**Rotary District 7770 District Grant (Formerly DSG)**

**CLUB MEMORANDUM OF UNDERSTANDING – REVISED JANUARY 27, 2013**

This document is the official Memorandum of Understanding (MOU) provided by Rotary District 7770 for Clubs participating in the District Grant Program (Formerly DSG). It is an agreement between the Club and District 7770 explaining what measures the Club will undertake to ensure proper implementation of District Grant activities and management of Rotary Foundation Grants funds. By authorizing this document, the Club agrees that it will comply with all Foundation requirements.

**MISSION STATEMENT**

District 7770’s Grant Committee exists to assist our 79 Clubs in reaching a full level of active participation within the numerous Local and International Grants offered by the Rotary Foundation.

**TERMS AND CONDITIONS**

1. **Terms of Qualification**
2. Upon successful completion of the qualification requirements, the Club will receive qualified status for a period of one year.
3. By entering into this Agreement and receiving Rotary Foundation grant funds, the Club understands and confirms that the Club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
4. The Club must cooperate with all District and TRF audits.
5. District 7770 requires Clubs to provide a 1:1 Match up to the Annual Maximum established by the District Governor and District Foundation Chair prior to each grant cycle.
6. **Club Leadership Responsibilities for Qualification**
7. Club must appoint a member to manage Club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
8. Club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
9. Two Club Members (preferably including the President-Elect) MUST attend the Future Vision Grant Management Training Seminar arranged by the District.
10. **Before Receiving:** District Grant Funds (beginning July 1, 2013), Clubs MUST complete the following steps:
11. Achieve EREY status for Rotary Year 2012 – 2013 by May 15, 2013
12. Successfully close Rotary Year 2012 – 2013 District Simplified Grant project by **FEBRUARY 28, 2013.** See Closing Report Example in Addendum 1. Clubs MUST submit and maintain a copy of all receipts.
13. Submit an **ELECTRONIC** District Grant Application for Rotary Year 2013-2014 by May 15, 2013. See District Grant Application Example in Addendum 2.
14. Club MUST be current on Rotary International and District Dues
15. **After Receiving:** District Grant Funds for 2013-14, Clubs MUST complete the following steps:
16. Close (Rotary Year 2013 – 14) District Grant **(**including final report with all invoices**)** within 60 days of Project’s completion.
17. Club is ineligible to receive funding for Rotary Year 2014 -15 District Grant until the Rotary Year 2013 – 14 District Grant’s closure is approved by the Grants Committee.
18. Club must report any potential misuse or irregularities in grant related activity to the District Stewardship Chair.
19. **Eligibility Guidelines**

All Foundation grant activity MUST:

1. Support local humanitarian/service projects and Vocational Training Teams relating to the **Mission of The Rotary Foundation;**  “enable Rotarians to advance world understanding, goodwill and peace through the improvement of health, the support of education and the alleviation of poverty.”
2. Include the active participation of Rotarians. Contributing to or participating in a project to raise funds for the Club match is NOT considered “Active Participation” in a District Grant Project. Furthermore, Clubs MUST purchase all goods or services associated with a District Grant. Checks written to third party vendors (Schools, Churches or other Non-Profit Groups) are strictly prohibited.
3. Exclude any liability to The Rotary Foundation or Rotary International except for the funding amount of the grant
4. Adhere to the governing laws of the United States and not harm individuals or entities
5. Only fund activities that have been reviewed and approved before their implementation. Grants will not be approved to reimburse Clubs for projects already started or in progress. Planning for grant activities ahead of approval is allowed and encouraged, but expenses may not be incurred before approval.
6. Demonstrate sensitivity to the host area’s tradition and culture
7. Comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030 of **The Rotary Foundation Code of Policies** – See Addendum 3.
8. Comply with the policy regarding the use of Rotary Marks as outlined in section 1.050.2 of **The Rotary Foundation Code of Policies** – See Addendum 4.
9. Unused grant funds MUST be returned promptly to The Rotary Foundation via District 7770’s Grants Committee Chair.
10. Clubs failing to adhere to Foundation policies and guidelines in implementing and financing projects MUST return misused grant funds in their entirety and may be barred from receiving future grants for a period of up to five years.
11. **Restrictions**

Grants cannot be used to unfairly discriminate against any group, promote a particular political or religious viewpoint; support purely religious functions; support activities that involve abortion or that are undertaken solely for sex determination; fund the purchase of arms or ammunition; support **Rotary Youth Exchange, RYLA, Rotary Friendship Exchange, Rotaract or Interact;** or serve as a new contribution to the Foundation or another Rotary Foundation grant.

In addition, grant cannot fund:

1. Continuous or excessive support of any one beneficiary, entity or community
2. Establishment of a foundation, permanent trust or long-term interest-bearing account.
3. Purchase of land or buildings
4. New construction of any structure in which individuals live, work or engage in any gainful activity such as buildings (schools, homes/low-cost shelters and hospitals), containers and mobile homes, or of structures in which individuals carry out manufacturing or processing activities. **Additions To Existing Structures Are Acceptable.**
5. Fundraising activities
6. Expenses related to Rotary events such as District Conferences, Conventions, Institutes, Anniversary Celebrations or Entertainment activities
7. Public relations initiatives not directly related to a humanitarian or educational activity
8. Project signage in excess of $500
9. Operating, administrative or indirect program expenses of another organization
10. Unrestricted cash donations to a beneficiary or cooperating organization **(Gift Cards)**
11. Travel for staff of a cooperating organization involved in a humanitarian project
12. Global grant humanitarian projects that consist solely of individual travel expenses
13. Activities primarily implemented by an organization other than Rotary **(Check Stroking Initiatives)**
14. Transportation of vaccines by hand over national borders
15. Travel to National Immunization Days (NIDs)
16. Immunizations that consist solely of the polio vaccine
17. International travel for youth under the age of 18, unless accompanied by their parents or guardians
18. Study at a Rotary Peace Center partner university in the same or similar academic program as those pursued by Rotary Peace Fellows
19. **Authorization and Agreement**

*We, being responsible for administering grant activities for the* ***Rotary Club of***

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, certify that the Club adheres to the requirements listed in this Memorandum of Understanding and will notify* ***Rotary International District 7770 Grants Committee Chair*** *of any changes or revisions to Club policies and procedures related to these requirements.*

**CLUB PRESIDENT**

**Term:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CLUB PRESIDENT-ELECT**

**Term:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**