

**COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING
FOR DISTRICT GRANTS**

between

[Insert name of D5080 Rotary Club here]

(hereinafter referred to as "The Primary Sponsor")

and

[Insert name of Cooperating Organization here]

(hereinafter referred to as "The Cooperating Organization")

1. Subject

District Grant [**Local** or **International** Project] for [**Purpose**] in [**Community**], [**Country**]

2. Purpose

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 District Grant [for either Local or International Projects].

3. Contacts

	The Primary Sponsor	The Cooperating Organization
NAME		
ADDRESS		
PHONE		
E-MAIL		

4. Understandings

- A. All parties affirm that the District Grant is initiated, controlled, and managed by the Rotary club(s) involved in the project.
- B. The Primary Sponsor affirms that The Cooperating Organization is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that the District Grant, if approved, will be awarded to The Primary Sponsor and not to The Cooperating Organization.
- D. All project funds will be in the custody of the Primary Sponsor and will not be managed by The Cooperating Organization.
- E. The Cooperating Organization must abide by the Terms and Conditions for Rotary District 5080 District Grants.
- F. The Cooperating Organization and its involvement in this project may be subject to financial and operational review/audit by Rotary District 5080 and/or The Rotary Foundation.

5. The Primary Sponsor shall:

- A. **[list responsibilities]**
- B.
- C.
- D.
- E.

6. The Cooperating Organization shall:

- A. **[list responsibilities]**
- B.
- C.
- D.
- E.

7. Modification

Modifications within the scope of the instrument 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 Rotary District 5080 and The Rotary Foundation prior to any changes being performed.

8. Conflict of Interest

Any real or perceived conflicts of interest must be disclosed to Rotary District 5080 and The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization. The following Rotarian serve as paid staff or board of directors for the cooperating organization: **[LIST NAMES]**.

9. Signatures

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

[PRIMARY SPONSOR, TITLE]

DATE

[COOPERATING ORGANIZATION, TITLE]

DATE