# MEMORANDUM OF UNDERSTANDING

# FOR 2026-27 DISTRICT 7230 GRANTS

ROTARY/ROTARACT CLUB OF: Bedford-Armonk

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 (and Rotaract) clubs and districts involved are responsible to the District 7230 Grants Sub- Committee and ultimately to The Rotary Foundation of Rotary International (TRF) for the conduct and management of the project and for reporting on it.

The signatures at the end of this document confirm that the club named above, and its officers understand and accept responsibility for all of its activities in projects funded by District Grants.

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

- Maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds;
- Disburse Grants funds as represented in the budget of the project application;
- Ensure at least two written approvals from the club on every disbursement;
- Not to use Grant funds for any purpose other than the stated purpose set forth in the application;
- Establish and maintain appropriate recordkeeping systems to preserve original documentation regarding the grant, including a method of retention, for a minimum of five years, ensuring our successors have full access to these documents.
- Upload all financial records pertaining to the grant, including bank statements, to the Documents section of the project on matchinggrants.org and upon request, make original records available to the District and/or TRF;
- Ensure all information contained in the grant application is true and accurate;
- Undertake the project as an activity of the club, and not part of a larger project ofanother entity;

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- Comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 7230;
- Ensure usage of Rotary brand-compliant logos, signs and publicity materials for the project;
- Submit a progress report by 30 May 2025 if project completion goes beyond that date, and to submit the final report no later than 30 days after the completion of the project.

On behalf of the above-named club, the undersigned agree to comply with all the conditions and requirements in this MoU for Rotary year 2024-2025 and with the latest Terms and Conditions of The Rotary Foundation and will promptly notify the District 7230 Grants Sub-Committee of any changes or revisions to club policies and procedures that differ from those 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 RI (July2024) and District dues (January 2024) invoices have been paid in full;

Our Club is "Grant Certified". At least one member of our Club who is part of the Project Committee, attended the "Zoom" District Grant Certification Seminar:
On 10 August 2024, OR
On 20 August 2024

We have entered at least 15 Club goals in Club Central on Rotary.org.

We have duly submitted all previous grant reports, and there are no past due District or Global Grants reports.

We will enter this project in the Service Activities section of Rotary Club Central.

We have entered the names of the Club President, Secretary, Treasurer, Club Membership Chair and Club Rotary Foundation Chair in the Club Executives Section of our Club on the District 7230 website.

**2024-2025 OFFICERS, ROTARY/ROTARACT CLUB OF** Bedford-Armonk

| *Names* | | *Signatures:* | | |
|---|---|---|---|---|
| President | William Taufic | Signature | William Taufic Digitally signed by William Taufic Date: 2026.08.12 12:24:42 -04'00' | Date 8/12/2026 |
| Project Chair | William Taufic | Signature | William Taufic Digitally signed by William Taufic Date: 2026.08.12 12:25:00 -04'00' | Date 8/12/2026 |
| Club Rotary Foundation Chair | Abbott Fleur | Signature | 04ac6aa6-8f15-4015-bfe5-93d8cea15dfc Digitally signed by 04ac6aa6-8f15-4015-bfe5-93d8cea15dfc Date: 2026.08.12 12:24:18 -04'00' | Date 8/12/2026 |

*Verifiable Electronic signatures are acceptable (see how to sign your MoU electronically)*