# 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 Hagerstown Sunrise \_\_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 Hagerstown Sunrise 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 Hagerstown Sunrise \_\_\_\_\_\_, 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 Presid	ent (name) Tiffany Gardner	Club President-elect (name) Ashley Whaley
Term Signature Date	7/28/22	Signature 2022-23 Signature Ashleyllholey 7-29-22
Club Foundation Chair (name)		Club Grants Chair (name)
	2022-23	Term 2022-23
Signature	Denuis Treenbeck Hoss	Signature Danus Freenbeak Hoss
Date	7/28/22	Date 7/28/22

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@vahoo.com

revised 2021/11/02

# <u>District 7360 District Community Grant Application 2022-23</u> **Application Deadline: August 1, 2022**

# This form must be typed.

<b>✓</b>	Community ProjectIr	nternational
Rotary Club of: Sunrise Rotary	Club of Hagerstown	
Project Title: CASA Inc- Fix up	children's therapist office	
Amount of funds requested from Dis	strict: \$3,222	
Amount of funds committed by Rota than amount of funds requested from	ary Club for Project: \$3,222 on District)	(Must be equal to or greater
2022-23 Club Grants Chair	Denise Greenbeck Hess	dhess@mybank.com
2022-23 Club Chair of this project _	Joseph Rafter	joseph.rafter@me.com
2022-22 Club Treasurer	Megan Dayhoff (Name)	meg pepple egnail. com

No project may start until final approval is received from District 7360 and The Rotary Foundation

#### PLEASE ANSWER THE FOLLOWING QUESTIONS IN NARRATIVE FORM:

 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?
 CASA is a lifeline for people (children, teenagers, and adults) in Washington County who have been affected by domestic violence, sexual assault/abuse, and rape. The programs and services provide the professional support and guidance necessary for these individuals and their families to survive violence and abuse and establish a new and safe direction.

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?

There will be a total of 10 club members that will participate in this project. We anticipate that all 10 club members will participate in the painting of the room, assist in the carpet installation and staging on room.

- Multiple bids out for material TDB (paint and carpet) due to club members relationships with vendors
- 3. Will the project be completed if less than requested funds are granted?

If yes, will the project be modified if this occurs, and if so, how?

Yes, the project will be modified to elimiate some of the higher expenses.

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

The mission of Rotary Foundation is to advance world understanding, goodwill, and peace by improving health, providing quality education, improving the environment, and alleviating poverty. The project presented supports the mission to provide services and educational safety, foster growth, and empower individuals, families and communities

#### **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 <u>OR</u> two Community Grant Proposals if Annual fund giving exceeded \$6,000 <u>OR</u> 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: tiffany@kellgard.com
Rotary Club President-Elect (2022-23): Ashlyllhally	e-mail: anwhaley@hagerstowncc.edu
Rotary Club Grants Chair: (2022-23): Deruk Theening & Hoss	e-mail: dhess@mybank.com

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

revised 2022/03/01