



Rotary District 5790

District 5790 District and Global Grant Qualification Requirements For Rotary Clubs

For any club in D5790 to receive District Designated Funds (DDF) for District and/or Global Grants, the club must be qualified.

To qualify, a club must:

1. Designate at least two club members (with one member being the President-Elect) to attend a Grant Management Seminar. Several seminars will be offered during the year prior to the start of the next Rotary year.
2. Execute the following documents: a Memorandum of Understanding (MOU), a D5790 Addendum to the MOU, a Club Financial Management Plan, and a Club Misuse or Mismanagement Plan, and submit them with your grant application on www.matchinggrants.org by July 31st to be considered for a grant in the current year. (These documents are contained within this set of documents.)
3. Be current on its Rotary International and District 5790 dues, and be in good standing with the District 5790, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns for the Rotary Club and any associated Club Foundation.
5. Have established and reported an Annual Giving Goal for the current year.
6. Be current on all Rotary Grant reporting requirements.

Clubs are encouraged to appoint a Club Rotary Foundation Chair to a three-year term. Club qualification must be renewed annually.

In the following pages there are:

- Cover Letter for the Club Memorandum of Understanding (MOU);
- Club Memorandum of Understanding (MOU) to be executed by the club;
- Addendum to the MOU to be executed by the club;
- Club Financial Management Plan to be executed by the club; and
- Club Misuse or Mismanagement Plan to be executed by the club.

- 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 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.

- 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. Method for Reporting and Resolving 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.

Initial Grant Application Deadline: July 31, 2017

ADDENDUM 2017-18

CLUB MEMORANDUM OF UNDERSTANDING



For District 5790

District Requirements. Clubs submitting applications for District or Global Grants must be qualified by District 5790 that has established requirements in addition to those established by The Rotary Foundation. To be eligible to receive grant funding for District Grants or Global Grants program, Rotary Clubs in District 5790 must also:

1. Appoint a Club Rotary Foundation Chair to a 3-year term or request a waiver with a proposed alternative that will assure continuity of information and supervision related to grants.
2. Have at least **two** members of the Club attend a District 5790 Foundation Grants Qualification Seminar annually. (The Club President-Elect (incoming President) must be one of the members).
3. Be current on its Rotary International and District 5790 dues, and be in good standing with District 5790, Rotary International, and The Rotary Foundation.
4. Be current on all tax returns required for the Rotary Club.
5. Have established and reported an annual giving goal to the District Foundation Chair for the 2017-2018 Rotary year by July 1, 2017, and for the 2018-2019 Rotary year by June 1, 2018. This should be accomplished by using Rotary Club Central.
6. Have, by January 1st of each year, reported the name of the Club President-Elect for the following Rotary year to District 5790 Secretary and to Rotary International.
7. Be current on all Rotary District and Global Grant reporting requirements.
8. Have the Club's President (2017-2018) and President-Elect (2017-2018) sign the Club MOU and this Addendum.

Bank Account Waiver. The District will waive Rotary International MOU requirement to create and maintain a separate bank account for participation in a District Grant. This waiver does not apply to Global Grants. Compliance with the Club's financial plan is required as per TRF terms and conditions.

Addendum to MOU Agreement: By signature below, clubs will adopt the District 5790 Addendum to the MOU for District and Global Grants.

Club President (2017-18)		Club President Elect (2017-18)	
Term	2017-2018	Term	2017-2018
Name (Printed)	Lakona Vangta	Name (Printed)	ROGER STAUFFER
Signature		Signature	
Date	07-25-2017	Date	07-25-2017



Rotary District 5790



2017-18 CLUB MEMORANDUM OF UNDERSTANDING

This document is the official Memorandum of Understanding (MOU) provided by The Rotary Foundation (TRF). It is an agreement between the club and its district to implement the financial and stewardship requirements in this MOU and to ensure proper implementation and management of Rotary Foundation Global Grant Funds and District Grant Funds. By executing this document, the club agrees that it will comply with all Foundation and District requirements.

