**District 9820**

**Club Qualification Memorandum of Understanding**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**District Grants**

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

**1. Club Qualifications**

To participate in Rotary Foundation District Grants, the Club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MoU) and to send at least one Club member to the District's Grants Management Seminar each year 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 District Grants Program.

 A. Upon successful completion of the qualification requirements, the Club will be qualified for one Rotary year.

 B. To maintain qualified status, the Club must comply with this MoU.

C. District 9820 requires Clubs to contribute annually to TRF Annual Fund.

 D. Qualification may be suspended or revoked for misuse or mismanagement of Grant funds. E. 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 District Grant funds.

 Club officer responsibilities include;

1. Appointing at least one Club member to implement, manage, and maintain Club qualification.

B. Ensuring all 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. Financial Management Plan**

1. The Club must have a written financial management plan to provide consistent administration of District Grant funds.
2. The financial management plan must include procedures to maintain a standard set of accounts, which includes a complete record of all receipts and disbursements.

**4. Bank Account Requirements**

A. In order to receive a District Grant, the Club bank account must have a minimum of two Rotarian signatories from the Club for disbursements.

 B. As District Grants are funded after completion of the project, no dedicated bank account is required. However, documentation and receipted invoices must be clearly identifiable.

**5. Report on Use of Grant Funds**

 The Club must adhere to all reporting requirements. Grant reporting is a key aspect of District Grant management and stewardship.

**6. Document Retention**

 The Club must establish and maintain appropriate record keeping systems to preserve important documents related to qualification and District 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:

    1. Club qualification documents including a copy of the signed Club MoU.

    2. Documented plans and procedures relating to the project:

        a. Financial management plan.

        b. Procedure for storing documents and archives.

 c. 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 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.

***Authorisation 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 District Grant funds. By authorising 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 Rotary International District 9820 of any changes or revisions to Club policies and procedures related to these requirements.*

***Club President                                                  Club President Elect***

***Term      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Name     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature Signature***

 ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date       \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

 ***Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***