

Club Name Rotary Club of Bedford - Armonk

Club Memorandum of Understanding  
**CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING**  
**(District Grants)**

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**THE ROTARY FOUNDATION DISTRICT GRANTS**

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 District Grant the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by District 7230 and to send at least one club member to the district's grant management seminar each year.

- 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 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

**3. Financial Management Plan**

The club must:

- 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 and as outlined in the grant application.
- C. Ensure that all grant activities, including the conversion of funds, comply with local law.

Club Name Bedford - Armark

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

The club must adhere to all District 7230's reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs District 7230 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. Documents that must be maintained include, but are not limited to:

- A. Bank information, including copies of past statements
- B. Club qualification documents including a copy of the signed club MOU.
- C. Information related to grants, including receipts and invoices for all purchases
- D. Club records must be accessible and available to Rotarians in the club and at the request of the District.7230.
- E. Documents must be maintained for a minimum of five years

**6. 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 Bedford Armark, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018/2019

|                        | Club Member          | Club Member |
|------------------------|----------------------|-------------|
| Term                   | 2018 - 19            |             |
| Name                   | Sally Corbett        |             |
| Signature              | <i>Sally Corbett</i> |             |
| Office (if applicable) | President            |             |
| Date                   | 9/28/18              |             |