



THE ROTARY FOUNDATION DISTRICT 7545 CLUB MEMORANDUM OF UNDERSTANDING

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
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6. Bank Account Requirements
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1. Club Qualification

To be eligible to participate in The Rotary Foundation District and global grants, the Club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF or Foundation) 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 The 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
- D. Developing an outreach plan with your Public Image Team or that of the District that publicizes your project and recognizes the role of The Rotary Foundation in supporting the project.

3. Financial Management Plan

The Club must have a written financial management plan to provide consistent administration of grant funds. The financial management plan must include procedures to:

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

4. Report on Use of Grant Funds

The Club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant's progress and how funds are spent.

5. Document Retention

The Club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Club Qualification documentation for the appropriate year
- B. Information related to grants, including receipts and invoices for all purchases.

- C. Club records must be accessible and available to Rotarians in the Club and at the request of the District.
- D. Documents must be maintained for a minimum of five years, or longer if required by local law.

6. Bank Account Requirements

To receive grant funds, the district shall have a dedicated, district-controlled bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The district bank account must:
 - 1) Have a minimum of two Rotarian signatories from the district for disbursements
 - 2) Be a low- or noninterest-bearing account
 - 3) Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
 - 4) A separate account should be opened for each district-sponsored grant, and the name of the account should clearly identify its use for grant funds.
 - 5) Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
 - 6) Bank statements must be available to support receipt and use of TRF grant funds.
 - 7) The district must maintain a written plan for transferring custody of the bank accounts in the event of a change in leadership.

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.

8. Public Image Requirements

The Club will develop a public image plan to help raise community awareness of the project, as well as the role of the Rotary Foundation in supporting the project.

The Club must adhere to official Rotary brand guidelines in all public signage and communications (Rotary International branding guidelines are available in the Rotary Brand Center: <https://brandcenter.rotary.org/en-us/>). Branding questions can be directed to the District Public Image Team.

The Club will take appropriate measures to ensure that any necessary photograph consents are acquired, particularly when promotional materials involve minor children.

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 The Rotary Foundation grant funds. By approving 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 **2026-27** and will notify Rotary International District **7545** of any changes or revisions to Club policies and procedures related to these requirements.*

Club Signatures

Club President Name	Club President Signature / Date
Club President-Elect Name	Club President-Elect Signature / Date
Foundation Chair Name:	Foundation Chair Signature /Date

NOTE: If applying for more than one District Grant in the same Rotary Year, only one MOU needs to be completed.

Please upload copy of the completed MOU (requires original signatures) with your district grant submission.

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