



COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

Rotary Club of Cartago, Dist 4240, Costa Rica], "Host Sponsor,"
Rotary Club of Denton, Dist. 5790, USA, "International Sponsor,"
Asociación de Autismo Paraíso, Paraíso, Costa Rica, "Organization 1,"
and [Name of cooperating organization, country], "Organization 2"

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

1. SUBJECT

Global Grant #2454803, A Center for Children with Autism in Costa Rica, in Paraiso, Cartago Province, Costa Rica, the "Rotary Grant."

2. DEFINITION

A cooperating organization is any reputable organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts as requested.

3. PURPOSE

This document establishes an agreement between the parties listed above to implement a project funded by a Grant from The Rotary Foundation. This document may also be used with other groups that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

4. PROJECT OBJECTIVES

All parties listed in this agreement will collaborate to achieve the following project objectives:

- a. Improve the quality of care and education for children/youth with Autism
- b. Provide the Center with a computer network to free up the time therapists spend on documentation.
- c. Streamline processes that will allow the Center to accept 10%-15% more children annually at the Center.

5. HOST SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

- a. Receives project funds and manages all finances of this grant.
- b. Organize and conduct Community Assessments (2).
- c. Is the conduit between the 3rd party and Rotary for project implementation.

6. INTERNATIONAL SPONSOR RESPONSIBILITIES

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. Provides funding for this project
- b. Conducts the Community Assessments with Host Club.
- c. Organizes project service teams and technical support.

7. ORGANIZATION 1 RESPONSIBILITIES

Describe the specific responsibilities of Organization 1. Organization 1 will:

- a. Provides Host club with all receipts/documentation of local purchases.
- b. Allows Rotarian access to their (secure) facility on pre-arranged days/times for service .
- c. Agrees to allow Rotary to photograph (and own) photos and videos taken during this service project.

8. ORGANIZATION 2 RESPONSIBILITIES

Describe the specific responsibilities of Organization 2. Organization 2 will:

- a. Not applicable
- b. [add specific responsibilities for this project]
- c. [add specific responsibilities for this project]

9. MUTUAL UNDERSTANDINGS

All parties agree that:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International Sponsor.
- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.
- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the [Terms and Conditions for Rotary Foundation Global Grants](#).
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.
- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.
- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.
- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:
 - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law
 - Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices
 - Ensure that all people involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest
 - Report to the district any potential or real misuse or mismanagement of grant funds
 - Cooperate with any financial, grant, or operational audits
 - Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds
 - Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation Global Grants
 - Maintain records for items that are purchased, produced, or distributed through grant activities

- Maintain a dedicated bank account to be used only for receiving and disbursing grant funds
- Have a minimum of two Rotary member bank account signatories from the sponsoring clubs or districts for disbursements
- Maintain a separation of duties for handling funds so no one person is solely in control of them
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories
- Retain bank statements to substantiate the receipt and use of grant funds
- Retain grant documents in a location known by and accessible to club and district officers
- Retain grant documents for a minimum of five years, or longer if required by local law

10. CONFLICTS OF INTEREST

Any real or perceived conflicts of interest must be disclosed to Rotary grants staff during the grant application process, in compliance with The Rotary Foundation’s Conflict of Interest Policy for Grants in the Terms and Conditions for Rotary Foundation Global Grants. A conflict of interest occurs when someone is in a position to make or influence a decision about a grant that could benefit them, their family, their business, or an entity in which they serve in a paid or voluntary leadership or advisory position. This includes any instances of Rotary members acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

None

11. MODIFICATION

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.


12. CONTACT INFORMATION

Your privacy is important to Rotary International and The Rotary Foundation (collectively, “Rotary”) and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to [Rotary’s privacy policy](#).

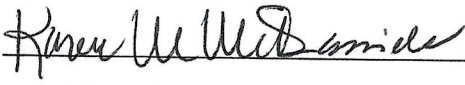
13. AUTHORIZATIONS

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


Host Sponsor authorization:

Signature:  Date: November 10, 2023
Printed Name: Alberto Ayón Position: President, RC of Cartago
Postal Address: Urb. Sierras de Las Unión, casa J-18, Tres Ríos, Cartago, Costa Rica
Phone: +506 8869-0796 Email: Ayonchang100@yahoo.com

International Sponsor authorization:

Signature:  Date: November 13, 2023
Printed Name: Karen McDaniels Position: Director, International Service
Postal Address: 9605 Pinewood Dr, Denton, Texas USA 76207
Phone: 1 512 577-6149 Email: Karen804M@gmail.com

Organization 1 authorization:

Signature:  Date: 11/11/2023
Printed Name: Carlos Efraín Sandoval Austúa Position: Presidente Asociación Autismo
Paraíso de Cartago, Almacenes Leda 150 Este, Casa Mano Derecha, Café
Postal Address: Cerámica
Phone: +506 8571-7710 Email: acocautismo@gmail.com

Organization 2 authorization:

Signature: _____ Date: Date
Printed Name: Printed Name Position: Position
Postal Address: Postal Address
Phone: Phone Email: Email