

MEMORANDUM OF UNDERSTANDING FOR DISTRICT 7230 GRANTS

Pembroke

ROTARY CLUB OF: _____

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 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.

MEMORANDUM OF UNDERSTANDING FOR DISTRICT 7230 GRANTS – Page 2

- 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, or
 - uploaded to the Documents section of our project on the 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:

John Bauman			9/7/20
President _____	Signature <u>John Bauman</u>		Date _____
Lisa Wagner			
Project Chair _____	Signature <u>[Signature]</u>		Date _____
Barbara Edwards			
Club Rotary Foundation Chair _____	Signature <u>Barbara Edwards</u>		Date _____

Verifiable Electronic signatures are acceptable

Certificate Of Completion

Envelope Id: E6CA38B1638E43C3BBD34498C89E6C5E	Status: Completed
Subject: Please DocuSign: document-2-2020-21-grant-mou-fillable.pdf	
Custom Field:	
Source Envelope:	
Document Pages: 2	Signatures: 3
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Lisa Wagner
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London	Registered Office:
	Oakhill House, 130 Tonbridge Road
	Hildenborough, Tonbridge, Kent TN11 9DZ
	LISA.WAGNER@FIL.COM
	IP Address: 165.225.209.54

Record Tracking

Status: Original	Holder: Lisa Wagner	Location: DocuSign
01-Oct-20 21:20	LISA.WAGNER@FIL.COM	

Signer Events

Barbara Edwards
 barbhe39@gmail.com
 Security Level: Email, Account Authentication (None)

Signature Provider Details:

Signature Type: DS Electronic

Electronic Record and Signature Disclosure:

Accepted: 01-Oct-20 | 22:39
 ID: 42d5ca23-76a6-4872-a1ce-70386a67e9ce

Signature

Signature Adoption: Drawn on Device
 Using IP Address: 199.172.227.65
 Signed using mobile

Timestamp

Sent: 01-Oct-20 | 21:23
 Viewed: 01-Oct-20 | 22:39
 Signed: 01-Oct-20 | 22:41

John Bauman
 jmbauman716@gmail.com
 Security Level: Email, Account Authentication (None)

Signature Provider Details:

Signature Type: DS Electronic

Electronic Record and Signature Disclosure:

Accepted: 02-Oct-20 | 20:16
 ID: 6d1fcef1-3b81-47b4-bca8-625b52dcf6d6

Signature Adoption: Pre-selected Style
 Using IP Address: 199.172.197.117

Sent: 01-Oct-20 | 21:23
 Viewed: 02-Oct-20 | 20:16
 Signed: 02-Oct-20 | 20:17

Lisa Wagner
 lisa.wagner@fil.com
 Fidelity International
 Security Level: Email, Account Authentication (None)

Signature Provider Details:

Signature Type: DS Electronic

Electronic Record and Signature Disclosure:

Accepted: 01-Oct-20 | 21:23
 ID: 76218502-f4b1-43ee-b973-b89908f23b90

Signature Adoption: Drawn on Device
 Using IP Address: 38.104.159.98

Sent: 01-Oct-20 | 21:23
 Viewed: 01-Oct-20 | 21:23
 Signed: 01-Oct-20 | 21:23

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
----------------------------------	---------------	------------------

Carbon Copy Events	Status	Timestamp
---------------------------	---------------	------------------

Witness Events	Signature	Timestamp
-----------------------	------------------	------------------

Notary Events	Signature	Timestamp
----------------------	------------------	------------------

Envelope Summary Events	Status	Timestamps
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	01-Oct-20 21:23
Certified Delivered	Security Checked	02-Oct-20 20:16
Signing Complete	Security Checked	02-Oct-20 20:17
Completed	Security Checked	02-Oct-20 20:17

Payment Events	Status	Timestamps
-----------------------	---------------	-------------------

Electronic Record and Signature Disclosure

Privacy Policy

Please read this privacy policy carefully

Purposes for which we are collecting your data

In order to allow you to sign documents electronically and to facilitate a secure transmission of contractual documentation between Fidelity and the counterparty, a cloud-based solution, DocuSign, is implemented by Fidelity Management Ltd (UK) in its capacity as data controller on its behalf and/or on behalf of any of its affiliates (“Fidelity”).

Personal data of the users of the DocuSign platform are lawfully processed on the basis of the performance of a contract or in order to take steps prior to entering into a contract with or on behalf of Fidelity.

Your personal data are therefore processed for the purposes of allowing you as user of DocuSign to electronically sign any contract, addendum to existing contractual relationship or any other document with or on behalf of any of the Fidelity entity issuing the document, through a secure e-signature system and to transfer securely the relevant documentation to progress a contractual process.

What data we collect about you

You are hereby informed that when accessing and using DocuSign as a user, your personal data such as your name, email address, IP address and e-signature will be processed and collected together with the subject of your envelope, the time and location you sent, viewed or signed a document (altogether referred as “Personal Data”).

Cookies

By using the DocuSign platform, functionality cookies are implemented. Functionality cookies are designed to permit enhanced, more personal features. These cookies also enable you to optimise your use of the tool after logging in.

Once you log out from DocuSign, functionality cookies are deleted after 20 minutes.

No tracking or analytical cookies are implemented on DocuSign.

Who we share your data with

Your Personal Data will be stored temporarily within DocuSign EU servers located in Amsterdam, Frankfurt and Paris.

Your Personal Data will also be accessed by DocuSign sub-processors located in the USA and in Philippines in accordance with applicable data protection law in the following instances:

- if you require the assistance of DocuSign customer support team in the Philippines or technical support team in the US, and they require remote screen sharing access to assist you; or
- if you access and download your eDocument from outside of the EEA.

Because laws in Philippines and in the USA do not offer protections equivalent to European privacy laws, the transfer of your Personal Data to DocuSign sub-processors is carried out on the basis of standard contractual clauses approved by the European Commission that ensures your privacy rights are respected and suitable technological safeguards are in place.

Once signed, the documents will be stored offline on the confidential Fidelity’s infrastructures. Your Personal Data may also be shared with a Fidelity entity located in India that provides administrative support and IT functions. Because laws in India do not offer protections equivalent to European privacy laws, the transfer of your information to India is done under standard contractual clauses approved by the European Commission that ensures your privacy

rights are respected and suitable technological safeguards are in place.

How long we keep your data for

Your Personal Data will be kept for 30 days following the e-signature process on DocuSign servers. If not completed, documents are removed after 30 days.

Your Personal Data will be kept by Fidelity for the applicable retention period in accordance with the legal requirements applying to each type of documents and implementing appropriate technical and organizational measures to ensure the security of your Personal Data.

Your rights

You have the right to:

- access the Personal Data that is held about you and a right to have a copy provided to you, or someone else on your behalf, in a digital format;
- ask us to correct any inaccurate Personal Data that we hold;
- require us to restrict the processing of your Personal Data in certain circumstances (e.g. whilst a complaint about its accuracy is being resolved);
- when applicable request that your Personal Data is deleted altogether.

You should be aware that taking any of the above steps may affect your ability to access and use DocuSign.

Who to contact about your Personal Data

If you wish to:

- access the Personal Data we hold about you or to exercise any of the rights mentioned above;
- find out more about the protections in place where we transfer your Personal Data outside the European Union;
- raise question about how we have handled your Personal Data,

please contact the UK HR Support Team at fil.uk.hr.support.services@fil.com.

If the Privacy Policy is updated or amended at any point, this page will be shown again in order to alert you to any changes that have been made.

By selecting the checkbox, you are hereby informed of the use and processing of your Personal Data for the purposes set out above.