

Club Name Hartsdale - Greenburgh

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.

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**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

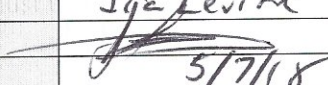
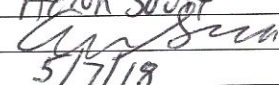
**6. Reporting Misuse of Grant Funds**

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 Hartsdale - Greenburgh the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2018/2019*

|           | <b>Club President</b>                                                               | <b>Club President-Elect</b>                                                          |
|-----------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Term      | <u>2018-2019</u>                                                                    | <u>2018-2019</u>                                                                     |
| Name      | <u>Iga Levine</u>                                                                   | <u>Arcon Sauer</u>                                                                   |
| Signature |  |  |
| Date      | <u>5/7/18</u>                                                                       | <u>5/7/18</u>                                                                        |

## **Rotary District 7230's District Managed Grants 2018/2019 DG Kris Chittur**

**Help us spend some Rotary Foundation money!**

### **District Managed Grant Process 2018-2019:**

**District Grant proposals need to be submitted by 31 May 2018. Our District cannot apply for grant funding until we have proposals in hand for 80% of our District Designated Fund for District Grants.**

**Grant applications will be submitted at  
[www.matchinggrants.org](http://www.matchinggrants.org)**

**District 7230 has approximately \$30,300 for District Managed Grants in 2018/19**

1. Only one request per club will be considered to allow equitable share of funds among the most clubs. Grants will be considered on a first come first served basis.
2. If a club does not have funds to make a match their donation, the maximum award will be US\$1,000
3. Awards will be up to a maximum of US \$2,500. Clubs must match on a \$1.00/ \$1.00 basis. Projects done in collaboration with partner clubs (multi-club projects), may request a grant of up to \$7,500 for each project. Any one club can receive a maximum of \$2500 per project and \$5000 per Rotary year. There is no minimum grant size.
4. Partnering with other clubs is encouraged to broaden participation and to increase the size of the grant to make its impact more significant
5. District Managed Grants will be limited to one to each qualified club until January 1st, at which time clubs may apply for a second grant if District funds remain available. Disbursement of unrequested funds will be at the discretion of the DM Grants and Stewardship Subcommittee in consultation with the DRFC Chair and the DG.
6. Projects may begin when the District Block Grant Application is approved by the Rotary Foundation. Funds should be expended prior to 1 May 2019 and a final report will be due on 15 May 2019 unless an exemption is made by the District Steward and the District Foundation Chair
7. The District Managed Grant/Stewardship Committee awards will consider the following:
  - a. Clubs goals have been entered in Club Central
  - b. There is a club Foundation Chair (TRF)
  - c. Timely submission of application,
  - d. Creativity of the project

- e. Club's contributions to support The Rotary Foundation (District goal US\$100/member), (not required but considered)
  - f. If the Club has received previous District Grants,
  - g. Number of club members involved in the project,
8. **Funds are for new projects only:** a new project is a project that is new to the club or one that involves a specific new addition to an existing project that improves the project's effectiveness.
9. All projects must have active Rotarian participation and oversight. Examples of club participation include:
- a. Managing project funds
  - b. Hands-on participation at the project site
  - c. Partner clubs and organizations sharing information via correspondence
  - d. Providing and sharing expertise.
  - e. Purchasing, shipping, and/or distributing items purchased
  - f. Publicizing the project to your club members, local media and within the District
10. The project must be identified as a Rotary Project.
11. The application must include:
- Amount of funds requested from the District outlined in the budget section of the grant application.
  - Amount of club's matching funds (required for grants over US\$1,000).
  - Source of additional funds
  - When possible, letters of support from cooperating organizations (example, school or library if donating books, etc.) documenting that the project is acceptable to them.
  - Names and contact information of at least two of your club's Rotarians responsible for the project and reports.
12. The Club is responsible for making sure that any reports are completed and filed since **COMPLIANCE IS MANDATORY** and future District Grants may not be funded for the whole district if a Club fails to file any of the required reports.

### 13. FOLLOWING THE MOU

Clubs shall:

- Electronically submit their Rotary Foundation contribution goals to TRF through Member Access/Rotary Club Central
- Designate a Club Steward who has attended the Grants Training in person or on-line qualification for the current Rotary year;
- Be current on reporting for previous District and Global grants.
- Be capable of generating specific, clear, direct documentation for all project expenditures consistent with the project budget and the Club

Memorandum of Understanding. Such documentation must be retained for a minimum of five years.

