



## Request to Apply for a 2023-24 District Grant

### ~~~~~ Rotary International District 6270 ~~~~~

(replaces Club MoU for Rotary Year 2023-24)

To participate in Rotary D6270 District Grants, the club must agree to comply with district grant financial and stewardship requirements of The Rotary Foundation (TRF) as amended by Rotary District 6270.

The club shall

- Sign and submit this Request to Apply for a District Grant.
- Have at least two (2) club members complete the District 6270 District Grant Management Training Seminar prior to May 30, in the year during which the grant application is made.
- Have at least one Grant Management trained club member actively involved in the grant.
- Submit a Final Grant Report not later than May 15 of the current year, if the club received a District Grant for the current Rotary Year.
- Have made contributions to The Annual Fund of The Rotary Foundation of at least \$50 per capita during the current and previous Rotary Year.

The club officers hold primary responsibility for club qualification and the proper implementation of RID 6270 Rotary District Grants requirements.

The club is responsible for the use of grant funds, regardless of who controls the funds.

The club must maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.

The club must ensure that all grant activities, including the conversion of funds, comply with local law.

The club must use a low- or noninterest-bearing bank account for grant funds.

The club must cooperate with any financial, grant, or operational audits.

Documents must be maintained for a minimum of three years, or longer if required by local law and must be accessible and available to Rotary members in the club and at the request of the district.

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to the club's district grants.

The club must report any potential and/or 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.

Grant participation may be suspended or revoked for misuse or mismanagement of grant funds.

#### **Authorization and Agreement**

*This agreement between the club and the district confirms that the club will implement measures to ensure the proper execution of grant activities and proper management of TRF grant funds. The club agrees to comply with all conditions and requirements of The Rotary Foundation and D6270 for district grants.*

*On behalf of the Rotary/Rotaract Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements for Rotary year **2023-24** and will notify Rotary International District **6270** of any changes or revisions to club policies and procedures related to these requirements.*

	Club President	Club President-Elect
<b>Term</b>	<i>2022-2023</i>	<i>2022-2023</i>
<b>Name (printed)</b>		
<b>Signature</b>		
<b>Date</b>		