

**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING
2018-19**

THE ROTARY FOUNDATION

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 Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district 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 one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district 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 grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF 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


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.

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.

On behalf of the Rotary Club of Lake Elmo, MI, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018-19 and will notify Rotary International District 5960 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2018-19
Name	Pamela A. Baker
Signature	
Date	4-11-18

Club President-elect	
Term	2018-19
Name	Rita Shepard
Signature	
Date	4-11-18

Club Name Lake Elmo Rotary Club Rotary Year 2018-19

**Rotary District 5960 Memorandum of Understanding
Addendum to The Rotary Foundation Club Memorandum of Understanding**

This document is the official Addendum to The Rotary Foundation (TRF) Club Memorandum of Understanding (MOU) for Rotary International District 5960, (D-5960) for clubs participating in the Rotary Foundation Global and District grants. It is an agreement between the club and the district, explaining what measures the club will undertake to ensure proper implementation of Rotary **Foundation grant activities. By signing this document, the club agrees that it will comply with all TRF and D-5960 requirements.**

As authorized by TRF, D-5960 has set up the following qualification plan, terms and conditions, and guidelines for qualifying its member clubs, provided they meet TRF minimum requirements:

1. The club agrees to and signs the Club MOU as provided by TRF, prior to July 1, 2018.
2. The club agrees to and signs this Addendum to the Club MOU as provided by D-5960, prior to July 1, 2018.
3. The club sends at least one club member, preferably Club President Elect or Foundation Chair, to the D-5960 Rotary Foundation Grant Management Seminar in preparation for grant activity in the Rotary Year indicated on this document.
4. All Humanitarian Grant projects will be prepared for processing with the aid of an assigned Grant Mentor.
5. All Humanitarian Grant applications will have review and approval by the D-5960 Grants Subcommittee before being submitted to The Rotary Foundation in the case of Global Grants or before funds are disbursed in the case of District Grants.
6. No District Grant Funds will be distributed pursuant to a District Grant until the primary sponsoring club has all previous Grant(s) reporting up to date.
7. District Grants will receive a maximum one-to-one match for club cash contributions with a minimum match of \$500 and maximum match of \$3,000 per club and \$12,000 per project.

We, being responsible for administering grant activities for the Rotary Club of Lake Elmo, MN, certify that the club will adhere to the requirements listed in this Addendum to the Club Memorandum of Understanding and will notify Rotary District 5960 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2018-19
Name	<i>Pamela A. Baker</i>
Signature	<i>Pamela A. Baker</i>
Date	<i>4-11-18</i>

Club President-Elect	
Term	2018-19
Name	<i>Rita Shepard</i>
Signature	<i>Rita Shepard</i>
Date	<i>4-11-18</i>