

DISTRICT 5180 ADDENDUM TO TRF CLUB QUALIFICATION
MEMORANDUM OF UNDERSTANDING (MOU)

1. Club Qualification:
 - a. For a club to be qualified to do grants, both district and global, the President-Elect and one other must be grant trained. If the club is doing a District Grant, the person doing it must be trained.
 - i. Training consists of attending the D5180 Grant Training Seminar, and completing TRF’s Grant Management Seminar on the Learning Center. The diploma must be printed out or the course will still be labeled as “in process.” Diplomas must be forwarded to the District Stewardship Chair.
 - b. Both the President, and President-Elect must sign the TRF MOU and the D5180 Addendum to TRF MOU and send them to the District Stewardship Chair.

2. Global Grant Procedures:
 - a. Clubs wanting to do a Global Grant, and be the International Partner or Host, must submit a Global Grant Application Form to the Global Grant Chair prior to going to the TRF Grant Center.
 - i. If the Global Grant is entered into the Grant Center before being approved at the district level, it will receive no DDF.
 - ii. The following forms must accompany the Global Grant Application Form:
 1. Completed Community Assessment Form identifying a need.
 2. A project plan to meet the need.
 3. A proposed budget to complete the plan.
 - iii. As part of the approval of the Global Grant request will be the determination of how much DDF will be allocated to the Global Grant.
 - iv. The POC, and all the Committee Members of the Global Grant, must be currently trained.
 - b. Clubs wanting to contribute to someone else’s Global Grant only have to submit a Global Grant Application Form to determine how much DDF they can allocate to the grant.

Club President: Term _____ Name _____ Signature _____ Date _____	Club President-Elect: Term _____ Name _____ Signature _____ Date _____
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