



COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

[Rotary Club Kigali], “Host Sponsor,”
[Rotary Club Lander], “International Sponsor,”
Team Heart, Inc., Rwanda, “Organization 1,”
and , “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 #2459030, Rwandan Nurses Saving Lives, in Kabgayi, Rwamagana, Kibagabaga, Byumba, and Kibogora, Rwanda. These locations are designated by the Ministry of Health of the Rwandan Government., 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. To build a comprehensive nursing educational conference concerning Rheumatic Heart Disease including knowledge, skills and confidence to assess, diagnose, treat,

- refer, and manage Group A Strep Throat, Acute rheumatic fever, heart failure and rheumatic heart disease.
- b. To establish a team of Rwandan healthcare providers as conference experts and certified conference presenters.
 - c. To develop conference management processes for venues, food, supplies, and government-required mission fees with fiduciary to established project budget.
 - d. To complete the first cohort of train-the-presenters and four conferences in Rwanda at government designated District hospitals (Level 2 Training centers) in 2024

5. HOST SPONSOR RESPONSIBILITIES

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

1. Participate in grant committee planning meetings
2. Draft initial grant and review subsequent grant revisions
3. Work with the disease expert partner, Team Heart Inc to provide the staffing and infrastructure for conference management. Locate Rwandan businesses for supplies, venues, and food for all GG activities.
4. Initial grant drafting and grant review
5. Fundraising- obtaining pledges and donations
6. Direct and coordinate local publicity about training conferences, community education and public relations, as well as the District level of their respective district
7. Serve as the lead with stakeholder relationship development to build future support and provide advocacy for future conferences. Seek and advocate for Rwandan Stakeholders to increase project awareness among other Rwandan Rotary clubs and businesses thereby building trust relationships and community support.
8. Support the implementation of conferences including pre conference site reviews at the district hospitals
9. Management of local bank account for all-in country purchases; obtaining receipts and filing reports to the grant. Pay suppliers, vendors and contractors. Prepare reports for Rotary International on all local banking and purchasing, keeping receipts and following Rotary Foundation stewardship protocol. Cooperate with all Rotary Foundation audits. Store financial records on the grant google drive.
10. Collaborate on all global grant reporting.
11. Securing equipment locally when appropriate
12. Actively engage with the Team Heart, Inc to gain understanding and provide input on conference design and community impact.

13. Actively participate in the conference activities.
14. Maintain open and responsive communications and build trust relationships with all involved.
15. Support the U.S. experts in the development of the educational tools for the conferences.

6. INTERNATIONAL SPONSOR RESPONSIBILITIES

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

- a. Participate in grant committee planning meetings.
- b. Prepare grant materials to ensure support from D5440
- c. Increase awareness of this project and conduct fund-raising activities in Rotarian and private avenues.
- d. Provide technical and professional services, specifically - work with the Rwandan Core Training Team members to increase their knowledge, skills and confidence and understanding of the conference content at a proficient to expert level. This includes development of manuals, all educational tools and all conference presentations and ensuring the Core Training Team members input and ideas are incorporated into the project.
- e. Provide training, mentoring and education to enable the Core Training Team to enhance their teaching and mentorship abilities.
- f. Mentor the train-the-presenters and conference implementation, providing feedback and guidance to the Rwandan core training team.
- g. Ensure project design is understood by all involved.
- h. Direct and coordinate fundraising efforts for the global grant and maintain the Rotary 4-way test in all activities.
- i. Maintain open and responsive communications to build trust relationships with all involved.
- j. Provide input to the Rwandan Conference Management Team on conference design and management as well as outcome management
- k. Core Clinical team: Train and support nurses to be presenters; Build a mentorship process for both the core team, the new presenters, and participants (the health center nurses); Assist in knowledge and skills transfer to the original Rwandan Train-the-Trainer-Team; and outcome management.
- l. Support and work with the host Rotary Club to assist with the Stakeholders team; explaining the project and; relationship building.
- m. Design and develop conference materials; Nursing/Physician RHD Manual and presentation Power Points; Nursing educational tools to support their ability to educate patient and families; Teacher manual & RHD teaching activities for students; and Community health worker manual & community posters. These tools are required to be

in English as a third language, or Kinyarwanda, and graphic images need to and will reflect Rwandan people and culture.

- n. Assist the conference management team
- o. Outcome management and Data interpretation and use
- p. Publish in professional peer reviewed journals
- q. Contribute to publicity as requested by the host partner
- r. Prepare Rotary Foundation Reports
- s. Establish document retention plan through Google Docs
- t. Manage local bank account for all in-country purchases; obtain receipts and file reports to the grant. Pay suppliers, vendors and contractors. Prepare reports for Rotary International on all local banking and purchasing, keep receipts and follow Rotary Foundation stewardship protocol. Cooperate with all Rotary Foundation audits. Store financial records on the grant google drive.

