

Date: 8-11-21 Club: Mapleton

**Club Qualification Memorandum of Understanding  
The Rotary Foundation/District 5610**

**1. Club Qualification**

***To participate in The Rotary Foundation (TRF) global grants, and District 5610 CAP and 5610 grants, the club must agree to implement the financial and stewardship requirements in this memorandum of understanding (MOU) provided by TRF and to send at least one club member to the district's grant training seminar each year. District 5610 has the same requirements and requires its clubs to be qualified in order to participate in TRF district grants. By completing these requirements, the club becomes qualified and eligible to participate in TRF grant programs.***

- 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 fund involving, but not limited to the following: 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:***