**LETTER OF PARTICIPATION  
 DISTRICT INTERNATIONAL GRANT**



|  |  |  |  |
| --- | --- | --- | --- |
| **BETWEEN** **DISTRICT 9800 CLUB** named: | | | Caulfield |
| and **HOST ROTARY CLUB** named: | | |  |
| and **COOPERATING ORGANISATION** named: | | |  |
| **SUBJECT** | | **Grant Title:** |  | |
| **Project Location:** |  | |

**PURPOSE OF THIS DOCUMENT  
A cooperating organisation:**  is any reputable organisation other than a Rotary club or district, that provides expertise, infrastructure, advocacy, training, education and/or other support for the grant project. Cooperating organisations must comply with all reporting and auditing activities required by the Rotary Foundation and provide all receipts and proof of purchases.

This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Grant.

**PRIMARY CONTACTS FOR EACH PARTICIPATING ENTITY**

**Contact for: DISTRICT 9800 CLUB**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |

**Contact for: HOST ROTARY CLUB**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |

**Contact for: COOPERATING ORGANISATION**

|  |  |
| --- | --- |
| **Name** |  |
| **Email** |  |

**UNDERSTANDINGS**

* All parties affirm that this Grant is **initiated, controlled, and managed** by the Rotary Club(s) and /or District(s) involved in the project
* The Rotary Club(s) affirm that the Cooperating Organisation (if applicable) is reputable and responsible and acts within all governing laws or the project country
* All project expenditure will be strictly monitored and verified by the District 9800 club.
* All parties must abide by The Rotary Foundation grant terms and conditions
* All parties are aware that their involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation

**RESPONSIBILITIES** Please list the responsibilities of each party in this International Grant.

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| --- |
| **DISTRICT 9800 CLUB** |
| A |
| B |
| C |
| **HOST ROTARY CLUB** |
| A |
| B |
| C |
| **COOPERATING ORGANISATION** |
| A |
| B |
| C |

**MODIFICATIONS and CONFLICT OF INTEREST**

Modifications within the scope of this document shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties and approved by the District Foundation Committee (DFC). Any real or perceived conflicts of interest must be disclosed to the DFC including any Rotarians serving as paid staff or board of directors for the cooperating organisation.

**SIGNATURES**

By signing below, the parties agree to the terms of this Letter of Participation.

|  |  |
| --- | --- |
| **DISTRICT 9800 CLUB** | date / / |
| Signatory Name: | signature |
| **HOST ROTARY CLUB** | date / / |
| Signatory Name: | signature |
| **COOPERATING ORGANISATION** | date / / |
| Signatory Name: | signature |