

**MEMORANDUM OF UNDERSTANDING FOR DISTRICT 7230 GRANTS**

ROTARY CLUB OF: Heritage New York

This memorandum of understanding (MOU) is an agreement between the above-named club and Rotary International District 7230, whereby the club acknowledges and agrees to ensure that the club will implement proper management of District Grant Funds.

All Rotary clubs and districts involved are responsible to the District 7230 Grants Committee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it.

The signatures at the end of this document confirm that the club named above understands and accepts responsibility for all of its projects.

By signing below, we agree on behalf of the above-named club to the following:

- The club will maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds.
- Grants funds will be disbursed as represented in the budget of the project application.
- There will be at least two signatories from the club on every disbursement.
- Grant funds will not be used for any purpose other than the stated purpose set forth in the application.
- The club will establish and maintain appropriate recordkeeping systems to preserve documentation regarding the grant, including a method of retention, for a minimum of 5 years.
- All financial records pertaining to the grant, including bank statements, will be uploaded to the Documents section of the project on [matchinggrants.org](http://matchinggrants.org) and upon request, original records will be made available to the District.
- All information contained in the grant application is true and accurate.
- The club agrees to undertake the project as an activity of the club, and not part of a larger project of another entity.
- The club will comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 7230.

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- The club agrees that if the project takes more than six months to complete, interim reports will be submitted every six months, and final reports will be provided no later than two months after the completion of the project.

On behalf of the above-named club, the undersigned agrees to comply with all the conditions and requirements of this MoU for Rotary year 2020-2021 and will promptly notify District 7230 of any changes or revisions to club policies and procedures that differ from those set forth in this MoU.

By signing below, the Club Officers certify that the Club has fulfilled all of the following requirements:

- Our Club's dues to RI and District 7230 have been paid in full.
- Our Club is "Grant Certified". This was by:
  - attending the 8/18/20 "Zoom" district grant certification or completing the Grant Management Seminar at The Learning Center on Rotary.org. The completion certificate was:
    - forwarded by email to Dave Schribman at [schribins@optonline.net](mailto:schribins@optonline.net), or uploaded to the Documents section of our project on the [matchinggrants.org](http://matchinggrants.org) website.
- Our Club's goals have been entered in Club Central on Rotary.org.
- All previous grant reports have been duly submitted. There are no reports outstanding.
- We have entered the names of the Club Secretary, Treasurer and Club Rotary Foundation Chair in the Club Executives Section of our Club on the District 7230 website.

2020 -2021 CLUB OFFICERS:

Signatures:

President SYED ZAKI HOSSAIN Signature Zaki Date 09/14/2020

Project Chair RAHAT HOSSAIN Signature Rahat Date 09/14/2020

Club Rotary Foundation Chair MOHAMMAD ALAM Signature M. Alam Date 09/14/2020

*Verifiable Electronic signatures are acceptable*