- Treat grant funds as a sacred trust
- Keep the funds in a separate account, or if merged with other club funds, they must be accounted for separately
- Get proposed budget changes approved by the District Grants Committee prior to implementing.

What are the District 7230 reporting requirements?

1. Interim reports will be due 6 months after the award of the project grant.
2. The Final Report must be submitted by the Lead Club (or Lead Club if a multi-club project) within two months of the completion of the project but no later than September 30 following the Rotary year of the grant award.
3. The Final Report Forms which should be used are provided on the District 7230 District Managed Grant website. Final reports must include financial records, such as copies of all receipts documenting for all expenditures and must total the FULL AMOUNT of the project budget approved in the application.
4. If there are unspent funds, they must be returned to the District Grants Chairperson with a copy of the final report. Note: The Club's share of project funds must be spent first before District monies are used.
5. All grant participants (lead and partnering clubs) must be current on all grant reporting, inclusive of global and district grants.

Submit final reports on the web: [www.matchinggrants.org](http://www.matchinggrants.org) and send a notice that the report is filed to District Grants Steward David Chew: [David.Chew@pfs-planning.com](mailto:David.Chew@pfs-planning.com)

REMINDER : No funds may be spent by the club, any partner organization or beneficiary organization, nor begin to implement the project until all District approval signatures have been obtained.

NOTE: Failure to comply with The Rotary Foundation policies and guidelines will result in the club returning misused grant funds in their entirety and being barred from receipt of future grants for a period of up to five years. Failure to fully comply with these policies may also jeopardize District 7230's ability to participate in this program in the future.

## Rotary Foundation Guidelines/Procedures for District Managed Grants

A District Grant is a tool Rotary Districts utilize to support short-term, humanitarian projects that benefit the community. District Grants are funded with District Designated Funds from The Rotary Foundation. A district may apply annually for a single grant for one or more projects that utilizes a maximum of 50% of its SHARE allocation, which represents 50% of annual giving three years prior.

For Example in 2012/2013, our District donated just over US\$120,000 to the Rotary Foundation's Annual Program Fund. As a result, we will receive a little over US\$60,000 in District Designated Funds that can be used for projects our District wants to do. Of the money returned to the district just a little over US\$30,000 can be used for District Managed Grants. The remaining dollars can only be used for Global Grants.

### Types of activities

Districts may support a broad range of activities with their district grant funds. Examples of potential district-grant activities include:

- **Local or international service projects** as well as service travel or disaster recovery efforts.
- **Vocational training teams:**
  - No partnership or international requirements
  - No restrictions on team size or length of training
  - Teams travel to either conduct or receive training

**District Grant Vocational Training Teams (From Rotary International) Requirements:** District Grant VTTs must support The Rotary Foundation's mission to promote goodwill and peace, improve health, support education, and alleviate poverty.

**Team composition:** The district may determine the composition of the team to include Rotarians and non-Rotarians of any age.

**Focus and the length of the visit:** Determined by the sponsors. The districts may decide, for example, to incorporate some cultural and social activities along with hands-on training or to sponsor an exchange with the partner district.

**Budget:** Determined by the sponsors.

**Planning:** All trip planning will be organized by the local Rotary Club.

**RITS (Rotary International Travel Service)** can be used to arrange travel of participants, but this is no longer a requirement.

- **Scholarships:**

- No restrictions on the level (secondary, university, or graduate), length, location (local or international), or area of study
- No restrictions on the dollar amount for the scholarships (except those established by the District)
- The request for scholarship funds can only be for a one time scholarship. If a Club wants to continue this scholarship in the future, they will need to come up with an ongoing funding mechanism at the club level.

**SCHOLARSHIP TYPES (From Rotary International)**

The current District Grant funding model offers maximum flexibility in funding scholars. Districts can determine the types of scholars they wish to sponsor using funds from a district grant. These could include:

- Undergraduate or graduate students studying locally, any subject matter
- Undergraduate or graduate students studying abroad, any subject matter
- Study periods of any length (language training, a certificate program, a semester, a year or more)

The district leadership should determine its own preferences, applications, and timetables for district grant-funded scholars. Your Rotary Foundation coordinator at the Foundation is always available to help, and can provide examples of how other districts have organized their district grant scholarship process.

