



**ROTARY DISTRICT 6200
2024-25 GRANT CYCLE
COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING**

An Agreement between

The Rotary Club of _____, Project Sponsor

And

_____, Cooperating Organization

1. Subject

District Grant Project Name: _____

2. Definition

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and Rotary District 6200, and provide receipts as requested.

3. Purpose

This document establishes an agreement between the parties listed above to implement a project funded by a District Grant from The Rotary Foundation and Rotary District 6200.

4. Project Objectives and Location

5. Project Sponsor Responsibilities

The Project Sponsor will have the following specific responsibilities for the project:

6. Cooperating Organization Responsibilities

The Cooperating Organization will have the following specific responsibilities for the project:

7. Mutual Understandings

All parties agree that:

- a. The Rotary District Grant, if approved, will be awarded to the Project Sponsor.
- b. The Project Sponsor will control and manage the Rotary District Grant.
- c. The Project Sponsor will be involved in all stages of the project.
- d. The Project Sponsor will have a grant project management committee responsible for managing the project on its behalf.
- e. The Project Sponsor and the Cooperating Organization will abide by the Terms and Conditions for Rotary Foundation District Grants and Global Grants.
- f. The Project Sponsor affirm that the Cooperating Organization is reputable and responsible and act within the laws of the project country.
- g. All grant funds will be received and managed by the Project Sponsor and will not be managed by the Cooperating Organization.
- h. Grant funds will remain in the designated Rotary Club bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to the Cooperating Organization will be supported by receipts, paid invoices, vouchers, or written agreements.
- j. The Cooperating Organization may contribute funds toward the project.
- k. The Cooperating Organization project-related documentation may be subject to independent financial and operational review by The Rotary Foundation and Rotary District 6200.
- l. In their separate club qualification memorandum of understanding, the Project Sponsor has agreed to:
 - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law,
 - Ensure that the project adheres to The Rotary Foundation’s stewardship measures and grant management practices,
 - Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest,
 - Report to Rotary District 6200 any potential or real misuse or mismanagement of grant funds,
 - Cooperate with any financial, grant, or operational audits,
 - Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds,

- Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants,
- Retain bank statements to substantiate the receipt and use of grant funds,
- Retain grant documents in a location known by and accessible to the Rotary Club and Rotary District 6200 officers, and
- Retain grant documents for a minimum of five (5) years, or longer if required by local law.

8. Conflicts of Interest

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation and Rotary District 6200, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of the Cooperating Organization. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

9. Modifications

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation and Rotary District 6200, must be issued before acting on any changes.

10. Contact Information

Your privacy is important to Rotary International, The Rotary Foundation, and Rotary District 6200 (collectively, “Rotary”) and the personal data you share with Rotary will only be used for official Rotary business, such as in the relation to the Rotary District Grant. Personal data collected on this form is subject to Rotary’s privacy policy.

11. Authorizations

By signing below, the parties agree to the terms of this Cooperating Organization Memorandum of Understanding.

The typing of names in the signature blocks are intended to be electronic signatures.

Project Sponsor Authorization

Rotary Club of _____

Signature: _____

Date: _____

Name: _____

Title: _____

Postal Address: _____

Phone: _____

Email: _____

Cooperating Organization Authorization

Cooperating Organization _____

Signature: _____

Date: _____

Name: _____

Title: _____

Postal Address: _____

Phone: _____

Email: _____