

# Club Grant Steward Duties

* Responsible for implementing, managing, and maintaining club qualification for each grant
* Ensure no actual or perceived conflicts of interest
  + report any conflicts as many can be worked out but this needs to be done before the grant goes forward etc
* Ensure that proper grant management practices are implemented and followed including the Financial Management Plan
  + needs to be following the grant as it goes along to make sure this happens
* Needs to be trained
* Cannot be a signer on the grant account nor serve on the club’s grant project committee
* Stewardship Rotarian can oversee more than one grant at a time

# Financial Management Plan

* Club must have a written plan to provide consistent administration of grant funds
* Procedures to maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
* Ensures accountability of District Grant funds
* Ensures that signatories cannot be responsible for oversight of the project
* Ensure that bank account requirements are in place as per MOU

# District Grant Training Qualification

* At least two of the three Club Project Committee Members (Club Signatures in DACdb) and the Club Grant Steward need to:
  + Attend the Annual D5080 Grant Management Seminar (in-person or online)
  + Pass the Grant Quiz
* The above individuals need to be qualified before submitting the grant

October 2023