



Memorandum of Understanding (MOU) Requirements & Club Qualification

Qualification

- Districts must qualify to receive TRF funds
District Designated Funds - DDF
- District signs an MOU with TRF
 - Ensures proper governance for grants
 - Covers District & Global Grants
- Clubs sign MOU with the District to qualify
 - Clubs must report on the use of DDF
- TRF can audit District

Club Qualification Requirements

- Participate in Club Qualification seminar
 - Minimum 1 person **every** year
- Club Board agrees to MOU requirements
- Club **PE & President Nominee** sign MOU
- Club sends MOU to District
 - MOU is uploaded onto District 5360 Grants Website www.rotary5360.org **by May 1, 2018**

Why a Club MOU?

- Legal Agreement - club with District
- D5360 Club responsibilities
 - Implementing Global Grants
 - *Bank accounts for each project*
 - *Usually in host country*
 - Implementing District Grants
 - *Separate bank account not required*

1 - Club Qualification

- Must be done annually
- Must comply with MOU
- Club responsible for grant funds
- Qualification may be suspended for violating terms
- Club cooperates with all audits

2 - Club Officer Responsibilities

- Appoint a club member to manage club qualification
- Ensure grant management practices are implemented
- Ensure all individuals involved in grant avoid conflicts of interest

Club may be required to pay back all grants if the project is not completed or reports are not done satisfactorily

Authorization & Agreement

- Signed on behalf of club Directors
 - 2017-18 President Elect
Serving as President in 2018-19
 - 2017-18 President Nominee
Serving as President in 2019-20

When & Where Do We Get the Form?

Go to: www.rotary5360.org

- Next select, Documentation
- Next select, Grants Documentation
 - Select, 2018-19 Club Memorandum of Understanding
 - Download from website
- All Presidents Elects will get a copy at PETS

What Do We Do With It?

- Discuss at Board Meeting
- President Elect and President Nominee must sign
- Upload signed page of MOU no later than May 1, 2018 by logging into www.rotary.5360.org
 - Select “Documentation”
 - In Reports Section, Select “ Club Qualification Status”
 - Enter “2018” into Rotary Year window, press “Enter”
 - Upload