



**MEMORANDUM OF UNDERSTANDING**

**Between  
 ROTARY CLUB SUNYANI CENTRAL, GHANA  
 And  
 ROTARY CLUB OF PRINCE GEORGE COUNTY, VA, USA  
 And  
 SUNYANI MUNICIPAL EDUCATION DIRECTORATE**

**1. SUBJECT**

Global Grant #19-82390 to build a Preschool at Yawhima SDA Basic School in Sunyani Municipal Area, Ghana

**2. PURPOSE**

This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

**3. PRIMARY CONTACTS**

	<b>Rotary Club of Sunyani Central</b>	<b>Rotary Club of Prince George</b>	<b>Sunyani Municipal Education Directorate</b>
<b>NAME</b>	Frank Kofi Owusu Debrah	Shel Douglas	Mrs. Theresa Kyere-Boakey
<b>ADDRESS</b>	P. O. Box 206 Sunyani, Bono Region Ghana	13702 Sunnybook Rd. South Pr. George VA 23805, USA	Ghana Education Service Sunyani Municipal Office Sunyani, Bono Region Ghana
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<b>E-MAIL</b>	kofiodebrah@outlook.com	Sheldouglas1@gmail.com	Mamatee600@gmail.com

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 UNDERSTANDINGS**

- a. All parties affirm that Global Grant 19-82390 is initiated, controlled, and managed by the Rotary Clubs and/or Districts involved in the project.
- b. Sunyani Central Rotary Club and Prince George Rotary Club affirm that the Sunyani Municipal Education Directorate is reputable and responsible and acts within all governing laws of the project country.

- c. All parties acknowledge that Global Grant 19-82390, if approved, will be awarded to Sunyani Central Rotary Club and Prince George Rotary Club and not to the Sunyani Municipal Education Directorate.
- d. All project funds will be in the custody of the partner Rotarians and will not be managed by the Sunyani Municipal Education Directorate.
- e. Sunyani Municipal Education Directorate must abide by The Rotary Foundation grant terms and Sunyani Municipal Education Directorate and its involvement in this project may be subject to financial and operational review/audit by the Rotary Foundation

**5. SUNYANI CENTRAL ROTARY CLUB, GHANA, HOST PRIMARY PARTNER SHALL:**

- A. Supervise and monitor the implementation of the grant activities for construction of a Preschool at Yawhima SDA Basic School in Sunyani, Ghana
- B. Notify the international partner of any proposed scope or activity change(s) for agreement and authorization for the Rotary Foundation before such change(s) are implemented
- C. Participate in the mobilization of PTA towards the implementation of the project
- D. Regularly report on grant sustainability based on approved grant reporting schedules
- E. Participate in data collection and analysis for grant reporting and records
- F. Receive and disburse grant funds based on approved grant activities and submission of implementation schedules and activity budget by cooperating organization

**6. PRINCE GEORGE ROTARY CLUB, VA, USA, THE INTERNATIONAL PARTNER SHALL:**

- A. By its member Shel Douglas, hold regular Whatsapp conversations with the host partner on implementation, monitoring and report of the grant activities
- B. Contribute funds to the project
- c. Work with local Rotarians to ensure grant reporting and stewardship
- D. Work with cooperating organizations to ensure grant activities are fully implemented
- E. Visit Ghana to conduct field inspection of the grant activities at no cost to the Rotary Foundation

**7. TAIN DISTRICT EDUCATION DIRECTORATE SHALL:**

- A. Assist the Rotarian partners to create, engage and mobilize the beneficiary PTA.
- B. Work with the Rotarian sponsors to plan, design and construct an elementary school.
- C. Provide school curriculum and other related teaching-learning materials to the school
- D. Recruit and post suitable trained teachers and attendants to the school to facilitate teaching and learning

- E. Ensure that the teachers, students, and any other staff of the school will complete the training agreed upon in the grant application
- F. Collect and store data on enrolment, sex distribution and performance of the school children
- G. Provide direct supervision and control of the school
- H. Assist the Rotarian Partners in the monitoring and reporting on the grant activities.
- I. Provide appropriate and regular pedagogy and refresher training for teachers and attendants
- J. Agree that it will not sell or lease the school or conduct other business detrimental to the health of the school within the first five years of occupancy

**8. MODIFICATION**

Modifications within the scope of the instrument shall be made by mutual consent of the parties by the issuance of a written modification, signed and dated by all parties and approved by The Rotary Foundation prior to any changes being performed.

**9. CONFLICT OF INTEREST**

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

10. SIGNATURES

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.



21 December 2019

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Frank Kofi Owusu Debrah, Rotary Club of Sunyani Central, Host Partner Contact



21 December 2019

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Shel Douglas, Rotary Club of Prince George, VA, International Partner Contact



21 December 2019

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Mrs. Theresa Kyere-Boakye, Director, Sunyani Municipal Education Directorate