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 Lewisburg 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 Lewisburg 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.

, the undersigned agree to comply with all of

• 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

On behalf of the Rotary Club of Lewisburg Sunrise

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.

-	for Rotary year 2022-23 and will notify Rotary isions to club policies and procedures related to these
Club President (name)alph Hibbs	Club President-elect (name)arsha Murray
Term 2022-23	Term 2022-23
Signature Off M Letter	Signature Maria Mura
Date 7/27/2022	Date 7/27/2022
Club Foundation Chair (name)	Club Grants Chair (namMarty Gates
Term 2022-23	Term 2022-23
Signature	Signature Market
Date	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

revised 2021/11/02

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

This form must be typed.

✓	_Community Project	International
Rotary Club of: Lewisburg Sun	rise	
Project Title: Giving school clot	thling to The Union Cour	nty Giving Closet
Amount of funds requested from Dis		
Amount of funds committed by Rota than amount of funds requested from	ary Club for Project: \$1063 (and District)	Or more (Must be equal to or greater
2022-23 Club Grants Chair	Marty Gates	martygat@gmail.com
	(Name)	(E-mail)
2022-23 Club Chair of this project _	(Name)	(E-mail)
2022-22 Club Treasurer Sandy DeVault		stdevault2015@gmail.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:

- 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?
 75-90 students enrolled in Lewisburg Area School District and whose famililies are enrolled with the Union County Food Bank are eligible to receive enough school clothing twice/year (fall/winter & spring/summer) including: shirts, skirts, pants, underwear, pajamas, socks, shoes, coat, and jacket through The Union County Giving Closet. The club will provide funding for the items that must be purchased in new packages; such as, socks, underwear, pajamas, etc.
- 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?

Ten or more members will assist The Union county Giving Closet in buying, sorting, and packaging clothing in various sizes.

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. We will suppliment as needed.

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

Project supports the education of these children from low income families by providing adequate clothing to attend school. This grant also reflects the mission of TRF by supporting children and their education and helping to alliviate the impact of poverty on these families and their children.

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:	
	e-maril: alph Hibbs
Rotary Club President-Elect (2022-23): Marcia Muray	_{e-mail} Marsha Murray
Rotary Club Grants Chair: (2022-23):	_{e-mal} Marty Gates

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

revised 2022/03/01