District 5790 has directed that clubs must be “qualified” to receive grant funds from the Rotary Foundation District Block Grant and each “qualified” club will be held responsible for implementing this club MOU. The sections of this MOU are:

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

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.

Club Misuse or Mismanagement Plan For District 5790

Club Name: Rotary Club of Burkburnett Club Number:
1772

An allegation of misuse or mismanagement of The Rotary Foundation (TRF) grant funds whether such funds were received directly from the Foundation, via this District, or another District may be made by a Rotarian, beneficiary, cooperating organization, or any other individual involved in or aware of grant activities. Such an allegation should be made in writing and sent to the District 5790 Rotary Foundation Committee Chair (DRFCC) as soon as possible. Assistance in communicating with the DRFCC can be obtained by contacting the Rotary District

5790 Secretary listed in the Rotary International North Texas District 5790 Directory or by utilizing the Rotary District 5790 website (www.Rotary5790.org) to obtain the DRFCC email address, physical address, and/or telephone number(s).

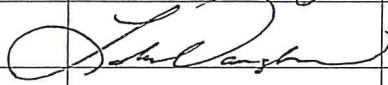
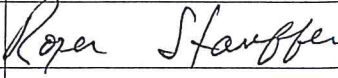
Upon receipt of an allegation, the DRFCC shall promptly inform the District Governor (DG) and the appropriate District Sub-committee Chair which may include the District Rotary Foundation Global Grants Committee Chair, District Rotary Foundation Global Scholar Committee Chair, or District Rotary Foundation District Grant Committee Chair as applicable of the alleged misuse or mismanagement. The DRFCC will also notify the District Stewardship Management Team Committee Chair, and TRF as necessary.

As directed by the DG, either the DRFCC or an investigative District leadership committee member shall be appointed by the DG to investigate the allegation and to report findings of fact, opinions, and recommendations to the DG and DRFCC within 30 days of appointment, unless such period is extended by the DG. The DRFCC shall consult with the DG regarding the report and shall then determine the appropriate corrective actions, if any, to be taken. The DRFCC shall report on the matter to TRF, indicating how the District has acted to resolve the allegation.

The DRFCC shall be responsible for tracking, reporting, and retaining all supporting documentation for any and all such allegations, including the status of reporting to DG & TRF.

Reports of investigations and actions taken as reported to TRF shall be maintained in the District Office for a period of five years from the date such information is forwarded to TRF. Access to such reports shall be limited to the current DG, DRFCC, and RI unless the DG directs otherwise.

This policy shall be posted on the District Website and included as a topic at all Grant Management Seminars.

Club President (2017-18)		Club President Elect (2017-18)	
Name (Printed)	Lahoma Vaughn	Name (Printed)	ROGER STAUFFER
Signature		Signature	
Date	7-25-2017	Date	7-25-2017

Form 990-N

Electronic Notice (e-Postcard)

OMB No. 1545-2085

Department of the Treasury
Internal Revenue Service

for Tax-Exempt Organization not Required to File Form 990 or 990-EZ

2015

Open to Public Inspection

A For the 2015 Calendar year, or tax year beginning 2015-07-01 and ending 2016-06-30

B Check if available

- Terminated for Business
 Gross receipts are normally \$50,000 or less

C Name of Organization: ROTARY INTERNATIONAL

PO Box 374, Burkburnett,
TX, US, 76354

D Employee Identification

Number 75-6067741

E Website:

www.burkrotary.org

F Name of Principal Officer: Don Pellikan

910 Mohawk Dr, Burkburnett,
TX, US, 76354

Privacy Act and Paperwork Reduction Act Notice: We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in code section 6104.

The time needed to complete and file this form and related schedules will vary depending on the individual circumstances. The estimated average times is 15 minutes.

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