

MEMORANDUM OF UNDERSTANDING

The Rotary Foundation and Rotary Club of _____ Year: 2025-26

1. Club Qualification

To participate in Rotary Foundation global, district, 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 committee may also establish additional requirements for club qualification requiring its clubs to be qualified to participate in Rotary Foundation district grants. The club is eligible to participate in the TRF grant program by completing these requirements.

- Upon completing the qualification requirements, the club will be qualified for one Rotary year.
- To maintain a qualified status, the club must comply with this MOU, additional district requirements, and all applicable TRF policies.
- The club is responsible for using funds for club-sponsored grants, regardless of who controls the funds.
- 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; monopolisation of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- The club must cooperate with 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:

- Appointing at least one club member to implement, manage, and maintain club qualifications.
- Ensuring all TRF grants adhere to stewardship measures and proper grant management practices.
- Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

3. Bank Account Requirements

To receive global grant funds, the club must have a dedicated bank account used solely for receiving and disbursing TRF grant funds.

For district grants, clubs may use their standard service/charity account.

- The club bank account must:
 - Have a minimum of two Rotarians sign the club for disbursements
 - Be a low - or non-interest-bearing account
- Any interest earned must be documented and used for eligible, approved grant activities or returned to the Foundation.

- A separate account should be opened for each club-sponsored grant, and the accounts should identify their use for grant funds. (Global and packaged grants gifts. Grant funds may not be deposited in investment accounts, including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- Bank statements must be available to support receipt and use of TRF grant funds.
- The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

4. Report on the 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.

5. Document Retention

The club must establish and maintain appropriate record-keeping systems to preserve essential documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in preparation for audits or financial assessments.

- Documents that must be maintained include, but are not limited to:
 - Bank information, including copies of past statements
 - Club qualification documents, including a copy of the signed club MOU
 - Documented plans and procedures, including:
 - Financial management plan
 - Procedure for storing documents and archives.
 - Succession plan for bank account signatories and retention of information and documentation
 - Information related to grants, including receipts and invoices for all purchases.
 - Photographic evidence of the completed project
- Club records must be accessible and available to Rotarians in the club and at the district's request.
- Documents must be maintained for at least five years, or longer if local law requires.

6. Reporting Misuse of Grant Funds

The club must report any potential and absolute misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the abuse of grant funds.

Authorisation and Agreement

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

On behalf of the Rotary Club listed at the top of this page, the undersigned agrees to comply with the conditions and requirements of the MOU and will notify Rotary International District 9685 of any changes or revisions to club policies and procedures related to these requirements.
Photocopy / scan this page - Complete and email to Grants Chair

Club President		Club Foundation Chair	
Name		Name	
Signature		Signature	
Email		Email	