

# DISTRICT GRANT MEMORANDUM OF UNDERSTANDING



## Club Qualification: To participate in Rotary Foundation District Grants, the club must:

1. Agree to adhere to fund management and stewardship guidelines that insures the use and management of the grant funds meet audit and fiduciary requirements as set out in the *Terms and Conditions for Rotary Foundation District Grants and Global Grants* and as outlined in the *District 5100 Grant Handbook*.
2. Assume responsibility for the use of funds for club-sponsored grants, regardless of who controls the funds.
3. Cooperate with any financial, grant, or operational audits.
4. Be current on all financial obligations with District 5100 and with Rotary International (RI), any grant reporting requirements with the District and RI, and tax reporting requirements with the IRS.

## To maintain qualification the club must:

1. Complete the qualifications requirements annually (training and MOU).
2. Comply with this MOU, any additional district requirements, and all applicable TRF policies.

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; and use of grant funds for ineligible purposes.

## Club Officer Responsibilities: The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants. Those 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
4. Reporting any actual or perceived conflict of interest to the District

## Report on Use of Grant Funds and Document Retention: The club must adhere to all RI reporting requirements to include:

1. Completion of *Final Report*;
2. Completion of signed *Income and Expenditure Report*;
3. Submission of proof of expenditure of funds to include actual receipts, copy of cancelled check, or recipient acknowledgment letter with details of contribution;
4. Retention of grant documents for a minimum of five years, or longer as required by local law. Clubs can use District 5100's DACdb database to store the documents

**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 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 2020-2021 Rotary year and will notify Rotary International District 5100 of any changes or revisions to club policies and procedures related to these requirements.*

**2020-21 Club President**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date