

2022-2023 District 6980 Memorandum of Understanding

This Memorandum of Understanding (MOU) is an agreement between District 6980 and the Club explaining what measures the Club will undertake to ensure proper implementation of Global Grant activities and management of The Rotary Foundation (TRF) Global Grant funds. By authorizing this document, the Club agrees that it will comply with all Rotary Foundation and district requirements.

Part 1. Terms of Qualification

Part 2. Club Leadership Responsibilities for Qualification

Part 3. Financial Management

Part 4. Document Retention

Part 5. Reporting on Use of Grant Funds

Part 6. Method of Reporting and Resolving Misuse of Grant Funds

Part 7. Authorization and Agreement

Part 1. Terms of Qualification

- A. Upon successful completion of the qualification requirements, the Club will receive qualified status for a period of one year.
- B. By entering into this agreement and receiving Rotary Foundation grant funds, the Club understands and confirms that the Club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controls the funds.
- C. The Club must disclose any potential conflicts of interest and must comply with the Conflicts of Interest Policy for Grant Participants as outlined in section 7.030 of the Rotary Foundation Code of Policies.
- D. The Club must cooperate with all district and Rotary Foundation audits.

Part 2. Club Leadership Responsibilities for Qualification

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The Club must establish a secession plan for the transfer of grant records to ensure retention of information and documentation.
- C. All project documents will be scanned and stored in an appropriate and accessible digital archive.
- D. The club President-elect or a club designated appointee must attend the Global Grant management and training arranged by the district each year until the Global Grant is officially closed.
- E. All of the Club's Rotary Foundation goals for Rotary Year 2022-2023 must be entered into the GOALS CENTER at [Rotary Club Central](#) on ROTARY.org.
- F. The Club must be fully up to date with all reporting on any ongoing Rotary grant activity.
- G. The Club must be fully up to date with all District 6980 and RI dues.

Part 3. Financial Management

- A. The Club must maintain a bank account to be used only for Rotary Foundation Global Grant funds in accordance with applicable laws.
 - 1. The account should be low or non-interest bearing and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
 - 2. Grant funds may not be deposited in investment accounts including but not limited to mutual funds, certifications of deposit, stocks, and bonds.
 - 3. Two Rotarian signatories are required on checks and withdrawals.
- B. The Club must create a financial management plan that includes measures to:
 - 1. Maintain a standard set of accounts, including a complete record of all receipts and distributions,

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and maintain receipts for all expenditures equal to or over \$75 USD or those of any amount required by applicable law.

2. Disburse grant funds, as appropriate, directly to Rotarians, vendors and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for the grant activities or to return funds to the district.
3. Maintain separate statements of income and expenses, noting interest earned.
4. Maintain a general ledger that separate funds in accordance with each project.
5. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced or distributed through grant activities.
6. Perform a monthly bank reconciliation.
7. Maintain a plan for transferring custody of bank accounts in the event of change of leadership.
8. Ensure all grant activities, including the conversion of funds are in accordance with local law.

Part 4. Document Retention

- A. The Club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer, if required by applicable law, including but not limited to:
 1. Documents relating to qualification.
 2. All records and documentation of procedures and policies required by the MOU.
 3. All documents related in any way to grants.
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in case of audits.

Part 5. Report on Use of Grant Funds

The Club must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

Part 6. Method of Reporting and Resolving Misuse of Grant Funds

The Club must report any potential misuse or irregularities in grant-related activities to the district

Part 7. Authorization and Agreement

As the responsible persons for administration of all Rotary grant activities for the Rotary Club of _____, we certify that our club adheres to the requirements listed in this MOU and will notify District 6980 of any changes or revisions to the Club policies and procedures related to these requirements.

Rotary Club of _____

Grant Number _____

Grant Name _____

President _____

President - Elect _____

2022-2023

2023-2024

Print Name _____

Print Name _____