



2018-2019 CLUB GRANT QUALIFICATION MEMORANDUM OF UNDERSTANDING

THE ROTARY FOUNDATION CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

3. Financial Management Plan

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Bank Account Requirements

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
 - 1. Have a minimum of two Rotarian signatories from the club for disbursements
 - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

5. Report on Use of Grant Funds

The 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.

6. Document Retention

The club 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 audits or financial assessments.

A. Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements
 2. Club qualification documents including a copy of the signed club MOU
 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

DISTRICT 6600 ADDENDUM TO ROTARY INTERNATIONAL MEMORANDUM OF UNDERSTANDING

1. Guidelines for Clubs

- a. Clubs that want to apply for a District and/or Global Grant-must become qualified. The Club must file this composite RI MOU and District 6600 Addendum to the RI MOU with the district. This must be submitted to the email address d6600grants@gmail.com. Additionally, this must be uploaded into DacDB with every District Grant application submitted.
- b. All grants must fall within the Areas of Focus as designated by RI.
- c. Criteria to receive significant consideration in the grant evaluation process includes:
 - i. Hands on activity of members will be a specific item considered during approval of all projects in District 6600.
 - ii. International projects will receive priority for approval over local projects.
 - iii. Club contributions to the Annual Fund.

2. Club Leadership Responsibilities for Qualification

- a. A minimum of two club members, in 2018, must successfully complete the grants management computer training program available on the Rotary District 6600 Foundation website, "<http://RotaryFoundation6600.org>". It is recommended that the 2018-2019 Club President, the 2019-2020 Club President, and the Rotarian(s) who will be coordinating the grant project(s) participate in this on-line webinar.
- b. The composite Club Qualification RI MOU and District 6600 Addendum to the RI MOU must be signed by the 2018-2019 Club president and the 2019-2020 Club president.

3. Terms Conditions, Qualifications, and Reporting on the Use of Funds

- a. Clubs will be required to supply a start and finish date which is planned. District Grant funds must be spent within the grant year.
- b. Clubs must submit a final report on District Grants, including receipts of all expenditures, by June 30, 2019.
- c. Clubs will be required to submit photographs of each District Grant project-upon completion, as a part of the final report.
- d. When a 3rd party is involved with contributions and/or implementation of a project, an MOU must be prepared. The MOU will specify that the grant is initiated, controlled and managed by the Rotary Club(s) and/or the districts involved with the project. Other notations may be required per project. Club partnerships will require an MOU.

4. Funding, Submission and Grant Payments to Clubs for District Grants

- a. A project application's consideration is contingent on the proper close out of the previous year's grants by the Club.
- b. Local grants will be matched at \$0.50 to the dollar and International grants dollar for dollar by District 6600. In the event that grant requests exceed the dollar amount available, the District can limit the amount of a local grant to a maximum of \$3,000 and an international grant to a maximum of \$5,000 at the discretion of the Grants Subcommittee. Clubs may also be limited to two district grants per Rotary year if district requests exceed monetary amounts available.
- c. No expenses incurred prior to grant approval will be reimbursable with District Grant funds.
- d. Grant requests for the Rotary year of 2018-19 will be accepted between June 01 and August 01 of 2018.
- e. All grants requests will be considered by the Grant-Subcommittee. Should funding requests exceed the available DDF, grants will be prioritized by the Grant Subcommittee according to the information submitted on the grant requests.
- f. If grant monies are available after the first round of funding, a second round will be opened.

5. Unqualified Clubs

- a. Clubs which are not qualified may participate in the grants process by forming a partnership with another club and or district that is qualified. In this instance a Club must sign an MOU with that Club or District. Clubs will be able to participate financially but will not receive credit i.e. Paul Harris Points for their contributions to the project.

6. District Grant Application Form

- a. All applications for both local and international projects not falling under the realm of global grants must be submitted electronically through DacDB.
- b. Applications are available on the Rotary District 6600 Foundation website, "<http://RotaryFoundation6600.org>"

Authorization and Agreement

This memorandum of Understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018-2019 and will notify Rotary International District 6600 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2018 - 2019
Name	
Signature	
Date	

Club President elect	
Term	2019 - 2020
Name	
Signature	
Date	