**Program Requirements:**

- Projects must be initiated by a Rotary club or Rotarian in the project location.
- Club must sign a District 7230 Club Memorandum of Understanding for District Grants
- Grant funds cannot be used for:
  - Reimbursement of existing projects;
  - Construction or renovation in Global Grant Projects with some exceptions
  - Salaries, stipends, or honorariums;
  - Operating expenses of another organization; and
- District Grants require the direct involvement of Rotarians by:
  - Assessment of community needs and development of a project plan by Rotarians;
  - Establishment of a committee of at least two Rotarians to oversee the expenditure of funds;
  - Oversight of grant funds;
  - Involvement in the implementation of projects;
  - Provision of evidence of community involvement and ownership;
  - Organization of meetings with local service providers, local officials, and/or recipients;
  - Promotion of projects in the local media.

### Reporting Requirements:

Interim reports are required six months after receipt of the grant. A final report is required by 15 May 2019 of full expenditure of grant funds. The final report must include:

- A detailed and clearly organized report of all expenses;
- Copies of receipts for items purchased;
- A narrative that includes information on the implementation of the project and how experience gained from it will inform/guide the club and the district for the next rotary year.

**NOTE:** Failure to comply with The Rotary Foundation policies and guidelines will result in the club returning misused grant funds in their entirety and being barred from receipt of future grants for a period of up to five years. Failure to fully comply with these policies may also jeopardize District 7230's ability to participate in this program in the future.

### District 7230 DDF Procedures for the 2018/2019 Rotary Year

District Managed Grants will be administered and reviewed by the District Grant/Stewardship Committee, a sub-committee of the District Rotary Foundation Committee. Members of the committee include the Rotary Foundation Chair Taylor Eskew ; District Managed Grant and Stewardship Subcommittee ---; ----; and 2018-19 District Governor Kris Chitturk, 2019-20 District Governor David Schribman and the DM Grant Steward.

\_\_\_\_\_ will serve as the District Steward, and will review all final reports to make sure reporting requirements have been met.

### Application Process:

- All information and application forms are currently available to clubs via the District web page: <http://www.rotary7230.org>
- Applications should be completed at [www.matchinggrants.org](http://www.matchinggrants.org). The committee will meet to review grants in May, after the grant deadline has passed, and additional meetings will be called by the DM Grant/Stewardship chair if needed. Clubs will be notified if grant has been funded once we receive approval from the Rotary Foundation. **NO FUNDS CAN BE EXPENDED ON A GRANT PROJECT UNTIL THE CLUB RECEIVES OFFICIAL NOTIFICATION FROM THE DISTRICT GRANT'S CHAIR THAT THE GRANT HAS BEEN APPROVED BY THE ROTARY FOUNDATION. IF RECEIPTS ARE DATED PRIOR TO APPROVAL, THEY CANNOT BE COUNTED TOWARD THE GRANT.**
- If there are applications for funds in excess of the total available, and the applications are otherwise in order, The amount allocated may be reduced



and the following criteria will be used by the committee to determine grant awards;

- Club creativity and involvement of Rotarians in the project.
- How does the grant meet The Rotary Foundations 6 Areas of Focus?
- Timely submission of the grant. Did it arrive by the deadline?
- Per capita Foundation giving by club members. The District goal is US\$100/member.
- Club contributions to the project.
- Has the club received previous grants relative to their Rotary Foundation Giving?
- Is/are the club's report (s) current for any previous grants?
- Geographic diversity/balance within the district.
- Sustainability is not a requirement, but can be considered.
- Rotary Foundation Goals for the current Rotary year have been entered into Rotary Club Central on the Rotary International's My Rotary web site.

### **The Rotary Foundation CLUB MEMORANDUM OF UNDERSTANDING (MOU)**

**To be eligible to sign this document, at least one member of a Rotary Club MUST attend a Grants Management Seminar annually.**

### **Disclaimer**

Please remember that this is a relatively new process and it is quite possible something will come up that will require The Rotary Foundation or District 7230 to make a change(s). The District Managed Grants and Stewardship Committee, District Governor, and District Foundation Chair reserve the right to make procedural or other changes as needed to meet Rotary Foundation requirements, or to clarify information in this document.