

# CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

## THE ROTARY FOUNDATION

1. Club Qualification
2. Club Officer Responsibilities
3. Financial Management Plan
4. Bank Account Requirements
5. Report on Use of Grant Funds
6. Document Retention
7. Reporting Misuse of Grant Funds

### 1. Club Qualification

To participate in Rotary Foundation global and packaged grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by The Rotary Foundation (TRF) and to send at least one club member to the district's grant management seminar each year. The district may also establish additional requirements for club qualification and/or require its clubs to be qualified in order to participate in Rotary Foundation district grants. By completing these requirements, the club becomes qualified and eligible to participate in the TRF grant program.

- A. Upon successful completion of the qualification requirements, the club will be qualified for one Rotary year.
- B. To maintain qualified status, the club must comply with this MOU, any additional district requirements, and all applicable TRF policies.
- C. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds.
- D. 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; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

### 2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring 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 grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. 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
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

### **4. Bank Account Requirements**

In order to receive grant funds, the club must have a dedicated bank account that is used solely for receiving and disbursing TRF grant funds.

- A. The club bank account must
  1. Have a minimum of two Rotarian signatories from the club for disbursements
  2. Be a low- or noninterest-bearing account
- B. Any interest earned must be documented and used for eligible, approved grant activities, or returned to TRF.
- C. A separate account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds.
- D. Grant funds may not be deposited in investment accounts including, but not limited to, mutual funds, certificates of deposit, bonds, and stocks.
- E. Bank statements must be available to support receipt and use of TRF grant funds.
- F. The club must 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.

### **6. Document Retention**

The club must establish and maintain appropriate recordkeeping 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.

- A. 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:
    - a. Financial management plan
    - b. Procedure for storing documents and archives
    - c. Succession plan for bank account signatories and retention of information and documentation
  4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the club and at the request of the district.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

**7. Reporting Misuse of Grant Funds**

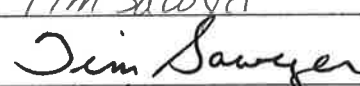
The club must report any potential and real misuse or mismanagement of grant funds to the district. This reporting fosters an environment in the club that does not tolerate the misuse of grant funds.

**Authorization and Agreement**

*This memorandum of understanding is an agreement between the club and the district and acknowledges that the club will undertake measures to ensure the proper implementation of grant activities and proper management of Foundation grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.*

*On behalf of the Rotary Club of Southwest Wichita Falls, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2016-2017 and will notify Rotary International District 5790 of any changes or revisions to club policies and procedures related to these requirements.*

Club President	
Term	2016-2017
Name	Christa Bergauden
Signature	
Date	8/2/16

Club President-elect	
Term	2017-2018
Name	Tim Sawyer
Signature	
Date	8/2/16

# District Grant-Final Report Form 2015-16

( File Online- <http://www.matchinggrants.org/district>)

Return this completed form to your District Rotary Foundation Grant Sub-Committee Chair( DSGC). Do not sent this form directly to Rotary International.

Rotary Club: Southwest Wichita Falls

Project Title: Road to College

Project Number:P-1053

## Project Description

1. Briefly describe the project. What was done, when and where did project activities take place, and who were the beneficiaries?

The Road to College program was developed to reach students early in their educational careers and begins involving them during junior high school. The program works with families and students encouraging them to think about and plan for post-secondary education. It is a rigorous six week summer "boot camp" that promotes a culture of high expectations, providing students with instruction in reading, writing, math, supportive guidance and physical activity.

Research demonstrates that economically disadvantaged students lose gains made during the school year when they lack exposure to academic enrichment activities over the summer. Through the Road to College Program, partially funded through a Rotary District 5790 Grant in cooperation with the Rotary Club of Southwest Wichita Falls, this project grew in 2015 from 20 students to 41 students. This project will take place during the summer of 2016 and will now serve 60 students.

2. How many Rotarians participated in the project? 12

3. What did they do? Please give at least two examples.

Rotarians mentor students, participate in classroom activities and act as chaperones for field trips

4. How many non-Rotarians benefited from this project? 60

5. What are the expected long-term community impacts of the project?

The long term outcome expected from this program will be a significant increase in the number of disadvantaged students who attend post-secondary education.

6. If a cooperating organization was involved, what was its role?

SW Rotary works with the Zavala Hispanic Cultural Initiative on this project. Zavala organizes the Road to College program, and administers the grant funds. SW Rotary makes the award to Zavala prior to the programs beginning to allow them to engage tutors and purchase supplies.

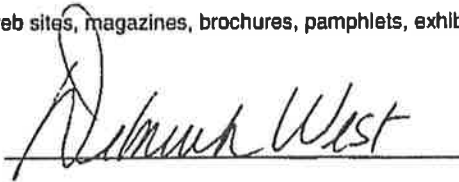
## Financial Report (District must retain receipts of all expenditures)

7. Income		Amount
1. District Grant funds received from the District		\$1,500
2. Rotary Club of Southwest Wichita Falls		\$2,000
<b>Total Project Income</b>		<b>\$3,500</b>
8. Expenditures (please be specific and add lines as needed)		
Tutors, classroom supplies, field trips. Lunches		\$3,500
<b>Total Project Expenditures</b>		<b>\$3,500</b>

9. By signing this report, I confirm that to the best of my knowledge these District Grant funds were spent only for eligible items in accordance with Trustee-approved guidelines, and that all of the information contained herein is true and accurate. I also understand that all photographs submitted in connection with this report will become the property of RI and will not be returned. I warrant that I own all rights in the photographs, including copyright, and hereby grant RI and TRF a royalty free irrevocable license to use the photographs now or at any time in the future, throughout the world in any manner it so chooses and in any medium now known or later developed. This includes the right to modify the photograph(s) as necessary in RI's sole discretion. This also

includes, without limitation, use on or in the web sites, magazines, brochures, pamphlets, exhibitions and any other promotional materials of RI and TRF

Certifying Signature

  
\_\_\_\_\_

Date:

6/13/16

Print name, Rotary title, and club

Deb West, Assistant Governor, Rotary Club of Southwest Wichita Falls

To be completed by the District Rotary Foundation Grant Sub-Committee Chair (DGSC):  
District Simplified Grant # \_\_\_\_\_