



# COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

Rotary Club of Nkwazi, Zambia, "Host Sponsor,"  
Rotary Club of Point Loma (San Diego), USA, "International Sponsor,"  
Power of Love, USA, "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 #GG2459360, Zambia Water Filtration Project, in Matero, Lusaka, Zambia, 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:

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- a. To provide clean, safe drinking water to underprivileged beneficiaries in Lusaka, Zambia.
- b. To prevent the prevalence of water borne diseases and death due to drinking untreated water
- c. To improve the productivity of beneficiaries and their families as they are less likely to spend time on Clinic/Hospital visits and expenses on bottled water

## 5. HOST SPONSOR RESPONSIBILITIES

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

- a. Participate in Project writing and successful submission of the Global Grant Application in partnership with Rotary Club of Point Loma
- b. Agree to actively participate as partners with the Power of Love Foundation in the planning and successful distribution of water filtration systems, including training and monitoring
- c. Purchase stands and training materials
- d. Monitor the receipt of water filtration systems and stands
- e. Monitor the training, assembling and distribution of the water filtration Systems
- f. Monitor and evaluate post-deployment use
- g. Ensure that all receipts for local expenditure are sent back to Rotary Club of Point Loma
- h. Update International partners at each stage of the Project
- i. Ensure maximum publicity for the Project and that Rotary promotional materials and banners are displayed during Project events
- j. Ensure that the final report is submitted to Rotary International and that the Global Grant is successfully Completed

## K. INTERNATIONAL SPONSOR RESPONSIBILITIES

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

- a. Fundraise for the Project in the USA
- b. Participate in Project writing and successful submission of the Global Grant Application in partnership with Rotary Club of Nkwazi
- c. Control the funds on the Project and update the HostClub at each stage of the Project
- d. Keep all financial records on the Project

- e. Purchase and provide water filtration hardware and disburse any funds to cater for all expenditure
- f. Agree to actively participate as partners with the Rotary Club of Nkwazi and the Power of Love Foundation in the planning and successful distribution of water filtration systems, including training and monitoring.
- g. Carry out publicity and awareness programmes in the USA
- h. Ensure the submission of the Final Report to TRF and ensure that the Global Grant is successfully Completed.

#### **L. ORGANIZATION 1 RESPONSIBILITIES**

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

- a. Collaborate with the Rotary Club of Point Loma (San Diego) to raise funds for the project
- b. Actively participate as partners with Rotary in the planning and successful distribution of water filtration systems, including training and monitoring.
- c. Receive and clear the water filtration systems with Zambia Customs
- d. Receive the fabricated stands, assemble the water filtration system and ensure that they are ready for distribution to beneficiaries
- e. Train the Zambian recipients in proper use of the filtration system including the technique to back flush and clean the 01 micron filter.
- f. Agree to transport and deploy water filtration systems to trained recipients
- g. Monitor the deployed systems as follows:
  - o Day of deployment – collect family agreement forms with system identification number
  - o 2 weeks – first post-deployment evaluation
  - o 6 to 10 weeks (unless otherwise indicated based on result of 2-week visit) – second post-deployment evaluation
  - o Report results from deployments and monitoring visits to Rotary within one month.
- h. Review reports provided by the Host and International Rotary partners and provide feedback.
- i. Update Rotary partners at each stage and provide reports as requested

#### **M. ORGANIZATION 2 RESPONSIBILITIES**

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

- a.



## N. 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

#### **O. 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:

N/A

#### **P. 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.

#### **Q. 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](#).

#### **R. AUTHORIZATIONS**

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

Host Sponsor authorization:

Signature:  Date:           Date          

Printed Name: Danny Museteka Position: President

Postal Address: Postal Address P.O. Box 39029 LISAKA

Phone: Phone 00260 977 99021 Email: Email dannywseteka@gmail.com

International Sponsor authorization:

Signature: Debra Gookin Date: Date 8 Feb 2024

Printed Name: Debra Gookin Position: President

Postal Address: P.O. BOX 6454 SAN DIEGO, CA 92166

Phone: Phone +1 619 709 7087 Email: Email gookind@hotmail.com

Organization 1 authorization:

Signature:  Date:           Date          

Printed Name: Alka Subramian Position: Executive Director

Postal Address: Postal Address

Phone: Phone Email: alka.subramanian@gmail.com

~~Organization 2 authorization:~~

~~Signature:  Date:           Date~~

~~Printed Name: Printed Name Danny Museteka Position: Position~~

~~Postal Address: Postal Address~~

~~Phone: Phone Email: Email~~