**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**

~~~~~~~~~~~~~~~~~~~~~~~~~~~~

**THE ROTARY FOUNDATION**

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 Rotary Grants.

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.

**ADDENDUM to CLUB MEMORANDUM OF UNDERSTANDING**

**2023-2024**

This document is an Addendum to the Club Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for Rotary/Rotaract Clubs in District 7890 that may want to apply for District Designated Funds in **2023-2024**. It is an agreement between the Club and District 7890 explaining what measures the Club must undertake to ensure proper development and implementation of district and global grant activities and the subsequent management of said funds. In executing this document, the Club agrees that it will comply with all of the requirements mandated by The Rotary Foundation and these additional requirements mandated by District 7890.

1. **Qualification**

In order to receive any type of grant from District 7890 the Club must be qualified. This requirement is for district grants and global grants. Qualification is achieved

* by attendance at a **2022-2023** District Grant Management Webinar/Seminar by at least **two** members of the club; and,
* by successful submission of the club’s **2023-2024 Foundation Goals** into Club Central on rotary.org by **July 1, 2023** and,
* by the **president for 2023-2024** and **president for 2024-2025** signing the *Club Qualification Memorandum of Understanding* (MOU) provided by The Rotary Foundation and the *Addendum to the Club Memorandum of Understanding* provided by District 7890 and **mailing** the document to the District Grants Chair by **July 1, 2023**.

1. **District Grant Applications**

• All district grant applications must be in at least one of the seven areas of focus that has been identified by The Rotary Foundation. These are: (1) Peacebuilding and Conflict Prevention and Resolution, (2) Disease Prevention and Treatment, (3) Water, Sanitation and Hygiene, (4) Maternal and Child Health, (5) Basic Education and Literacy,

(6) Community Economic Development, and (7) Supporting the Environment.

• Applications must be submitted electronically on a form provided by the district.

• Applications must be submitted to the District Grants Committee Chair no later than **July 1, 2023.**

1. **Global Grants**

* Before applying for a Rotary Foundation Global Grant, a Club must submit electronically a Request for Global Grant Funds to the District Governor, the District Grants Sub-committee Chair, and the District Rotary Foundation Chair.

**Signature Page**

**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 TRF grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU and the District Addendum to the Club MOU.*

*On behalf of the Rotary/Rotaract Club of , the undersigned agree to comply with all of the conditions and requirements of the MOU and District Addendum for Rotary year* ***2023-2024*** *and will notify Rotary International District 7890 of any changes or revisions to club policies and procedures related to these requirements.*

The **2023-2024 Club President** and the **2024-2025 Club President** certify that the following 2 club members attended the entirety of a District 7890 Grant Management webinar held on February 23, 2023 or on March 21, 2023.

|  |  |  |
| --- | --- | --- |
| **Club Member’s Name** | **Member’s Email Address** | **Date Attended Webinar** |
|  |  |  |
|  |  |  |

**2023-2024 President 2024-2025 President**

**Club President 2023-2024 Club President 2024-2025**

**Name Name Date Date**

**Signature Signature**

**MAIL SIGNATURE PAGE TO:**

**Eileen Rau PDG**

**38 Ravenwood Rd.**

**West Hartford, CT 06107**