

## District 5390



### Memorandum of Understanding (MOU) Application

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*This form must be uploaded to the District Grant Website no later than January 31<sup>st</sup>*

*Completion of this document is a qualification requirement and grant applications cannot be reviewed without its submission.*

#### **Club Qualifications:**

To participate in Rotary Foundation grants the requesting club must agree to implement the financial and stewardship requirements in this Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF) and District 5390. District 5390 has established requirements for club qualification and requires District 5390 clubs to be qualified in order to receive any District DDF Matching funds for District or Global Grants. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year and eligible to participate in the TRF District Grant program.

**\*Note:** Club qualification status may be suspended or revoked for the misuse or mismanagement of grant funds involving, but not limited to: fraud, forgery, membership falsification, gross negligence, the endangerment of the health, the welfare, or the safety of beneficiaries, ineligible contributions, use of funds for personal gain, undisclosed conflicts of interest, monopolization of grant funds by individuals, the falsification of any reports, overpricing, acceptance of payments from beneficiaries, illegal activities, and the use of grant funds for ineligible purposes.

#### **Club Qualifications Checklist:**

**Note: All qualification items listed below must be completed and initialed prior to the application deadline of January 31<sup>st</sup>, as identified on the District Grants Calendar.**



Become qualified, on an annual basis, to receive funds for District 5390 Grants and TRF Global Grants. Additionally, maintain a qualified status by complying with the Foundation and District 5390 MOU, all applicable TRF policies, and any additional requirements District 5390 deems necessary, and are reasonable, achievable, and fair to all clubs



Designate a club Foundation Representative and an Alternate Representative for each year of qualification. These representatives, or club-designated appointees, must attend district grant management and qualification training.

**Foundation Representative:** George Gerard

**Contact Information: Email:** geowgerard@hotmail.com **Phone:** 406-293-9213

Alternate Representative: Linda Gerard  
Contact Information: Email: lkpgerard@hotmail.com Phone: 406-291-3727

Have the above individuals attended grant training? yes (Yes/No)



Send the club President Elect to PETS. **Did your club President Elect attend PETS**  
 Yes  No



Club Goals need to be posted in Club Central on [www.rotary.org](http://www.rotary.org) (Rotary International website).

**Has your club filled out 'Club Goals' and have they been posted in Club Central on the Rotary.org website?**  Yes  No



Maintain active club participation in District 5390 events, which include, but are not limited to: the District Conference, District Assembly, Peace Park, and Youth Exchange



Have at least one club member participate on a District committee  
Representative: Tracy McNew  
Sub-Committee: youth exchange committee



Acknowledgement of Matching Funds: Clubs must put a minimum of one dollar (\$1.00) of the requesting clubs own funds for every dollar requested towards the project

**Note: Clubs must provide proof of matching funds (financial statement) prior to any grant award disbursement. Proof DOES NOT need to be provided prior to the application deadline and IS NOT a qualification requirement. Just the acknowledgement of matching funds is the qualification requirement.**

**This bank or financial account statement must be uploaded no later than July 31<sup>st</sup> to the District Grant Website ([www.MatchingGrants.org](http://www.MatchingGrants.org)) in order to receive District Funds.**



Complete and submit a Financial Management Plan (FMP) to establish responsibility for the management and use of award funds

***This form must be uploaded to the District Grant Website no later than January 31<sup>st</sup>***

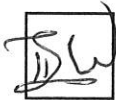


Agree to Cooperate with any financial, grant, or operational audits



Be current on all RI and District 5390 dues

**Note: Dues must be paid within 45 days of billing in order to maintain a 'current' Qualified status.**



Be current on all applicable grant reports

***Note: If you have any open grants you will need to submit a Final Report and all necessary documentation. If your project is not completed you will need to fill out the Progress Report.***

**These Reports must be uploaded to the District Grant Website before due date**



Present proof that your club has a current and completed 990 Form or equivalent.

**This document, demonstrating proof (e-file document or letter from accountant), must be uploaded to the District Grant Website before January 31<sup>st</sup> . Please DO NOT submit your club's tax document.**



Complete and submit this Memorandum of Understanding (MOU) to establish and maintain compliance with the Rotary Foundation and District 5390

**This document must be uploaded to the District Grant Website before January 31<sup>st</sup>.**

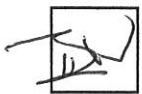
### **Club Officer Responsibilities:**

The requesting club's officer hold primary responsibility for club qualification and the proper implementation of TRF grants.

