

District 7360 Club MOU Document 2022-23

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 May 1, 2023.
- Club president or designee must have attended PETS or equivalent training.
- One (1) club member must attend yearly a Grant Management Seminar (GMS) held by District 7360.
- Clubs must submit a MOU to the District 7360 Grants Subcommittee by August 1, 2022.
- Clubs must have entered a (non-zero) Annual Fund Goal and at least 13 goals in MyRotary for the 2022-23 Rotary year in MyRotary by August 1, 2022.
- Clubs 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 with copies of all receipts, bank statements.

- These items must be submitted by e-mail by **May 1, 2023** 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 2022-23 and will notify Rotary International District 7360 of any changes or revisions to club policies and procedures related to these requirements.

Club President (name) Alison Seltzer
 Term 2022-23
 Signature _____
 Date _____

Club President-elect (name) Seth Smith
 Term 2022-23
 Signature [Signature]
 Date 8/1/22

Club Foundation Chair (name) _____
 Term 2022-23
 Signature _____
 Date _____

Club Grants Chair (name) Traci Naugle
 Term 2022-23
 Signature _____
 Date _____

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 2022-23

Application Deadline: August 1, 2022

This form must be typed.

Community Project International

Rotary Club of: Altoona

Project Title: Gloria Gates Memorial Foundation Library Project

Amount of funds requested from District: \$600

Amount of funds committed by Rotary Club for Project: \$600 (Must be equal to or greater than amount of funds requested from District)

2022-23 Club Grants Chair Traci Naugle tnaugle@sfshlaw.com
(Name) (E-mail)

2022-23 Club Chair of this project Traci Naugle tnaugle@sfshlaw.com
(Name) (E-mail)

2022-22 Club Treasurer Gregory A. Smith gsmith@yobco.com
(Name) (E-mail)

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 how many people will benefit from the project? How will the project benefit the community?

We will be donating money to the Gloria Gates Memorial Foundation (GGMF) for them to purchase 35-50 new books and book bins. The GGMF hosts afterschool programs at three area low income housing projects. They received a grant to purchase books for one site so this grant would purchase books for the other two sites. The books will be used by approximately 25 students at each site (50 total) each year and will be used for years to come. ■

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?

We have given GGMF grants from our annual fundraiser the past two years and have invited the executive director to speak at our club so our members are aware of the service the foundation provides to the community. There is no cooperating organization involved.

3. Will the project be completed if less than requested funds are granted?

~~Yes, the club will pay the entire grant.~~
If yes, will the project be modified if this occurs, and if so, how?

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

This project will provide quality education and alleviate poverty. The students enrolled in the programs tend to be behind their peers in reading comprehension so these books will help them become stronger readers. With improved education these children can hopefully break the cycle of poverty. ■

APPLICATION REQUIREMENTS:

- All 2022-23 Rotary Foundation Certified Clubs may submit one (1) Community Grant Proposal if they gave \$6,000 or less to Annual Fund in 2019-20 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 2022-23 certification have been completed:~~

Club President or designee must have attended PETS or equivalent training.

One (1) club member 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 August 1, 2022.

Clubs must have entered a (non-zero) Annual Fund Goal and at least 13 goals for the 2022-23 Rotary year in MyRotary by August 1, 2022

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 (2022-23): _____	e-mail: <u>administration@innerpeacecounseling.net</u>
Rotary Club President-Elect (2022-23):  _____	e-mail: <u>jsethsmith.jss@gmail.com</u>
Rotary Club Grants Chair: (2022-23): _____	e-mail: <u>tnaugle@sfshlaw.com</u>

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

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

The Teen Center and Shelter helps at-risk teenagers in our community. The teens can visit the center for recreation, snacks, and safety. Homeless teens can stay at the shelter until other, safe housing arrangements can be made. The staff have found used syringes and other drug paraphernalia in the parking lot and recently experienced theft of a picnic table. ■

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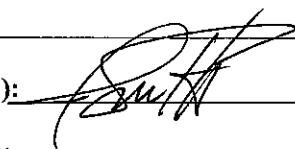
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Rotary Club Grants Chair: (2022-23): _____	e-mail: <u>tnaugle@sfshlaw.com</u>

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revised 2022/03/01