



## ROTARY DISTRICT 5360 CLUB MEMORANDUM OF UNDERSTANDING FOR ROTARY YEAR 2023-24

**Important notice to incoming club presidents for the 2023-24 and 2024-25  
Rotary years: please read this entire document carefully.**

After reading the document, download a copy this MOU to your computer, and complete the shaded text fields on **PAGE 5**. Once all required fields are filled in, please print the page, and have your president-elect and president-nominee affix their signatures at bottom of the page. When both have signed the MOU, email your completed MOU to [D5360GrantsHelpDesk@gmail.com](mailto:D5360GrantsHelpDesk@gmail.com).

Ensure that you identify your executed MOU as being for Rotary year **2023**.

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The Rotary Foundation provides district designated funds (DDF) to District 5360 in the form of district and global grants. Your club's eligibility to receive portions of these funds requires that at least one club member attend the district's Grants Management Seminar. Additionally, every primary contact on a grant application must receive training in the use of the ClubRunner Grants Module.

The **2023-24** and **2024-25** club presidents must sign **PAGE 5** of this document. A scanned image of your club's completed and signed MOU must be emailed to [D5360GrantsHelpDesk@gmail.com](mailto:D5360GrantsHelpDesk@gmail.com) **no later than May 1, 2023**.

Your club must also have contributed at least 50.00 USD per capita to the Annual Fund of The Rotary Foundation (TRF) by May 1, 2023, to receive district funding in the 2023-24 Rotary year. **Contributions to Annual Fund are not required to receive global grant funding; however, DDF support would not be available.**

## **DISTRICT 5360 CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING FOR ROTARY YEAR 2023-2024**

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1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
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### **1. Club Qualification**

To participate in Rotary Foundation district and global grants, the club must agree to implement the financial and stewardship requirements set out in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF), and to have at least one club member participate in the district's grant management seminar each year. By completing these requirements, the club becomes "qualified" and eligible to participate in the TRF district and global grant programs.

Furthermore, clubs applying to the district for grants must have contributed a minimum of 50 USD per capita to the Annual Fund of The Rotary Foundation by May 1, 2023, during Rotary year 2022-23.

- A. Upon successful completion of the qualification requirements, the club will be qualified for Rotary year 2023-24.
- 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 TRF grant 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. The club officer's 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. Management Plan**

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

- A. Maintain a standard set of accounts, which includes a complete record of all receipts for expenditures 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**

The club must adhere to all Rotary Foundation bank account requirements as follows.

- A. Global Grant funds, including DDF, must be deposited into and expensed from a separate bank account (the "Grant" account) or a sub-ledger of a separate Grant account named to describe the specific project to which the funds relate. Grant funds shall not be commingled with the club's general bank account and must be accounted for separately.
- B. The club's Grant bank account should be low or non-interest bearing; any interest earned will be documented and used on eligible, approved grant activities or returned to TRF.
- C. The name on the Grant account will include the Club's Name and a description which specifies the charitable nature of the account. All sub-ledgers of the account must contain further details relating to the specific project.
- D. Grant funds may not be deposited in investment accounts of any kind.

- E. Signature approvals for the club Grant account will be the any two of the club Treasurer, President, and Secretary.
- F. Bank statements must be available to support receipt and use of TRF grant funds.
- G. 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 for global grants and District 5360 reporting requirements for district grants. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF and the district of the grant's progress and how funds are spent.

Reports must be submitted for all projects and activities funded by 2023-24 District grants within sixty (60) days of project completion, or two years after the district receives the District Block Grant payment from TRF, whichever is earlier.

## **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:
  - (a) Bank information, including copies of past statements
  - (b) Club qualification documents including a copy of the signed club MOU
  - (c) Documented plans and procedures, including:
    - (i) Management plan
    - (ii) Procedure for storing documents and archives
    - (iii) Succession plan for bank account signatories and retention of information and documentation
  - (d) 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 pertaining to District 5360 Rotary Club Memorandum of Understanding 2023-2024, (hereinafter referred to as “MOU”).**

*We, the undersigned, hereby certify that we have read and understand the provisions of the MOU identified above and which is posted on the district 5360 grants website.*

*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 conditions and requirements of the MOU.*

*On behalf of the Rotary Club of, \_\_\_\_\_ the undersigned agree to comply with all conditions and requirements of the MOU for Rotary year 2023-24 and will notify Rotary International District 5360 of any changes or revisions to club policies and procedures related to these requirements.*

*Rotarian \_\_\_\_\_ **participated** in the Grants Management **Webinar** held on October 22, 2022.*

The mailing address of the Rotary Club of \_\_\_\_\_ is as follows.

Street/Box no: City/Prov: \_\_\_\_\_

Postal Code: \_\_\_\_\_

| Club President 2023-24 |  | Club President 2024-25 |  |
|------------------------|--|------------------------|--|
| Name                   |  | Name                   |  |
| Signature              |  | Signature              |  |
| Date                   |  | Date                   |  |

**This page must be signed, dated, and emailed to**

- [\*\*D5360GrantsHelpDesk@gmail.com\*\*](mailto:D5360GrantsHelpDesk@gmail.com)

**no later than May 1, 2023.**