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|  | **Club Qualification**  **Memorandum of Understanding**  **ROTARY YEAR 2026-2027** |  |

**Rotary Club**:

**1. Club Qualification**

Rotary District 6780 has established the following Club qualification requirements:

* Club must be qualified to participate in The Rotary Foundation (TRF) Global or District Grants.
* A minimum of two Club members must attend a Grants Management Seminar each year. It is strongly suggested that the President-Elect and the person that would normally prepare any grant applications and administer any grants attend the seminar.
* It is recommended that Clubs seeking District and/or Global grants input all Club goals into Rotary Club Central prior to submitting a grant application.
* Clubs should include the following information in this signed MOU:
  + Foundation Annual Fund giving last year (actual) 2024-2025?
  + Foundation Annual Fund goal for 2025-26 (this year)?
  + Confirmation that all Club goals have been entered in Rotary Club Central for Rotary Year **2025-2026**
  + Club mailing address for receipt of grant funds once the Final Report is approved.
* Clubs must submit a Club Qualification Plan.

Upon successful completion of the above qualification requirements, the Club will be qualified for one Rotary year.

The Club must comply with this Memorandum of Understanding (MOU), any District requirements, and all applicable TRF policies and cooperate with any financial, grant, or operational audits.

The Club is responsible for the use of funds for Club-sponsored grants, regardless of who controls the funds.

Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; and/or use of grant funds for ineligible purposes.

**2. Club Officer Responsibilities**

The Club officers hold primary responsibility for Club qualification and the proper implementation of grants. The Club officers are responsible to ensure the following:

1. Appoint at least one Club member to implement, manage, and maintain Club qualification,
2. Ensure that all TRF Grants adhere to stewardship measures and proper grant management practices, and
3. Ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.

**3. Financial Management Plan**

The Club must have a written financial management plan to provide consistent administration of global grant funds, and the financial management plan must include procedures to:

1. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds,
2. Disburse grant funds, as appropriate,
3. Maintain segregation of duties for handling funds,
4. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities, and
5. Ensure that all grant activities, including the conversion of funds, comply with local law.

**4. Bank Account Requirements (for Global Grants Only)**

To receive Global Grant funds, the Club must have a dedicated bank account that is used solely for receiving and disbursing TRF Global Grant funds.

The Club’s dedicated account must:

1. Have a minimum of two Rotarian signatories from the Club for disbursements from the grant account; and
2. Be a low or non-interest-bearing account. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.

The Club must:

1. Open a separate account for each Club-sponsored Global Grant, with the name of the account to clearly identify its use for grant funds. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
2. Retain bank statements and records to support the receipt and use of TRF grant funds.
3. Maintain a written plan for transferring custody of the bank accounts in the event of a change in signatories.

**5. Report on Use of Grant Funds**

The Club must adhere to all TRF reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs TRF of the grant’s progress and how funds are spent. **Note**: Progress and Final Reports are required for District Grants.

**6. Document Retention**

The Club must establish and maintain appropriate record-keeping systems to preserve important documents related to qualification and TRF grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

Documents that must be maintained include, but are not limited to:

1. Bank information, including copies of past statements,
2. Club qualification documents including a copy of the signed Club MOU,
3. Documented plans and procedures, including:
4. Financial management plan,
5. Procedure for storing documents and archives,
6. Succession plan for bank account signatories and retention of information and documentation, and
7. Information related to grants, including receipts and invoices for all purchases.

Club records must be accessible and available to Rotarians in the Club and at the request of the District.

Documents must be maintained for a minimum of five (5) years, or longer if required by law.

**7. Reporting Misuse of Grant Funds**

The Club must report any potential and real misuse or mismanagement of grant funds to the District. This reporting fosters an environment in the Club that does not tolerate the misuse of grant funds.

**8. Special Items**

1. **Foundation Annual Fund giving 2024-2025?**
2. **Foundation Annual Fund giving goal for 2025-26?**
3. **Have all Club goals for 2025-2026 been entered into Rotary Club Central?**  **Yes**  **No**
4. **Club mailing address:**

**Street No. & Name:**

**City:**

**State:** **Zip Code:**

**Authorization and Agreement**

*This Memorandum of Understanding is an agreement between the Club and District 6780 and acknowledges that the Club will undertake measures to ensure the proper implementation of grant activities and proper management of grant funds received from The Rotary Foundation. By authorizing this document, the Club agrees to comply with all the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of* *, the undersigned agree to comply with all the conditions and requirements of the MOU for Rotary year 2025-2026 and will promptly notify RI District 6780 of any changes or revisions to Club policies and procedures related to these requirements.* **President-**

