***Memorandum of Understanding***

**2019-2020 ROTARY DISTRICT GRANT**

**Rotary District 5680**

**Club Name:**  **Club Rotary ID#:**

**PURPOSE OF THIS MOU**

By signing this Memorandum of Understanding (MOU), the representative of the applicant Rotary club acknowledges and agrees to comply with the requirements outlined below and in the accompanying Application Instructions and Application Form documents. The applicant Rotary club also acknowledges that an awarded District Grant may be cancelled for any reason without notice upon the failure of the applicant club to abide by the terms set forth in this and the accompanying Application Instructions and Applicant Form. Further, the applicant Rotary club agrees to return any grant funds in their entirety should funds be misused or used for ineligible purposes.

The Rotary Foundation (TRF) District Grants program requires a responsible Key Contact/Project Coordinator (a Rotarian) at the applicant local Rotary club and at least two other Rotarians to oversee the District Grant project (the “Project Committee”). Additionally, if a District Grant is awarded, the Key Contact/Project Coordinator will supervise the preparation and submission of the required Final Report, which is intended to evaluate the success and impact of the project, share lessons learned and provide an accounting of the use of District Grant funds. The Final Report is reviewed by the District Grants Committee and kept on file for the potential review of The Rotary Foundation (TRF). Final Report guidelines and forms will be provided following distribution of awarded District Grant funds.

**REPORTING**

Rotary clubs awarded a District Grant must adhere to all reporting requirements. Grant reporting is a key aspect of grant management, as it informs the District and TRF of the grant’s progress, successes, challenges and lessons learned and provides an accounting of how grant funds were spent. These are the reporting requirements for recipients of a District Grant:

* A **FINAL REPORT** is required for all District Grant projects upon completion, which is expected to be within 12 months of grant funding.
* An **INTERIM REPORT** is required for grant projects not completed as expected within 12 months of grant funding (the District Grant Subcommittee Chair should be contacted immediately when this scenario is anticipated to discuss the situation that has caused the project delay). In no case can a District Grant project exceed 24 months. A **FINAL REPORT** is also required when the delayed grant project is completed.
* Complete report guidelines and forms will be provided to clubs awarded a District Grant following distribution of grant funds and will also be posted on the District 5680 website.

**RECORD RETENTION**

Clubs awarded a District Grant must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for any required TRF audits or financial assessments.

The Application Form and MOU should be kept in both hard copy and electronic formats. Additionally, copies of related invoices, billings, receipts, proof of payment, project photos, etc., are required to be attached to the FINAL REPORT for awarded grant projects. The originals should be maintained by the club with other grant-related documents.

District Grant records must also be accessible and available at the request of the district. All documents related to the District Grant project should be maintained for a minimum of five years.

**AGREEMENT**

Name of Club President Signature of Club President

 (required on hard copy only)

Date

**District Contact**

Larry Tobias

5680 District Grant Subcommittee Chair

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