



**ADD-ON MEMORANDUM OF UNDERSTANDING FOR
2024-25 DISTRICT 7230 GRANTS**

ROTARY/ROTARACT CLUB OF: East-West

This Memorandum of Understanding (MoU) is an add-on to the agreement between the Yonkers-East Yonkers Rotary club and Rotary International District 7230, whereby the East-West club acknowledges and agrees to collaborate with the Yonkers-East Yonkers Club to implement the proper management of District Grant Funds for the Project. The Yonkers-East Yonkers Club will be the implementation entity of Project P-5474 Aid for Haiti Orphanage.

All Rotary (and Rotaract) clubs and districts involved are responsible to the District 7230 Grants Sub- Committee and ultimately to The Rotary Foundation of Rotary International (TRF) for the conduct and management of the project and for reporting on it.

The signature at the end of this document confirms that the East-West Club certifies that we have agreed, as per the original MoU, that the Yonkers-East Yonkers Rotary Club will :

- Maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds;
- Disburse Grants funds as represented in the budget of the project application;
- Ensure at least two written approvals from the club on every disbursement;
- Not to use Grant funds for any purpose other than the stated purpose set forth in the application;
- Establish and maintain appropriate recordkeeping systems to preserve original documentation regarding the grant, including a method of retention, for a minimum of five years, ensuring our successors have full access to these documents.
- Upload all financial records pertaining to the grant, including bank statements, to the Documents section of the project on matchinggrants.org and upon request, make original records available to the District and/or TRF; We will upload receipts, provided by the Yonkers-East Yonkers Club, for our portion of the grant
- Ensure all information contained in the grant application is true and accurate;
- Undertake the project as an activity of the club, and not part of a larger project of another entity;

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- Comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 7230;
- Ensure usage of Rotary brand-compliant logos, signs and publicity materials for the project;
- Submit a progress report by 30 May 2025 if project completion goes beyond that date, and to submit the final report no later than 30 days after the completion of the project.

On behalf of the East-West Club, the undersigned agrees to comply with all the conditions and requirements in this MoU for Rotary year 2024-2025 and with the latest Terms and Conditions of The Rotary Foundation and will promptly notify the District 7230 Grants Sub-Committee of any changes or revisions to club policies and procedures that differ from those set forth in this MoU.

By signing below, the Club President certifies that the Club has fulfilled all of the following requirements:

Our Club's RI (July 2024) and District dues (January 2024) invoices have been paid in full;

Our Club is "Grant Certified". At least one member of our Club who is part of the Project Committee, attended the "Zoom" District Grant Certification Seminar:

On 10 August 2024, OR

On 20 August 2024

We have entered at least 15 Club goals in Club Central on Rotary.org.

We have duly submitted all previous grant reports, and there are no past due District or Global Grants reports.

We will enter this project in the Service Activities section of Rotary Club Central.

We have entered the names of the Club President, Secretary, Treasurer, Club Membership Chair and Club Rotary Foundation Chair in the Club Executives Section of our Club on the District 7230 website.

2024-2025 OFFICERS, ROTARY/ROTARACT CLUB OF East-West

Names

Signatures:

President Arnab Roy

Signature



Date 10.11.2024

Project Chair Not Required

Signature

Date

Club Rotary Foundation Chair Not Required

Signature

Date

Verifiable Electronic signatures are acceptable (see how to sign your MoU electronically)