

District 7360 Club MOU Document 2021-22

This document must be typed.

This form is for District Community Grants only. All information for Global Grants must be completed at MyRotary.org.

Rotary Club of Altoona MOU Qualifications Document

A) Terms of Qualification

- Clubs that receive certification are qualified through June 30, 2022.
- 2 club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by September 15th 2021
- Clubs must have entered at least 13 goals in MyRotary for 2021-22 fiscal year by September 15, 2021
- Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
- Club President or designee must have attended PETS or equivalent training.
- Club must be current on Rotary International and District dues.

B) Club Leadership Responsibilities

- The Rotary Foundation Chair of the Rotary Club of Altoona will be responsible for the management of the club's qualifications and ensure there are financial stewardship measures and proper grant management practices in place.
- Documents will be stored in hard copy by the club's TRF Chairperson. Also, an electronic file of all related documents (preferably in DACdb) will be kept by the TRF Chair and financial records by the Club Treasurer. The Club TRF Chair, Club Treasurer, Club President and the Club Grants Chair will have access to these records.
- If any one of these individuals should leave the club or position for any reason, in a timely manner the club will appoint an individual to replace the person who left. Any replacements must be provided a copy of this document so they will be aware of duties as they relate to the TRF Grants/Monies.

C) Financial Management Plan

- The District Community Grant is **reimbursable** after submission of the "Final Report." There is no need to open a separate bank account.
- The Club Treasurer will keep a standard set of accounts related to the Club's District Community Grant(s) and will maintain a record of all receipts in hard copy and electronic copy with access by the Club TRF Chair, Club President and Club Grants Chair.
- A copy of all Bank Statements will be kept both hard copy and electronically.
- The Club Community Grant(s) Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club TRF Chair.

D) Document Retention

- The Club TRF Chair will maintain the MOU and documents relating to Terms of Qualification, Leadership Responsibility, Financial Management and Document Retention both hard copy and electronically (ideally in DACdb).

E) Reporting on Use of Grant Funds

- The club must submit the District Community Grant Final Report within 45 days of the completion of the grant project with copies of all receipts, bank statements.
- These items must be submitted by e-mail by **May 31, 2022** to the District Community Grants Co-Chairs (DCGC), Pam Wagoner and Ken Martin.

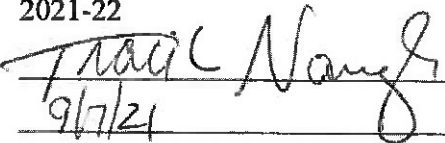
F) Method for Reporting and Resolving Misuse of Grant Funds

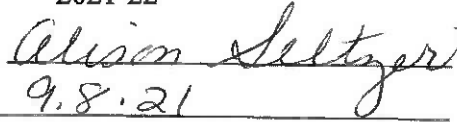
The club will report to the District Rotary Foundation Chair Swan Stull any potential misuse or irregularities in grant related activity.

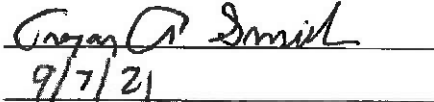
Authorization and Agreement

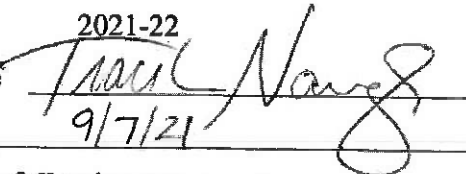
This memorandum of understanding (MOU) is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary Club of Altoona, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021/2022 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President (type) Traci Naugle
 Term 2021-22
 Signature 
 Date 9/7/21

Club President-elect (type) Alison Seltzer
 Term 2021-22
 Signature 
 Date 9.8.21

Club Foundation Chair (type) Gregory A. Smith
 Term 2021-22
 Signature 
 Date 9/7/21

Club Grants Chair (type) Traci Naugle
 Term 2021-22
 Signature 
 Date 9/7/21

**Send electronic copies of this form to the following two people:
 District Grant Co-Chair Ken Martin - kpmartin@stamps.org,
 District Grant Co-Chair Pam Wagoner – depotflorist@yahoo.com**

District 7360 District Community Grant Application 2021-22
Application Deadline: September 15, 2021

This form must be typed.

