

CLUB MEMORANDUM OF UNDERSTANDING

DISTRICT 7680- Rotary Year 2022-2023

- 1. Club Qualification**
- 2. Club Officer Responsibilities**
- 3. Report on Use of Grant Funds**
- 4. Document Retention**
- 5. Reporting Misuse of Grant Funds**

1. Club Qualification

To participate in Rotary Foundation global and district 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 has established 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. 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 grants progress and how funds are spent. Each Club must provide a Final Report with receipts, invoices, photos and any other supporting documentation demonstrating how funds were utilized.

4. Document Retention

The club must establish and maintain appropriate record keeping 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:
 - i. Club qualification documents including a copy of the signed club MOU
 - ii. Documented plans and procedures, including:
 1. 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.

5. 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.

MOU Agreement and Grant Acknowledgement

(Please sign, date and upload a copy with your Grant application in DACdb)

This memorandum of understanding (MOU) and Grant Acknowledgement 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 grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of _____ (Club Name), the undersigned acknowledge approval of this MOU and acknowledgment of the District Grant(s) approved by the District and further agree to comply with all of the conditions and requirements of the MOU for the Rotary year . The club will notify Rotary District 7680 of any changes or revisions as they pertain to the Grant(s).

We understand:

2. That our club will confirm by March 1, 2023 if we are not going to use 100% of the funds for this project, and we will return all unused funds by March 31, 2023 to the District Grants Sub-Committee.
3. That a Final Report on the club's project(s) must be submitted online in DACDB by June 15, 2023. The Final Report must include descriptions of the Project(s) benefits to the community, Rotarian involvement, and full accounting of project expenditures with all receipts, invoices, photos and documentation pertaining to the project(s).

We also understand that failure to meet the reporting requirements or receiving a written extension by May 15, 2023 will result in our club being responsible for refunding the grant award(s) to District 7680.

Club President	
Name	
Signature	
Date	

Club President-Elect / Officer	
Name	
Signature	
Date	