***Please submit this completed form to the District Grants Committee BY MARCH 31, 2018. Completion of this document is a qualification requirement and grant applications will not be reviewed without its submission.***

**Club Qualifications: *Rotary Club of***

To participate in Rotary Foundation grants the requesting club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) and District 7150. District 7150 has established requirements for club qualification and requires District 7150 clubs to be qualified in order to participate in Rotary Foundation District Grants. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year and eligible to participate in the TRF District Grant program.

**\*Please Note:** Club qualification status may be suspended or revoked for the misuse or mismanagement of grant funds involving, but not limited to: fraud, forgery, membership falsification, gross negligence, the endangerment of the health, the welfare, or the safety of beneficiaries, ineligible contributions, use of funds for personal gain, undisclosed conflicts of interest, monopolization of grant funds by individuals, the falsification of any reports, overpricing, acceptance of payments from beneficiaries, illegal activities, and the use of grant funds for ineligible purposes.

**Club Qualifications Checklist:**

**Please Note: All qualification items listed below must be *completed* and *checked‐off* prior to the application deadline of March 31, 2018 as identified on the District Grants Calendar.**

* Become qualified, on an annual basis, to receive funds for District 7150 Grants and TRF Global Grants Grants. Additionally, maintain a qualified status by complying with the Foundation and District 7150 MOU, all applicable TRF policies, and any additional requirements District 7150 deems necessary, and are reasonable, achievable, and fair to all clubs
* Designate a club Foundation Representative and an Alternate Representative for each year of qualification. These representatives, or club-designated appointees, must attend district grant management and qualification training

**Please List:**

**Foundation Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Representative:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information: Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + Have the above individuals attended grant training? Please Circle: YES NO
* Send the club President Elect to PETS and have your PE fill out your club’s “Club Goals”. These goals will then need to be posted in Rotary Club Central on the Rotary.org website.

Please name the President Elect who attended PETS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + Has your club filled out ‘Club Goals’ and have they been posted in Club Central on the Rotary.org website? Please Circle: YES NO
* Maintain active club participation in District 7150 events, which include, but are not limited to: the District Conference, District Training Assembly, RYLA, and Youth Exchange
* Acknowledgement of Matching Funds: Clubs must put a minimum of one dollar ($1.00) of the requesting clubs own funds for every dollar requested towards the project
* Cooperate with any financial, grant, or operational audits
* Be current on all Rotary International and District 7150 dues
* Club has submitted a current and completed IRS 990 form to Rotary International
* Club is current on all applicable grant reports

***Please note****:* ***If you have any open grants you will need to submit a Final Report and all necessary documentation. If your project is not completed, you will need to fill out the Progress Report. Clubs may only have one grant open at a time.***

* Complete and submit this Memorandum of Understanding (MOU) and Addendum to establish and maintain compliance with the Foundation and District 7150.

**Club Officer Responsibilities:**

* Appoint at least one club member to implement, manage, and maintain club qualification
* Ensure all TRF grants adhere to stewardship measures and proper grant management practices
* Ensure all individuals involved in the grant project conduct their activities in a way which avoids any actual or perceived conflict of interest

**Reports on Use of Grant Funds:**

The requesting 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. All reports are to be submitted to the Auditing Committee.

**Document Retention:**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification of TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments. Documentation must be maintained for a minimum of five years, or longer if required by local law.

**Maintained Documentation (including, but not limited to):**

* Club qualification documentation; including a copy of the signed club MOU and Addendum
* Documented plans and procedures including: procedures for storing and retaining information, documentation and archives, and a succession plan for bank account signatories
* Bank account information, including copies of past statements for Global Grants only.
* Information related to grant funds, including receipts and invoices for all purchases
* Club records must be accessible and available to Rotarians in the club, and at the request of District 7150

**Reporting Misuse of Grant Funds:**

If the Stewardship Sub‐Committee suspect’s misuse of grants funds, they must report any and all suspected allegations to the Audit Sub‐Committee and District 7150 Foundation Chair within twenty‐four (24) hours of its knowledge of suspected misuse.

The Stewardship Sub‐Committee will investigate and resolve any and all allegations of misuse. This reporting fosters an environment that does not tolerate the misuse of grant funds.

**Conflicts of Interest:**

The Stewardship Sub‐Committee has the responsibility of reporting and investigating any and all alleged conflicts of interest, which are reported, or which are discovered. Some alleged conflicts of interest might be determined to be true conflicts of interest, while others may be perceived conflicts of interest.

**Authorization and Agreement**

This Memorandum of Understanding (MOU) is an agreement between the requesting club and District 7150, and acknowledges that the requesting club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document the requesting club agrees to comply with all of the conditions and requirements set forth in the MOU.

Please sign and email MOU to (BY MARCH 31, 2018):

**Kuki Haines, District Grants Chair**

[hainesK7150grants@gmail.com](mailto:hainesK7150grants@gmail.com)

(315) 637-6608

5229 Duguid Rd., Fayetteville, NY 13066

*We, being responsible for administering grant activities for the* ***Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****, certify that the club will adhere to the requirements listed in this Addendum to the Club Memorandum of Understanding and will notify Rotary District 7150**of any changes or revisions to club policies and procedures related to these requirements.*

**MEMORANDUM OF UNDERSTANDING (MOU)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **CURRENT CLUB PRESIDENT** | | | **Term** | **2017-2018** | | **Name** |  | | **Signature** |  | | **Date** |  | |  | |  |  | | --- | --- | | **CLUB PRESIDENT-ELECT** | | | **Term** | **2018-2019** | | **Name** |  | | **Signature** |  | | **Date** |  | |

***THANK YOU!***