



**ROTARY DISTRICT 6200
2023-24 GRANT CYCLE
COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING**

An Agreement between

The Rotary Club of Lafayette North, Project Sponsor

And

Acadiana Area for Veterans, Cooperating Organization

1. Subject

District Grant Project Name: Care Packages for Veterans

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

This \$2,000 grant is to provide needed items, predominantly hygiene-based, for veterans residing in nursing homes in the Acadiana region. This includes the nine communities of: Lafayette; Abbeville; Breaux Bridge; Opelousas; Jennings; Crowley; Rayne; Eunice; and New Iberia. If fully funded, The Rotary Club of Lafayette North will purchase the items necessary to assemble and deliver about 160 of these packages, each including about 20 individual items, spread between about 40 nursing home facilities in these communities. It will partner with the Acadiana Area for Veterans to identify the package recipients, their locations, and make deliveries. The Rotary Club of Lafayette North has budgeted \$2,000 of its own funds and is requesting a grant of an additional \$2,000, for a total project budget of \$4,000.

5. Project Sponsor Responsibilities

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

- Coordinate with Acadiana Area for Veterans to identify the package recipients, their locations, and make deliveries.
- Identify items needed for inclusion in the packages
- Purchase the items to be included in the packages
- Make appropriate designation on the packages, identifying them with The Rotary Foundation
- Deliver the packages
- Ensure members participate in the packing and coordinate logistics thereof
- Assure publicity of the project while preserving the privacy and anonymity of package recipients

6. Cooperating Organization Responsibilities

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

- Assist in identifying items most needed for inclusion in the care packages
- Identify nursing home locations where veterans reside and are in need of packages
- Identify individual veterans in need of packages
- Cooperate in securing publicity 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:

- None

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

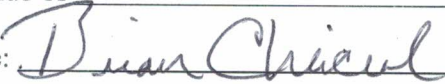
Your privacy is important to Rotary International, The Rotary Foundation, and Rotary District 6200 (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in the relation to the Rotary District Grant. Personal data collected on this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

11. Authorizations

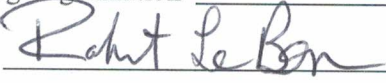
By signing below, the parties agree to the terms of this Cooperating Organization Memorandum of Understanding.

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

Project Sponsor Authorization

Rotary Club of Lafayette North
Signature:  Date: 7/20/23
Name: Brian Chriceol Title: President
Postal Address: 536 St. Clair Road, Breaux Bridge, LA 70517
Phone: 337-781-4971 Email: chriceolb@gmail.com

Cooperating Organization Authorization

Cooperating Organization Acadiana Area for Veterans
Signature:  Date: 7/20/23
Name: Robert LeBon Title: President
Postal Address: 1051 Lagneaux Road, Duson, LA 70529
Phone: 337 356-4579 Email: AcadianaAreaVeterans@gmail.com