**Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Foundation Policies**

1. **Terms of Qualification**
	1. Any Rotary Club in District 7120 shall become *qualified* to receive and manage grant funds from The Rotary Foundation by meeting the standards enumerated herein.
	2. Two club members shall attend a Grant Management Seminar (GMS) held by District 7120 each year.
	3. Clubs shall submit a signed MOU and Addendum to the District 7120 Rotary Foundation Grants Chair (DRFGC) each year to remain qualified to receive grant funds.
	4. Clubs must disclose any Conflict of Interest with any grant application and cooperate with any District 7120 Stewardship Committee Review, District 7120 Audit, or the Rotary Foundation Audit.
	5. Clubs must be re-qualified each year.
2. **Club Leadership Responsibility**
	1. The Rotary Club of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Foundation Chair will be responsible for the management of that Club’s *Qualification* and ensure that financial stewardship measures and proper grant management practices are in place.
	2. Documents will be stored as a hard copy in the hands of the Club Rotary Foundation Chair. Also, an electronic file of all qualification and grant related documents will be kept by Club Rotary Foundation Chair with a copy shared with the Club Treasurer, Club President and the Club Grants Chair.
	3. If any one of these individuals should leave the position for any reason the Club shall have the responsibility to fill the vacant position within 60 days.
	4. The Club President will provide a copy of this document to these appointees so they will be aware of duties and role as they relate to TRF grant and monies.
3. **Financial Management Plan**
	1. A separate bank account shall be opened for any Global Grant if the Club is the *Host Partner.*
	2. The Club Treasurer will keep a standard set of accounts related to each of the Club’s Global Grants. The Treasurer will maintain a record of all receipts in hard copy and electronic copy with a copy shared with the Club Rotary Foundation Chair, Club President and the Club Grants Chair.
4. The Club Treasurer/Assistant Treasurer and/or the Foundation Chair and/or the Club President shall sign all checks related to any disbursement of grant funds received by the Club for any Global Grant. A minimum of two signatures shall be required on each check.
5. A copy of all bank statements will be kept both hard copy and electronically.
6. The Club Grants Chair will be responsible for the inventory of items purchased, produced or distributed through grant activities and provide a copy of such to the Club Rotary Foundation Chair for inclusion in the electronic file.
7. **Document Retention**
	1. The Club Rotary Foundation Chair will maintain a file of all documents related to the MOU in both hard copy and electronic file.
	2. The Club Rotary Foundation Chair will maintain the Club’s Foundation policies and MOU relating the *Terms of Qualification*, *Leadership Responsibility*, *Financial Management* and *Document Retention* in both hard copy and electronically.
	3. The Club Rotary Foundation Chair will keep a hard copy of grant documents and will also store them electronically.
	4. All club documents related to the MOU, bank statements, and grants shall be retained for seven years.
8. **Reporting on Use of Grant Funds**
	1. The Club shall submit a final report within sixty (60) days of completion of a District Simplified Grant (DSG) with submission in both electronic and hard copy to the DSG Chair. This report shall include copies of all receipts and the completed DSG Report Form (found on District 7120 website under Foundation).
	2. Global Grant reports shall be submitted each year (Interim) and a Final Report within sixty (60) days of the completion of the Grant Project to TRF. A spreadsheet will be created by the Club Foundation Chair including all receipts, bank statements and relevant documents which will be sent electronically to the District Grants Chair for review before submitting to RI. Once the District Grant Chair has reviewed the spreadsheet, and given approval, the final report will be submitted through member access on the Rotary International website by the Club Foundation Chair.

1. **Method for Reporting and Resolving Misuse of Grant Funds**
	1. The Club will report to the DG any potential misuse or irregularities in grant related activity.
	2. The DG will inform the DRFCC and the chair of the District 7120 Audit Committee for follow-up.