



**ROTARY INTERNATIONAL
DISTRICT 5360 Inc.**

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FAX COVER SHEET:

**TO: DISTRICT GRANTS COMMITTEE
C/O Sue Williams, District Administrator
FAX NUMBER: 403-270-1899**

FROM:

DATE:

PLEASE RETURN THIS PAGE AND THE 3 PAGES OF THE CLUB MEMORANDUM OF UNDERSTANDING BY FAX TO (403) 270-1899.

ALTERNATIVELY, THE SIGNED DOCUMENT MAY BE MAILED TO:

Rotary International District 5360 Inc.

246 Stewart Green S.W
Suite #2506
Calgary, AB, Canada T3H 3C8

The Rotary Foundation returns District Designated Funds to District 5360 in the form of District and Global Grants. In order to be eligible to receive applicable portions of these grants, clubs must have at least one member attend the annual Future Vision Qualification Seminar and after Board approval, sign the Club Memorandum of Understanding and return the signed document by fax or mail **to reach the Rotary district office no later than May 1, 2012.**

As part of the club qualification process for Future Vision, the Board of Directors of the Rotary Club of _____ has approved the attached “Club Memorandum of Understanding” (MOU).

We have complied with Rotary Foundation requirements by having our President Elect or club appointed member(s) attend a designated Future Vision Qualification seminar as indicated on page 3 of the MOU.

This facsimile consists of the cover sheet and 3 pages.

THE ROTARY FOUNDATION FUTURE VISION PILOT
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**CLUB MEMORANDUM OF UNDERSTANDING 2012-2013**  
**DISTRICT 5360**

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) for clubs participating in the Future Vision pilot. It is an agreement between the club and its district, explaining what measures the club will undertake to ensure proper implementation of Global and District grant activities and management of Rotary Foundation Global Grant funds and any District Grants based on District Designated Funds. By executing this document, the club agrees that it will comply with all Foundation and District requirements.

District 5360 has directed that clubs must be “qualified” to receive grant funds from the Rotary Foundation District Block Grant and each “qualified” club will be held responsible for implementing this club MOU.

1. Terms of Qualification
2. Club Leadership Responsibilities for Qualification
3. Financial Management
4. Document Retention
5. Report on Use of Grant Funds
6. Method for Reporting and Resolving Misuse of Grant Funds

**1. Terms of Qualification**

- A. Upon successful completion of the qualification requirements, the club will receive qualified status for a period of one year.
- B. By entering into this agreement and receiving Rotary Foundation grant funds, the club understands and confirms that the club, as an entity, is responsible for the use of grant funds, regardless of which individual(s) or group controlled the funds.
- C. The club must disclose any potential conflicts of interest and must comply with the Conflict of Interest Policy for Grant Participants as outlined in section 7.030. of the Rotary Foundation Code of Policies.
- D. The club must cooperate with all district and TRF audits.

**2. Club Leadership Responsibilities for Qualification**

- A. A club member must be appointed to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants.
- B. The club must establish a succession plan for the transfer of grant records to ensure retention of information and documentation.
- C. The club president-elect or a club-designated appointee must attend grant management and qualification training arranged by the district.

### **3. Financial Management**

- A. The club must maintain a bank account to be used only for Rotary Foundation Global Grant funds in accordance with applicable laws.
  - 1. The account should be low or noninterest-bearing, and any interest earned must be documented and used on eligible, pre-approved grant activities or returned to TRF or the district.
  - 2. Grant funds may not be deposited in investment accounts including but not limited to: mutual funds, certificates of deposits, bonds, and stocks.
  - 3. Two Rotarian signatories are required on checks and withdrawals.
  
- B. The club must create a financial management plan that includes measures to
  - 1. Maintain a standard set of accounts, including a complete record of all receipts and disbursements, and maintain receipts for all expenditures equal to or over US\$75 or more (or those of any amount required by applicable law).
  - 2. Disburse grant funds, as appropriate, directly to Rotarians, vendors, and beneficiaries as approved in the grant application. Grant funds not immediately disbursed must be kept in the established project account without diversion, except for direct payment for grant activities or to return funds to the district or TRF.
  - 3. Maintain separate statements of income and expenses, noting interest earned and recoveries if applicable.
  - 4. Maintain a general ledger that separates funds according to each project
  - 5. Establish an inventory system for the control of equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities.
  - 6. Perform monthly bank reconciliations.
  - 7. Maintain a plan for transferring the custody of the bank accounts in the event of a change in leadership.
  - 8. Ensure all grant activities, including the conversion of funds, are in accordance with local law.

### **4. Document Retention**

- A. The club must create a document maintenance system or club archives to maintain original documents for a minimum of five years or longer if required by applicable law, including, but not limited to:
  - 1. Documents relating to qualification
  - 2. All records and documentation of policies and procedures required by the club MOU
  - 3. Documentation related to grants, including original documents for all grants, copies of proposals and applications, copies of grant agreements, copies of reports submitted to TRF and the district, receipts and invoices for all purchases made with grant funds, written or electronic correspondence
  
- B. Documents must be stored in a known location that is accessible to club Rotarians and must be provided to TRF or the district upon request or in the case of an audit.

**5. Report on Use of Grant Funds**

The club must report on the use of grant funds as outlined in the Terms and Conditions for Rotary Foundation District Grants and Global Grants.

**6. Method for Reporting and Resolving Misuse of Grant Funds**

The club must report any potential misuse or irregularities in grant-related activity to the district.

**7. Authorization and Agreement**

*We, being responsible for administering grant activities for the **Rotary Club of** \_\_\_\_\_, certify that the club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International **District 5360** of any changes or revisions to club policies and procedures related to these requirements.*

*Our Club has appointed member \_\_\_\_\_, (email: \_\_\_\_\_, phone # \_\_\_\_\_) to manage club qualification and ensure that stewardship measures and proper grant management practices are implemented for all TRF grants for the coming year. This Rotarian has attended the District Qualification Seminar.*

*Our Club has appointed member \_\_\_\_\_, (email: \_\_\_\_\_, phone # \_\_\_\_\_) to be the liaison with the District Grants Committee and to be the Point of Contact within the club for information related to district and global Grants. Ideally this will be the same as the person named in the previous paragraph.*

**Club President Club President-Elect**

| <b>Club President</b> |  | <b>Club President Elect</b> |  |
|-----------------------|--|-----------------------------|--|
| <b>Term</b>           |  | <b>Term</b>                 |  |
| <b>Name</b>           |  | <b>Name</b>                 |  |
| <b>Signature</b>      |  | <b>Signature</b>            |  |
| <b>Date</b>           |  | <b>Date</b>                 |  |