

**Rotary District 5960 Memorandum of Understanding
Addendum to The Rotary Foundation Club Memorandum of Understanding**

This document is the official Addendum to The Rotary Foundation (TRF) Club Memorandum of Understanding (MOU) for Rotary International District 5960, (D-5960) for clubs participating in the Rotary Foundation Global and District grants. It is an agreement between the club and the district, explaining what measures the club will undertake to ensure proper implementation of Rotary **Foundation grant activities**.

As authorized by TRF, D-5960 has set up the following qualification plan, terms and conditions, and guidelines for qualifying its member clubs, provided they meet TRF minimum requirements:

1. The club agrees to and signs the Club MOU as provided by TRF, prior to July 1, 2025.
2. The club agrees to and signs this Addendum to the Club MOU as provided by D-5960, prior to July 1, 2025.
3. The club has at least one member attend the D-5960 Rotary Foundation Grant Management Seminar in preparation for grant activity in the Rotary Year indicated on this document. Participation is recommended for the president-elect and is mandatory for at least one member of the three-person grant team.
4. All Humanitarian Grant applications will have review and approval by the D-5960 Grants Subcommittee (Grants Team) before being submitted to The Rotary Foundation in the case of Global Grants or before funds are disbursed in the case of District Grants.
5. No District Grant Funds will be distributed until the primary sponsoring club has all open and completed previous and current Grant(s) reporting up to date.
6. Reports are required every 6 months for the life of the project commencing on the day the project is approved by the D-5960 GT. A final report is due within 2 months of the completion of the project. Clubs must keep up to date on reporting for all projects. Unless extenuating circumstances exist, failure to do so will result in denial of all new proposals / applications.
7. Subject to funds available, district grants may receive a maximum one-to-one match for club cash contributions with a minimum match of \$500 and maximum match of \$3,000 per club and \$12,000 per project.
8. **By signing this document, the club agrees that it will comply with all TRF and D-5960 requirements.** I acknowledge receipt and have reviewed the 2025-2026 Quick Reference Guide for qualifications, prerequisites, process, guidelines and reporting requirements for grants.

*We, being responsible for administering grant activities for the **Rotary Club of** _____, certify that the club will adhere to the requirements listed in this Addendum to the Club Memorandum of Understanding and will notify Rotary District 5960 of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
Term	2025-26
Name	
Signature	
Date	

Club President-Elect	
Term	2025-26
Name	
Signature	
Date	