

1. All Clubs must get certified each Rotary Year to participate in any grant (District, Global).
 - a. All Clubs, including the lead Club and any participating Clubs, must meet all of the certification requirements.
 - b. Certification qualifications are for one Rotary Year only.
 - c. The Rotary year is July 1 through June 30.
2. Certification requirements include:
 - a. Memorandum of Understanding
 - 1) All signatures should be on a single form for the club
 - 2) Complete all fields, including the club name, sign and submit
 - 3) In the case of repeat presidents, additional officers need to sign – at least the Club Treasurer; another officer representing the Club Leadership
 - b. Club must submit goals on Rotary Club Central for Membership, giving to the Annual Fund, and giving to Polio Plus
 - c. Adherence to all The Rotary Foundation (TRF) and District requirements
 - d. The club must be current on all reports, payments and tax filings
 - e. Grants Management Seminar (GMS)
 - 1) At least 2 Club Members must participate in the GMS for the current year to certify club
 - 2) REQUIRED - members completing grant applications must participate in a GMS.
 - 3) SUGGESTED – Club Presidents, Club Treasurers, Treasurers of Club Foundations should participate in a GMS to ensure understanding of the financial requirements including the separate account required for managing all funds for the project.
 - 4) GMS event dates are on the Grants web page and on the District Website calendar.
 - 5) To Register for a GMS, go to the District Calendar, click the event and select the seminar from the drop-down menu.
 - 6) You must participate in the entire seminar to get credit