29-13; 1-18-14; 12-30-14; 01-12-16; 1/17; 1/12/18;  
2/1/19;1/20/20;12/31/20**