**Club President 2025-2026 Club President 2026-2027 (President Elect)**

**Name:** **Name:**

**Signature: \* \_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **Date:**

**Email address:** **Email address:**

**Phone:** **Phone:**

**Cell:** **Cell:**

\**Signatures are not required if submitted via e-mail with both parties listed in the address line.  Such Submission of the MOU indicates that both the President and the President-Elect authorize the agreement.*

Submit *Club Qualification Memorandum of Understanding* to:

Laura Cavin at [lscavin@gmail.com](mailto:lscavin@gmail.com)

With copies to:

Joe Mikulecky at [joe.mikulecky@gmail.com](mailto:joe.mikulecky@gmail.com) and Beth Duggar at [RotaryBeth26-27@outlook.com](mailto:RotaryBeth26-27@outlook.com)

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|  | **Club Qualification Plan**  **ROTARY YEAR 2026-2027** |  |

**Rotary Club:**

The *Club Qualification Memorandum of Understanding* (MOU) explains ***what*** your Club needs to do to comply with Grant requirements. This *Club Qualification Plan* explains ***how*** the Club is going to do it. The MOU is an agreement between the Club and its District and must be resigned every year to ensure proper implementation of Global and District Grant activities and management of Rotary Foundation Grant funds. This supporting plan must be reviewed and revised at that time and can also be revised any time during the year by sending an update to the District 6780 Club Qualification Officer.

Please complete this form and return it with your Club’s **MOU.**

1. **Club Leadership Responsibilities for Qualification**
2. A Club member must be appointed to manage Club qualification and ensure that stewardship measures and proper grant management practices are implemented for all The Rotary Foundation (TRF) grants.

Please enter the name of this Rotarian:

|  |  |  |
| --- | --- | --- |
| Name: |  | |
| E-mail: |  | |
| Preferred Telephone Number: | |  |

1. Disclose potential conflicts of interest and describe how your Club will handle stewardship of funds and manage potential conflicts of interest. Example: Club member is employed by the Cooperating/ Partner Organization:

1. Identify the two Grant Contacts who attended District grant management and qualification training during the 2025-2026 Rotary year.

Name:       Date attended:

Name:       Date attended:

1. **Financial Management**
2. The Club must maintain a bank account for Global Grants to be used only for Rotary Foundation Grant funds in accordance with applicable laws. Please choose one of three options:

No Global Grants anticipated.

The District 6780 Grants account will be used for our Global Grant(s).

Our Club’s Grants account is listed below.

1. Banking Information (if applicable)

|  |  |
| --- | --- |
| Name of Bank: |  |
| Name of Account: |  |
| 1st Signatory Name: |  |
| 2nd Signatory Name: |  |

1. The Club must have a financial management plan that complies with the Financial Management section of the MOU. Please explain your plan:

Please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Have Accounts and Records Been Established? | | | Yes  No |
| Does Your Finance Plan Comply with the MOU? | | | Yes  No |
| Primary Person Responsible for Maintaining These Accounts and Records? | |  | |
| Telephone Number: |  | | |
| E-mail Address: |  | | |

1. **Document Retention**

The Club must have a document maintenance system or Club archives to maintain original documents as required in the MOU. Please describe how the Club does or will do this:

Please provide the following information:

|  |  |  |  |
| --- | --- | --- | --- |
| Has Record Retention System Been Established? | | | YES  No |
| Where Are These Records Kept? | |  | |
| Primary Person Responsible for Maintaining This System? | |  | |
| Telephone Number: |  | | |
| E-mail Address: |  | | |

1. **Report on Use of Grant Funds**

Who will submit the reports for your District and/or Global Grants?

1. **Method for Reporting Misuse of Grant Funds**

The Club must report any potential misuse or irregularities in grant-related activity to the District. How will the Club do this?

1. **Authorization and Agreement**

We, being the responsible Club officers for administering grant activities for the Rotary Club of      , certify that the Club adheres to the requirements contained in the *Memorandum of Understanding* and that the statements made in this *Club Qualification Plan* are accurate.

We understand that in order to maintain our ability to receive District Grants and associated funding, we must comply with all District 6780 District Grant requirements including submission of Progress and Final Reports.

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| --- | --- | --- | --- | --- |
| Club President 2025-2026 | |  | Club President 2026-2027 (President Elect) | |
| Name |  |  | Name |  |
| Signature line\* |  |  | Signature line\* |  |
| Email address |  |  | Email address |  |
| Date |  |  | Date |  |

\**Signatures are not required if submitted via e-mail with both parties listed in the address line.*

*Such submission of the Club Qualification Plan indicates that both the President and the President-Elect authorize the agreement.*

Submit Club Qualification Plan to:

Laura Cavin at [lscavin@gmail.com](mailto:lscavin@gmail.com)

With copies to:

Joe Mikulecky at [joe.mikulecky@gmail.com](mailto:joe.mikulecky@gmail.com)

and

Beth Duggar at [RotaryBeth26-27@outlook.com](mailto:bduggar5@gmail.com)