**Sample MOU with Cooperating Organization**

1. **Demographic details**
   1. Organization name
   2. Location
   3. Primary contact
   4. Email
   5. Telephone
   6. Web address
2. **Brief description** of the Cooperating Organization, (mission, 501c3 status if applicable)
3. **Cooperating organization’s responsibilities** and how it will interact with Rotarians to implement the grant project
   1. Expense Management
      1. \_\_\_ Rotary club manages all expenses and makes all purchases assuring the best value (comparison shopping, competitive bidding, etc.)
      2. \_\_\_ The Cooperating Organization purchases the items assuring the best value
      3. \_\_\_ Both the club and the Cooperating Organization share financial management responsibilities as described below
      4. Additional detail as needed
   2. Administering Project Delivery
      1. Role of Cooperating Organization administering grant project, including the inclusion of Rotarian participation when applicable
      2. Role of Rotarian Club in relationship to Cooperating Organization
4. Organization’s agreement to participate in any **financial review** of the project including the provision of expense receipts when applicable
   1. *[Cooperating Organization] agrees that it will keep complete and accurate accounts of all monies received for a District 5450 grant to ………..*
   2. *[Cooperating Organization] will provide the XXXXXX Rotary Club with copies of all invoices and paid receipts or other documents showing that invoices have been paid in time for each interim and final report that the XXXXXXX Rotary Club must submit to Rotary District 5450.*
   3. *[Cooperating Organization] agrees to maintain a separate accounting for grant funds.  All funds will be spent per the grant application, a copy of which we have received.  We will abide by all Rotary accounting requirements and will submit to an audit by Rotary upon request.*
5. List of any Rotarians associated with the Cooperating Organization and note role in the conflict-of-interest section

Keely Yang

Project Worthmore

1666 Elmira St.

Aurora, CO 80010

18 January 2022

Dear Rotary Club,

This letter is to verify that Project Worthmore, a 501 c3 non-profit (EIN 45-0933835), will utilize

funds from Rotary District 5450 in the Yu Meh Food Share Program. These funds will help the

organization achieve its mission to provide programs that foster community, and self-sufficiency and increase the quality of life among Denver-area refugees. These funds specifically will be used to purchase grains, legumes, kinds of pasta, and other nonperishable, unprocessed foods to distribute to the refugee community in Aurora, Colorado, and nearby areas.

Project Worthmore will continually assess the needs of the refugee community served, purchase

food with funds provided by Rotary, and manage Rotary volunteers for the packing and delivery

of food. This letter serves to act as a commitment to obtain the best prices for these supplies

and also, a commitment to provide receipts to the grantor and participate in any financial review,

as described below.

Project Worthmore agrees that it will keep complete and accurate accounts of all monies

received for a District 5450 grant to assist with its refugee food program. Project Worthmore will

provide the Denver Cherry Creek Rotary Club with copies of all invoices and paid receipts or

other documents showing that invoices have been paid in time for each interim and final report

that the Denver Cherry Creek Rotary Club must submit to Rotary District 5450. Project

Worthmore agrees to maintain a separate accounting for grant funds. All funds will be spent in

accordance with the grant application, a copy of which we have received. We will abide by all

Rotary accounting requirements and will submit to an audit by Rotary upon request.

Sincerely,

Keely Yang

keely@projectworthmore.org

303-591-5271