

**DISTRICT 6920 CLUB MEMORANDUM OF UNDERSTANDING**  
**For District and/or Global Grants**  
FOR ROTARY YEAR 2021-2022

REV 06042021

This document is the Memorandum of Understanding (MOU) provided by Rotary DISTRICT 6920 for clubs requesting District Designated Funds for **DISTRICT GRANT** projects and/or participation in a **GLOBAL GRANT** project. It is an agreement between the club and the district, explaining what measures the club will undertake to ensure proper implementation of grant activities and management of District Designated Funds. By authorizing this document, the club agrees that it will comply with all Rotary Foundation and District requirements.

Each club that requests grant funds from the Rotary District 6920 District Designated Funds, will be held responsible for implementing the club MOU.

**1. Terms of Qualification**

- A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.
- B. 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.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in the Rotary Foundation Code of Policies.
- D. The club must cooperate with all district and The Rotary Foundation (TRF) audits.
- E. The club must have contributed to the Foundation and not be delinquent with reporting, payment of dues or tax returns.

**2. Club Leadership Responsibilities for Qualification**

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. A minimum of ONE club representative must attend specialized grant management training.

**3. Financial Management**

- A. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
  - 1. The club Treasurer or named designate is required on checks and withdrawals.
- B. The club must create a financial management plan that includes measures to
  - 1. Maintain a complete accounting, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures.
  - 2. Disburse grant funds, as appropriate, directly to vendors, and/or beneficiaries, as approved in the grant application.
  - 3. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
  - 4. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
  - 5. Ensure all grant activities, including the conversion of funds, are in accordance with district law.

#### **4. Bank Account Requirements – THIS SECTION ONLY FOR RECEIPT OF GLOBAL GRANT FUNDS**

It is understood that most Global Grants funds are paid by TRF directly to the international host sponsoring Rotary Club for project implementation, and that the international partner will be required to appropriately handle Global Grant funds according to TRF requirements. However, it may be that a Global Grant could be structured for a D6920 Club to accept and administer project funds. In this case, in order to receive **GLOBAL GRANT** funds, the host club (benefitting from the grant) 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.
- G. The Club Financial Management Plan must include a segregation of duties for handling funds.
- H. The Club shall agree to abide by all terms and conditions of Global Grant project agreements with The Rotary Foundation.

#### **5. Document Retention**

A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:

- 1. Documents relating to qualification
- 2. All records and documentation of policies and procedures required by the club MOU
- 3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence

B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit.

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

The club must report on the use of grant funds by submitting identifiable receipts for all grant expenditures as outlined in the Terms and Conditions for Rotary Foundation District Grants. Any unspent grant funds for an approved project must be returned to the district with the Final Report.

#### **7. Method for Reporting and Resolving Misuse of Grant Funds**

The club must report any potential misuse or irregularities in grant-related activity to the district.

#### **8. Consequence for Non-Compliance**

Failure to timely file required reports or to maintain all grant related documentation may jeopardize the club future grant eligibility.

**9. Authorization and Agreement pertaining to the District 6920 Rotary Club Memorandum of Understanding 2021-2022, (hereinafter referred to as “MOU”):** We, the undersigned, hereby certify that we have read and understand the provisions of the MOU. The 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.

**Authorization and Agreement**

*On behalf of The **Rotary Club of** [redacted], the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021-2022 and will notify Rotary International **District 6920** of any changes or revisions to club policies and procedures related to these requirements.*

*Rotarian [redacted] attended the Grant Management Training on Saturday, June 26, 2021 in Dublin, GA.*

**Club President 2020-21 (or acting Pres.)**

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

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

**E-mail** \_\_\_\_\_

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

**Club President 2021-22**

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

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

**E-mail** \_\_\_\_\_

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

**Club Treasurer 2021-22**

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

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

**E-mail** \_\_\_\_\_

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

**Club Grants Chair (or Foundation) 2021-22**

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

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

**E-mail** \_\_\_\_\_

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