**Club Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rotary District 6420 Memorandum of Understanding**

**Addendum to The Rotary Foundation Club Qualification Memorandum of Understanding**

This document is the official Addendum to The Rotary Foundation (TRF) Club Qualification Memorandum of Understanding (MOU) for RI District 6420 (D6420). It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of district grant activities and management of Rotary Foundation District Grant funds. By authorizing this document, the club agrees that it will comply with all Foundation and D6420 requirements.

As authorized by TRF, D6420 has set up the following qualification plan, terms and conditions, and guidelines for qualifying its member clubs, provided they meet TRF minimum requirements:

* The club agrees to and signs the Club MOU as provided by TRF.
* The club agrees to and signs the addendum to the Club MOU as provided by D6420.
* The club president-elect and the club foundation chair or grants chair attends grant management and qualification training (Grant Management Seminar).
* All Humanitarian Grant projects will be prepared for processing with written notification to the current District Governor and the District Rotary Foundation Chair.
* All Humanitarian Grants (Global and District) will be reviewed and certified/approved before submitting to the Rotary Foundation or receiving District Designated Funds.
* District Grant Funds will only be distributed to clubs that have completed all reporting requirements by May 15 for the previous grant cycle year.

Clubs may receive District Grant funds with a one-to-one match for club contributions up to a maximum match of $1200 per club.

We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the club adheres to the requirements listed in this Addendum to the Club Qualification MOU and will notify D6420 of any changes or revisions to club policies and procedures related to these requirements.

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| --- | --- | --- | --- |
| **Club President** | | **Club President-Elect** | |
| Term | 2023-2024 | Term | 2023-2024 |
| Name |  | Name |  |
| Signature |  | Signature |  |
| Date |  | Date |  |