

## CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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### ROTARY DISTRICT 7980

2021-2022

#### Club Qualification

To participate in the Rotary District 7980 District Managed Grants (DMG) Program, the club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MOU) provided by Rotary District 7980. To qualify for the District 7980 DMG Program, including both humanitarian grants and scholarships, the club must meet the following requirements:

1. The President and President Elect for 2021-2022 must authorize this MOU. In so doing they accept responsibility for managing the Club Officer responsibilities as specified below. Should the Club not have a President Elect for 2021-2022, or if the President and President Elect are the same individual, another elected officer of the club must authorize in place of the President Elect.
2. The Club must establish a Rotary Foundation Annual Fund fundraising goal for 2021-2022 in Rotary Club Central. It is recommended, but not required, that the club have a Club Rotary Foundation Committee to promote contributions to The Rotary Foundation and to promote participation in grant programs.
3. The Club must be up to date in reporting for all active District Managed Grants.

#### District Managed Grants

The Primary Contact for each District Managed Grant must complete DMG Primary Contact training and be certified as a trained DMG Primary Contact by the District Foundation Steward before the DMG application can be submitted for review.

All District Managed Grants and District Scholarships must be aligned with one or more of the seven PROJECT CATEGORIES: Health, Water, Environment, Peace, Education, Community Development, Economic Development.

All receipts and expenditures related to approved District Managed Grants must be made in accordance with the budget approved by the District Grant Sub-committee and documented with receipts and canceled checks.

The Club must submit the documentation supporting District Managed Grant receipts and expenditures to the District Foundation Steward along with the District Managed Grant Final Report in a timely fashion.

### 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.

### Financial Management

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. Have separate ledger accounts for grant receipts and expenditures, and maintain 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.

### Bank Account Requirements

In order to receive grant funds, the club must maintain ledger accounts for receipts and expenditures for each grant, separate from other funds in the club's bank account. Bank statements must be available to support receipt and use of DMG funds.

## Document Retention

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

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 District-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

Club records must be accessible and available to Rotarians in the club and at the request of the district.

Documents must be maintained for a minimum of five years, or longer if required by local law.

## Reporting Misuse of Grant Funds

The club must report any potential and real misuse or mismanagement of DMG 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, The Rotary Foundation, and Rotary District 7980.*

*On behalf of the Rotary Club of \_\_\_\_\_, 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 7980 of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
Term	July 1, 2021 - June 30, 2022
Name	
Signature	
Date	

Club President Elect *	
Term	July 1, 2021 - June 30, 2022
Name	
Signature	
Date	

*\* MOU must be authorized by two distinct Rotarians. If the President Elect is the same person as the President, or if no one has been designated President Elect, then any other elected officer of the Club must authorize the MOU.*

Scan and email signed MOU to District Steward John Merkel at  
FoundationSteward7980@gmail.com. Club to retain the original.

Revised 4/24/21 for the Rotary year beginning 7/1/2021