Community Project International

Rotary Club of: Altoona

Project Title: Altoona Sign Project

Amount of funds requested from District: \$3,029.00

Amount of funds committed by Rotary Club for Project: \$3,029.00 (Must be equal to or greater than amount of funds requested from District)

2021-2022 Club Grants Chair	<u>Traci Naugle</u> (Name)	<u>tnaugle@sfshlaw.com</u> (E-mail)
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2021-2022 Club Chair of this project	<u>Doug Wolf</u> (Name)	<u>jdougwolf@gmail.com</u> (E-mail)
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2021-2022 Club Treasurer	<u>Gregory A. Smith</u> (Name)	<u>gsmith@yobco.com</u> (E-mail)
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No project may start until final approval is received from District 7360 and The Rotary Foundation

PLEASE ANSWER THE FOLLOWING QUESTIONS IN NARRATIVE FORM:

1. Briefly describe the proposed project. What will be done, when and where will the project take place, and who will benefit from the project?

The Rotary Club of Altoona would like to sponsor a sign welcoming people to Altoona. The project will be a multi-year project but the grant is sought to fund the design of the sign. The sign will be placed in a heavy-traffic area in our community, to promote Rotary and welcome people to the Altoona area.

2. How many club members will participate in the project and in what role? Is there a cooperating organization also involved and what will their role be?
Once the design is finalized we will be working on a funds drive to seek contributions from our members. One member has already pledged a significant amount toward the project.

3. How will the project benefit the community? Approximately how many people will benefit from the project?

The sign will fill pride in our community and let passers-through know the town they are in. It will also carry the Rotary symbol so it will promote Rotary as well. The sign is to be placed in a high-traffic area, with many cars passing each day.

4. Will the project be completed if less than requested funds are granted? NO _____ YES x
 If yes will the project be modified if this occurs? NO _____ YES x in what way?

We will have to begin the funds drive among our members in the design stage rather than the implementation stage.

5. How does this project reflect the mission of The Rotary Foundation?

This project will promote economic and community development. The company designing the sign is from our local community so using them promotes our local economy. Additionally, the sign will help build pride in our local community as a reminder of what a wonderful place Altoona is.

APPLICATION REQUIREMENTS:

- All 2021-22 Rotary Foundation Certified Clubs may submit one (1) Community Grant Proposal if they gave \$6,000 or less to Annual Fund in 2018-19 OR two Community Grant Proposals if Annual fund giving exceeded \$6,000 OR one (1) collaborative project with one or more clubs.
- Each year the Rotary Club must be certified. Please check to certify that the following steps for the 2021-22 Certification have been completed:

- Two (2) club members must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a Memorandum of Understanding (MOU) to the District 7360 Grants Subcommittee by September 15th 2021
- Clubs must have entered at least 13 goals for the 2021-22 fiscal year in MyRotary by September 15, 2021
- Clubs must disclose any conflicts of interest and cooperate with any District or TRF audit.
- Club President or designee must have attended PETS or equivalent training.
- Club must be current on Rotary International and District Dues.

Reminder: The club will receive the grant money when the final report and all receipts have been submitted to the District Grants Committee Chair

Grant Application Signatures:

Rotary Club President (2021-22): Traci Naugle e-mail: tnaugle@sflshlaw.com
 Rotary Club President-Elect (2021-22): Alison Seltzer e-mail: alison.seltzer@gmail.com
 Rotary Club Grants Chair: (2021-22): Traci Naugle e-mail: tnaugle@sflshlaw.com

Submit by e-mail to Ken Martin, kpmartin@stamps.org and Pam Wagoner, depotflorist@yahoo.com