

## District 7280 Club MOU Addendum

Rotary Club of \_\_\_\_\_ MOU Qualifications Document

### **A) Terms of Qualification**

Clubs that receive certification are qualified for ONE year.

TWO (2) club members must attend yearly a GMS held by District 7280. (President Elect must attend and recommended for the Foundation Chair, President Elect must also attend Pre-PETS where there will be a training session on grants)

Clubs must submit a MOU and Addendum to the District 7280 District Rotary Foundation chair by **July 1, 2019**.

Have contributions to APF of at least **\$ 75** per capita for at **least one of the prior three years** to qualify for a District Grant. Have contributions to APF of at least 75.00 per capita for one of the prior three to qualify for a Global Grant.

Disclose any Conflict of Interests and cooperate with any District or TRF (The Rotary Foundation) Audit.

### **B) Club Leadership Responsibility**

The Rotary Club of \_\_\_\_\_ TRF Chair will be responsible for the management of Club Qualification and ensure there are Financial Stewardship measures and proper Grant Management practices in place.

Documents will be stored as a hard copy in the hands of the TRF Chairperson. Also, an electronic file of all related documents will be kept by the TRF Chair and financial records by the Club Treasurer.

If any one of these individuals should leave the club for any reason the club will appoint an individual to replace the person that left in a timely manner.

### **C) Financial Management Plan**

A separate Bank Account will be opened if the Club is Host Partner of a **Global Grant**.

1.The Club Treasurer will keep a spreadsheet provided by the District related to the Clubs District and/or Global Grants. The treasurer will maintain a record of all receipts in hard copy and electronic copy.

2.The Club Treasurer and another officer must sign all checks related to any disbursement of grant funds as received by the club for any District or Global Grants.

A copy of all Bank Statements will be kept both hard copy and electronically.

3.The Club Treasurer will maintain a spreadsheet provided by the District for all grant funds received for either District or Global Grants.

4.The Club Grants 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.

5.The Club is responsible for naming a new person to any of the roles of Club Treasurer or Club TRF Chair with a copy of this document, so they will be aware of duties as they relate to the TRF Grants/Monies.

### **D) Document Retention**

No. 1The Club TRF Chair will maintain a file of all documents related to MOU in both hard copy and an electronic file is recommended. THIS IS MANDATORY FOR ALL GRANTS.

2.The Club Treasurer will maintain the document relating to Financial Management and Document Retention both hard copy and an electronic file is recommended.

3.Documents will be kept by the Club Treasurer for a period of seven years.

### **E) Reporting on Use of Grant Funds**

1The club must submit a final report within 60 days of completion of a District or Global Grant with submission of all receipts to the District Grants Chair.

2.Global Grant reports must be submitted each year (Interim) and a Final Report with 60 days of the completion of the Grant Project to TRF including all receipts, bank statements etc. This is done through member access on the RI website.

### **F) Method for Reporting and Resolving Misuse of Grant Funds**

1. The club will report to the District Governor and/or District Rotary Foundation Stewardship Chair any potential misuse or irregularities in grant related activity.

\_\_\_\_\_  
Club Member Signature

\_\_\_\_\_  
Club Member Print

\_\_\_\_\_  
Club Member Signature

\_\_\_\_\_  
Club Member Print

# CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

## THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

### 1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

### 2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

### **3. Financial Management Plan**

The club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  - 1. Have a minimum of two Rotarian signatories from the club for disbursements
  - 2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

### **5. Report on Use of Grant Funds**

The club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grants progress and how funds are spent.

### **6. Document Retention**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
  - 1. Bank information, including copies of past statements
  - 2. Club qualification documents including a copy of the signed club MOU
  - 3. Documented plans and procedures, including:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  - 4. Information related to grants, including receipts and invoices for all purchases

- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

## 7. Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

## Authorization and Agreement

*This memorandum of understanding 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 the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all the conditions and requirements of the MOU (Memorandum of Understanding) for the Rotary Year 2018-2019\_ and will notify Rotary International District 7280 of any changes or revisions to club policies and procedures related to these requirements.*

### CLUB PRESIDENT

### CLUB PRESIDENT ELECT

|           |           |
|-----------|-----------|
| Term      | 2018-2019 |
| Name      |           |
| Signature |           |
| Date      |           |

|           |           |
|-----------|-----------|
| Term      | 2019-2020 |
| Name      |           |
| Signature |           |
| Date      |           |