

Rotary



SERVE TO CHANGE LIVES

MEMORANDUM OF UNDERSTANDING FOR 2021-22 DISTRICT 7230 GRANTS

ROTARY CLUB OF: Pembroke

This memorandum of understanding (MOU) is an agreement between the above-named club and Rotary International District 7230, whereby the club acknowledges and agrees to ensure that the club will implement proper management of District Grant Funds.

All Rotary clubs and districts involved are responsible to the District 7230 Grants Committee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it.

The signatures at the end of this document confirm that the club named above understands and accepts responsibility for all of its projects.

By signing below, we agree on behalf of the above-named club to the following:

- The club will maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds.
- Grants funds will be disbursed as represented in the budget of the project application.
- There will be at least two written approvals from the club on every disbursement.
- Grant funds will not be used for any purpose other than the stated purpose set forth in the application.
- The club will establish and maintain appropriate recordkeeping systems to preserve documentation regarding the grant, including a method of retention, for a minimum of 5 years.
- All financial records pertaining to the grant, including bank statements, will be uploaded to the Documents section of the project on matchinggrants.org and upon request, original records will be made available to the District.
- All information contained in the grant application is true and accurate.
- The club agrees to undertake the project as an activity of the club, and not part of a larger project of another entity.

From: **Jereme Ramsay** jeremeramsay@icloud.com
Subject: Re: Pke Rotary.pdf
Date: **Septombor 28, 2021 at 10:50 AM**
To: **John Bauman** jmbauman716@gmail.com

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- The Club will comply with the required Rotary activities and reporting requirements established from time to time by Rotary International and District 7230.
- The Club agrees that if project completion goes beyond 30 May 2022 a progress report will be submitted by that date and the final report will be provided no later than 30 days after the completion of the project.

On behalf of the above named club, the undersigned agrees to comply with all the conditions and requirements of this Memorandum for Rotary year 2021-2022 and will promptly notify District 7230 if any change in the resources, club policies and procedures that affect the project, set forth in this MoU.

By signing below, the Club Officers certify that the Club has fulfilled all of the following requirements:

- Our Club's dues to RI and District 7230 have been paid in full.
- Our Club is Grant Certified. At least one member of the Club who is part of the Project Committee attended the "Zoom" District Grant Certification:
 - on 14 September 2021 (PM)
 - on 21 September 2021
- Our Club's goods have been ordered in Club Central on Rotary.org
- All previous grant reports have been duly submitted.
- There are no reports outstanding.
- We have entered the names of the Club President, Secretary, Treasurer, Club Membership Chair and Club Rotary Foundation Chair in the Club Executive Section of our Club on the District 7230 website.

2021-2022 DISTRICT 7230

<u>Name:</u>	<u>Signature:</u>	<u>Date:</u>
President <u>Jereme Ramsay</u>	<u>[Signature]</u>	Date <u>27/09/2021</u>
Project Chair <u>[Signature]</u>	<u>[Signature]</u>	Date <u>[Signature]</u>
Club Rotary Foundation Chair <u>[Signature]</u>	<u>[Signature]</u>	Date <u>27/09/2021</u>

Verifiable Electronic signatures are acceptable