### **Club Officer Responsibilities:**



Appoint at least one club member to implement, manage, and maintain club qualification



Ensure all TRF grants adhere to stewardship measures and proper grant management practices



Ensure all individuals involved in the grant project conduct their activities in a way which avoids any actual or perceived conflict of interest

## **Financial Management Plan:**

The club must have a written Financial Management Plan (FMP) to provide consistent administration of grant funds. To access this document please click on the 'District Grant Information' link, which can be found at [www.montanarotary.org](http://www.montanarotary.org)

### **The Financial Management Plan Must Include Procedures For:**

- Maintaining a standard set of accounts, which include a complete record of all receipts and disbursements of grant funds
- Disbursing grant funds, as appropriate
- Maintaining segregation of duties for handling funds
- Establishing an inventory system for equipment and other assets purchased with grant funds, and maintaining records for items that are purchased, produced, or distributed through grant activities
- Ensuring all grant activities, including the conversion of funds, comply with local law

## **Bank Account Requirements:**

In order to receive District Grant funds, the club must establish a separate bank account that is used solely for receiving and disbursing TRF grant funds.

**\*\*Please see Addendum Number One on page 7**

### **Bank Account Requirements:**

- Establish a designated account for each club-sponsored grant
- Bank Statements must be available to support receipt and use of TRF grant funds

### **Bank Accounts:**

- Have a minimum of two Rotarian signatories from the club for disbursements
  - The club must maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories



Be in a low or noninterest-bearing account

- Any interest earned must be documented and used for eligible, approved grant activities. Otherwise it must be returned to District 5390
- Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks

### **Reports on Use of Grant Funds:**

The requesting club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent.

### **Document Retention:**

The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification of TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments. Documentation must be maintained for a minimum of five years, or longer if required by local law.

### **Maintained Documentation (including, but not limited to):**



Club qualification documentation, including a copy of the signed club MOU and FMP



Documented plans and procedures including: procedures for storing and retaining information, documentation and archives, and a succession plan for bank account signatories



Bank account information, including copies of past statements



Information related to grant funds, including receipts and invoices for all purchases



Club records must be accessible and available to Rotarians in the club, and at the request of District 5390

### **Reporting Misuse of Grant Funds:**

If the Stewardship Sub-Committee suspects misuse of grant funds, they must report any and all suspected allegations to the Audit Sub-Committee and District 5390 Foundation Chair within twenty-four (24) hours of its knowledge of suspected misuse.

The Stewardship Sub-Committee will investigate and resolve any and all allegations of misuse. Any misuse of TRF Funds will be reported to TRF by the DRFC. This reporting fosters an environment that does not tolerate the misuse of grant funds.

**Conflicts of Interest:**

The Stewardship Sub-Committee has the responsibility of reporting and investigating any and all alleged conflicts of interest which are reported or which are discovered. Some alleged conflicts of interest may be determined to be true conflicts of interest, while others may be perceived conflicts of interest.



Will your club declare any and all Conflicts of Interest for the Stewardship Committee to Review?  
 Yes XX No \_\_\_\_\_



Who is the club member responsible for reviewing and reporting any and all Conflicts of Interest?  
George Gerard

**Authorization and Agreement**

*This Memorandum of Understanding (MOU) is an agreement between the requesting club and District 5390, and acknowledges that the requesting club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the requesting club agrees to comply with all of the conditions and requirements set forth in the MOU.*

*On behalf of the Rotary Club of Kootenai Valley, the undersigned agree to comply with all of the conditions and requirements of the MOU for the upcoming Rotary year, and will notify Rotary District 5390 of any changes or revisions to club policies and procedures related to these requirements.*

Current Club President	
Term	* 2020/2021
Name	Tracy McNew
Signature	
Date	1-4-2021
Email	tjmcnew@gmail.com

Club President-Elect	
Term	* 2021/2022
Name	Bruce Weatherby
Signature	
Date	1-4-21
Email	brucewho@yahoo.com

District 5390



Memorandum of Understanding (MOU) Application  
Addendum Number One

**Bank Account Requirements for District Grants:**

The Memorandum of Understanding will apply with the exception of the section titled Bank Account Requirements, located on pages 3. This section shall be revised to read: "No separate bank account will be required for District Grants. However, all aspects of this section shall remain in effect for Global Grants."

**\*Please Note:** For clubs that utilize more than one bank account for Rotary activities it is required that they designate one bank account for all District Grant related activity. This is to help facilitate in the auditing process, as it will be easier to track funds through one account.

Kootenai Valley

On behalf of the Rotary Club of \_\_\_\_\_, the undersigned agree to comply with all of the conditions and requirements of the MOU and this Addendum Number One for the upcoming Rotary year and will notify Rotary District 5390 of any changes or revisions to club policies and procedures related to these requirements.

Current Club President	
Term	* 2020/2021
Name	Tracy McNew
Signature	
Date	1-4-2021

Club President-Elect	
Term	* 2021/2022
Name	Bruce Weatherby
Signature	
Date	1-4-21

**District Stewardship**  
**Committee:** Jason Cronk - Chair  
Phone: 406-261-8125  
jcronk@ilcorp.org