

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING
2019-2020
THE ROTARY FOUNDATION (“TRF”)
DISTRICT 7600

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. Authorization and Agreement

1. Club Qualification.

To participate in Rotary Foundation Global and District grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (“MOU”) provided by TRF. To qualify for a TRF Global Grant or a District Grant, a club must send at least one club member to the District 7600 Grant Management Seminar (“GMS”) each year. Each club must also have entered its Foundation Goals for the 2019-2020 Rotary year in the My Rotary database by May 1, 2019. District 7600 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.

- A. Upon successful completion of the qualification requirements, the club will be qualified for Rotary year 2019-20.
- B. To maintain qualified status, the club must comply with this MOU, any additional District 7600 requirements, and all applicable TRF policies.
- C. The club is responsible for the use of 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 and District grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification.
- B. Ensuring that all TRF and District 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.
- D. Obtain an executed MOU every Rotary year and provide the executed MOU to the District Grants Committee as an attachment to the grant application.
- E. Ensure that at least one member of the club attends the GMS every year prior to applying for a TRF grant.

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:

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds.
- B. Disburse grant funds, as appropriate.
- C. Maintain segregation of duties for handling Global Grants.
- 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

In order to receive funds for a Global grant, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.¹

- A. 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
- B. Any interest earned must be documented and used for eligible, approved

¹ D7600 does not require a separate bank account for District Grants.