|  |  |
| --- | --- |
| *RotaryMBS_RGB*  **District 9930** | **CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING** v. 7-19 |

**CONTENTS**

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
8. Additional District 9930 Requirements

**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 either send at least one club member to the district’s grant management seminar or have at least one club member complete and pass the on-line grant management seminar.

The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

1. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
2. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
3. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
4. 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.
5. The club must co-operate 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:

1. Appointing at least one club member to implement, manage, and maintain club qualification
2. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
3. 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:

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
2. Disburse grant funds, as appropriate
3. Maintain segregation of duties for handling funds
4. 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
5. Ensure that all grant activities, including the conversion of funds, comply with local law

**4. Bank Account Requirements**

In order to receive global grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF global grant funds. District grant funds while not requiring a separate bank account must be clearly accounted for (including grants and other income received and all grant expenses).

1. The club bank account must:
   1. Have a minimum of two Rotarian signatories from the club for disbursements
   2. Be a low or non-interest bearing account
2. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
3. A separate account should be opened for each club-sponsored global grant, and the name of the account should clearly identify its use for grant funds.
4. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
5. Bank statements must be available to support receipt and use of all TRF grant funds.
6. 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 comply with TRF reporting requirements, including any reporting requirements set out by the district. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s 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.

1. Documents that must be maintained include, but are not limited to:
2. Bank information, including copies of past statements
3. Club qualification documents including a copy of the signed club MOU
4. Documented plans and procedures, including:
   * Financial management plan
   * Procedure for storing documents and archives
   * Succession plan for bank account signatories and retention of information and documentation
5. Information related to grants, including receipts and invoices for all purchases
6. Club records must be accessible and available to Rotarians in the club and at the request of the district.
7. 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.

**8. Addendum**

To participate in Rotary Foundation global, packaged grants and district grants, the club must agree to implement the financial and stewardship requirements in this MOU, either send at least one club member to the district’s grant management seminar or have at least one club member complete and pass the on-line grant management seminar, and sign the club MOU and send it to the District TRF Chair.

**9. Additional District 9930 Requirements**

District 9930 will call for proposals for district grants from clubs using its own processes and forms. Before District 9930 will consider a club’s district grant application, the club must:

* 1. Have entered their Rotary Foundation giving goals for the year in Rotary Club Central on the Rotary International website
  2. Be paid up to date for District and Rotary International dues
  3. Be fully up to date with all reporting on any previous grants
  4. Have a club president appointed for each Rotary year that the project is on-going

Clubs will be required to meet D9930 reporting requirements set out in the call for proposals.

**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 Rotary Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for the \_\_\_\_\_\_\_\_\_\_\_\_ Rotary year and will notify the Chair of the District 9930 Rotary Foundation Committee of any changes or revisions to club policies and procedures related to these requirements.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Club President** | |  | **Club President** | |
| Name |  |  | Name |  |
| Signature |  |  | Signature |  |
| Date |  |  | Date |  |

**\* Note –** for qualification purposes, if the club anticipates only applying for a district grant for completion during the Rotary year specified above, then only the president for that year is required to sign this document. If the club wishes to apply for a global grant during the current year, or expects the district grant project to carry over into the next Rotary year, the president – elect must also sign this document.

**Email this form to Rotary Foundation Chair You will find their Email details on the Foundation web site**

**Qualification Granted:**

The Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_, having had either at least one member attend the District 9930 Grants Management Seminar or at least one member has completed and passed the on-line Grants Management Seminar, having signed the Club MOU, and having completed the requirements listed in 9 above, is now qualified to apply for Rotary Foundation grants during the \_\_\_\_\_\_\_\_\_\_\_ Rotary year.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**District 9930 Rotary Foundation Chair**