7. ORGANIZATION 1 RESPONSIBILITIES

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

- a. Work with the governmental agencies of the Ministry of Health and Rwanda Biomedical Center to continue relationships and support for this nursing educational conference.
- b. Work with the host and international Rotary Club representatives on all aspects of conference management
- c. Be involved in the course design through content review, the course implementation with staff support, pre- and post- testing data collection.
- d. Develop a long-term research project looking at this conference's impact on RHD assessments, diagnostics, and/or outcomes on increasing the knowledge, skills, and confidence of nurses working in health centers.
- e. Help build Rwandan and U.S. stakeholders to sustain the project in the future.
- f. Be an interface to the Kigali Rotary Club when the U.S. team is in Rwanda
- g. Maintain open and responsive communications, building trust relationships with all involved.
- h. Conduct evaluations and track data. Prepare reports from this data in accordance with the grant plans.
- i. Translate teaching materials into Kinyarwanda.

8. ORGANIZATION 2 RESPONSIBILITIES

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

a. N/A

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:

The primary grant contact for the grant in the U.S. is a past consultant for Team Heart. She does not benefit in any way from this past relationship and during this grant and we do not consider this a conflict of interest. It is listed here in full transparency.

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: February 25, 2024

Printed Name: Ariane Inkesha Position: President Rotary Club Kigali

Postal Address: P.O Box 1423

Phone: +250783400650 Email: inkesha@gmail.com

International Sponsor authorization:

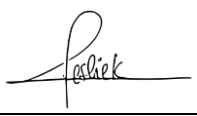
Signature :  Date: February 25, 2024

Printed Name: Maria Kidner Position: Rotary Club Lander project lead & content expert

Postal Address: 677 South 3rd Street, Lander WY- USA 82520

Phone: +1 307 343 0282 Email: M2kidner2@gmail.com

Organization 1 authorization:


Signature :  Date: February 29, 2024

Printed Name: Leslie Kaze Position: Team Heart, Inc Country Director

Postal Address: KG 632, house #4

Phone: +250788321025 Email: Leslie.kaze@teamheart.org

Organization 2 authorization: Lander Rotary Club/International Sponsor Authorization

Signature :  Date: March 27, 2024

Printed Name: Mandy Fabel Position: Lander Rotary President

Postal Address: 133 Capitol St. Lander, WY 82520

Phone: 307-349-6710 Email: mandyifabel@gmail.com

TIPS FOR COMPLETING THIS FORM

GENERAL

If you're working with just one organization, provide information for Organization 1 only. Always include the Rotary Host Sponsor and International Sponsor.

PROJECT OBJECTIVES

In this section, project partners outline the overall goals of the project that all partners hope to achieve together.

For example:

- Improve the quality of education students receive at Community Primary School
- Improve the quality of care for cancer patients at Community Hospital
- Increase farmers' yields by 10% through drip irrigation

RESPONSIBILITIES SECTIONS

Meeting with all project partners to assign responsibilities and record them in writing can prevent conflicts and increase your project's chances of success. It helps ensure that everyone agrees on the basics of the project plan and prevents confusion during implementation. When you define the responsibilities of each partner, carefully consider their resources and skills. Remember that each project has its own unique roles and responsibilities that are essential for effective implementation. List detailed and specific responsibilities for your project.

Questions to consider when determining responsibilities:

- Who will provide technical and professional services? What specific services will be provided, or what specific skills are needed?
- What types of staffing, infrastructure, or equipment is required, and who will provide those?
- Who will provide training, mentoring, education, advocacy, and financial review?
- Who will direct and coordinate local community education and public relations?
- Who will seek community support and resources for the project?
- Who will manage the grant funds and pay suppliers, vendors, and contractors?
- Will cooperating organizations submit itemized expense statements and receipts before they receive grant funds?
- Who will direct and coordinate fundraising efforts?
- Who will pay for long-term equipment maintenance, operations, programming, and staffing after Rotary Grant funding ends? (Note that Rotary members may continue to

- support the project, but the project should not depend solely on that support.)
- Who will prepare Rotary Grant reports? Who will collaborate on reporting?
 - How will financial records be stored? Who will maintain these records? What is the document retention plan?
 - Who will measure and evaluate the project's outcomes? How will they do this? Who will collect results? How will the outcomes be shared?

MUTUAL UNDERSTANDINGS

For legal reasons, the Foundation needs this section to remain as it is. It must not be added to or edited. We understand that, for certain relationships, Rotary members may need to sign a second MOU or contract to comply with local laws. Even in such cases, however, the Foundation needs this MOU to be submitted with your grant application.

AUTHORIZATIONS

Make sure that all parties have signed the MOU. If any signature is missing, it will be considered incomplete. Each sponsor and organization should decide who will represent it as a signatory.

If you have any concerns or questions, your regional grants officer can review your MOU before it is signed to make sure it's complete.