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# Club Qualification

To participate in all of The Rotary Foundation (TRF) grant programs (global and district), the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU). By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant programs. If the terms of the MOU change, this document shall be changed to conform to current requirements by TRF.

1. Upon successful completion of the requirements, the club will be qualified for one Rotary year
2. Grant management training must be attend by at least two representatives from each club, each year; suggested attendees include:
   * Club President-elect
   * Club Rotary Foundation Committee Chair
   * Club Grant Chair
3. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies
4. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds
5. 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
6. The club must cooperate with any financial, grant, or operational audits
7. All district and Rotary International reporting requirements must be completed properly, including timeliness, for any previous year grants
8. All RI and District Dues must be current at the time of application

# Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

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

# Financial Management Plan

The club must provide consistent administration of grant funds:

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. 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
5. Ensure that all grant activities, including the conversion of funds, comply with local law
6. A Budget MUST be submitted with the grant application as required by the application process
7. The club must contribute to the grant. The district will not fully fund any grant, club funds are expected to be included in the budget. Funds may be from more than one club.

# 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 District grant funds in excess of $2000 or any TRF Global grant funds.

1. 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
2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
3. 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.
4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
5. Bank statements must be available to support receipt and use of TRF grant funds.
6. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

# 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.

1. Clubs must submit interim reports on the use of district grant funds every 6 months if the grant will take over 6 months to complete (one exception – scholarships). District grants are for a maximum of one year.
2. 23-24 District Grant Final Reports Must be filed by AUGUST 31, 2024, Clubs not meeting this deadline WILL forfeit grant monies and may be denied access to a District Grant next Rotary Year. 23-24 Final reports are due by AUGUST 31, 2024. Any club not meeting this requirement WILL forfeit their approved grant funds or this year and may be prevented from having a district grant next year.
3. Global grant monies require interim reports every 12 months.
4. All final reports for Global Grants must be made within 60 days of the projects completion.
5. District grant funds will only be paid to the club after the successful completion and submission of the final report with receipts, copies of checks and a picture(s) of the project.

# 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.

# 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.

1. 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

1. Club records must be accessible and available to Rotarians in the club and at the request of the district
2. Documents must be maintained for a minimum of five years, or longer if required by local law

# 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 Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

## Authorization and Agreement

*The Club Qualification 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 Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

|  |  |
| --- | --- |
| *On behalf of the Rotary Club of* |  |

*the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary*

|  |  |  |
| --- | --- | --- |
| *year* | *2023-24* | *and will notify* ***Rotary International District 7190*** *of any changes or* |

*revisions to club policies and procedures related to these requirements.*

This authorization and agreement must be completed and turned into either the District Foundation Chair or the Stewardship/Administration Committee Chair by **June 1** prior to the Rotary year it is intended to be active.

**CLUB FOUNDATION & MEMBERSHIP GOALS (Must be entered in to Rotary Club Central) AND NEXT YEARS OFFICERS MUST BE ENTERED (President, PE, Secretary, Treasurer, Foundation Chair, PR Chair and Membership Chair) in Club Runner to qualify for a 23-24 District Grant. 23-24 District grant (if any) must have final report in within the time stated above.**

In order to sign this agreement for the club, members MUST have attended the FULL Grant Management Seminar

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| **Printed Name** |  | **Signature** |  | **Date** |
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