

**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, 2021.
2. The club agrees to and signs this Addendum to the Club MOU as provided by D-5960, prior to July 1, 2021.
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** \_\_\_\_\_, 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	2021-22
Name	Jenny Heddal
Signature	Jenny Heddal
Date	3-29-21

Club President-Elect	
Term	2021-22
Name	Edward L Studniski
Signature	Edward L. Studniski
Date	4-19-2021

**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 \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021-2022 and will notify Rotary International District 5960 of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
Term	2021-2022
Name	Jenny Heddal
Signature	Jenny Heddal
Date	3-29-21

Club President-elect	
Term	2021-2022
Name	Edward L Studniski
Signature	Edward L. Studniski
Date	4-19-2021