



# MEMORANDUM OF UNDERSTANDING

between

Chestertown Rotary Club  
and  
Rotary Club of Lusaka Central  
and  
CoLaborers International

## 1. SUBJECT

Global Grant #GG1860206 in Lusaka, Zambia

## 2. PURPOSE

A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing activities required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

## 3. PRIMARY CONTACTS

	HOST PARTNER	INTERNATIONAL PARTNER	COOPERATING ORGANIZATION
Name	Chestertown Rotary Club: Dr. John Murray	Rotary Club of Lusaka Central: President - Onechi Lwenje	CoLaborers International: Melissa Stuebing
Address	PO BOX 247 Chestertown MD 21620	Taj Pamodzi Hotel Lusaka 10101	104 Spring Ave #959 Chestertown MD 21620
Phone	410 739 6514	+260 96 5503484	301 659 5532
Email	johnpatrickmurray@hotmail	<a href="mailto:presidentrotaryclc@gmail">presidentrotaryclc@gmail</a>	Melissa@CoLaborersInternationa

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**4. UNDERSTANDINGS**

- A. All parties affirm that Global Grant #GG1860206 is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
- B. Chestertown Rotary Club and Rotary Club of Lusaka Central affirm that CoLaborers International is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that Global Grant #GG1860206, if approved, will be awarded to Chestertown Rotary Club and Rotary Club of Lusaka Central and not to CoLaborers International.
- D. All project funds will be in the custody of the partner Rotarians and will not be managed by CoLaborers International.
- E. CoLaborers International must abide by The Rotary Foundation grant terms and conditions.
- F. CoLaborers International and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

**5. CHESTERTOWN ROTARY CLUB SHALL:**

- A. Purchase plane tickets for VTT team
- B. Purchase “Literacy-Free 12 Step Expressive Arts Therapy” curriculum packs
- C. Send finances for in-country costs to Rotary Club of Lusaka Central
- D. Record all fund usage and keep receipts.
- E. Provide PR for the project before and after its completion.
- F. Together, with Rotary Club of Lusaka Central, submit grant report.

**6. ROTARY CLUB OF LUSAKA CENTRAL SHALL:**

- A. Receive funds from Chestertown Rotary Club and record usage
- B. Pay reservation for conference center(s) and catering
- C. Arrange and pay for in country expressive arts materials that cannot be brought – such as gourds and drums
- D. Pay for van rental and gas out of global grant funds transferred by Chestertown Rotary Club
- E. Pay for lodging out of global grant funds transferred by Chestertown Rotary Club

- F. Assist with in-person registration during trainings
- G. Provide PR for the project before and after its completion.

**7. COLABORERS INTERNATIONAL SHALL:**

- A. Provide trainers to give training in “Literacy-Free 12 Step Expressive Arts Therapy” curriculum
- B. Provide purchased curriculum packs
- C. Bring appropriate materials for the trainings
- D. Manage online form for Zambian organizations to register for training and communicate with NGOs as necessary
- E. Perform follow up measures with the Zambian organizations that attended trainings. May request assistance from Rotary of Lusaka Central if necessary.

**8. MODIFICATION**

Modifications within the scope of this document shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by The Rotary Foundation prior to any changes being performed.

**9. CONFLICT OF INTEREST**

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

**10. SIGNATURES**

By signing below, the aforementioned parties agree to the terms of this memorandum of understanding.

Chestertown Rotary Club		19 September 2017 DATE
Rotary Club of Lusaka Central		8/9/17 DATE
CoLaborers International		Sept 8 2017 DATE