



# COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING

An agreement between

Rotary Club of Umuahia, Nigeria, "Host Sponsor,"  
Rotary Club of Fort Collins Breakfast, USA], "International Sponsor,"  
Madonna Hospital, Nigeria, "Organization 1,"  
and [Name of cooperating organization, country], "Organization 2"

Note: The Foundation needs to receive this memorandum of understanding (MOU) in this exact form. Complete the form fields but do not edit any other text. If you aren't sure how to complete the fields, refer to the tips at the end.

## 1. SUBJECT

Global Grant #2093052, Essential Diagnostic Equipment for Madonna Hospital, in Umuahia, Nigeria, the "Rotary Grant."

## 2. DEFINITION

A cooperating organization is any reputable non-Rotary organization that provides expertise, infrastructure, advocacy, training, education, or other support for the grant project. Cooperating organizations must comply with all reporting and auditing activities required by The Rotary Foundation and provide receipts as requested.

## 3. PURPOSE

This document establishes an agreement between the parties listed above to implement a project funded by a Grant from The Rotary Foundation. This document may also be used with other groups that are participating in the project, such as beneficiary organizations, nonprofit contractors, or government agencies.

## 4. PROJECT OBJECTIVES

All parties listed in this agreement will collaborate to achieve the following project objectives:

- a. The following diagnostic laboratory equipment will be purchased for Madonna Hospital, Nigeria: 3 part Differential Hematology Instrument, Semi Automated Chemistry Analyzer, Electrolyte Analyzer, Water filtration System, Hematocrit Centrifuge, Clinical Centrifuge with 12 buckets, Universal Power Supply, Calibration and Control for Chemistry, 3 year Maintenance Contract.
- b. The above diagnostic equipment will be installed, calibrated and commissioned at Madonna Hospital, Nigeria.
- c. The laboratory staff of Madonna Hospital, Nigeria will be trained in the proper use and maintenance of the diagnostic equipment.
- d. Madonna Hospital, Nigeria will assume responsibility for maintenance of the diagnostic equipment after the 3 year maintenance contract is completed.

## **5. HOST SPONSOR RESPONSIBILITIES**

Describe the specific responsibilities of the Host Sponsor. The Host Sponsor will:

- a. Rotary Cub of Umuahia, Nigeria will participate by ensuring the successful purchase and installation of the diagnostic laboratory equipment.
- b. Rotary Club of Umuahia, Nigeria will participate by ensuring the successful training of the hospital laboratory staff in the use and maintenance of the diagnostic equipment.
- c. [add specific responsibilities for this project]

## **D. INTERNATIONAL SPONSOR RESPONSIBILITIES**

Describe the specific responsibilities of the International Sponsor. The International Sponsor will:

- a. Rotary Club of Ft. Collins Breakfast, USA will ensure that funding will be used toward the goals stated above, namely the purchase and commissioning of diagnostic equipment and training of the hospital laboratory staff to use and maintain the equipment.
- b. Rotary Club of Ft. Collins-Breakfast, USA will ensure that a healthy partnership with the Rotary Club of Umuahia is maintained and that the goals and wishes of the communities are honored.

## **E. ORGANIZATION 1 RESPONSIBILITIES**

Describe the specific responsibilities of Organization 1. Organization 1 will:

- a. Madonna Hospital, Nigeria will ensure that the diagnostic laboratory equipment is installed, calibrated and commissioned.
- b. Madonna Hospital, Nigeria will ensure that the laboratory staff is trained in the use and maintenance of the diagnostic equipment.
- c. Madonna Hospital will ensure that the diagnostic equipment is maintained.

#### **D. ORGANIZATION 2 RESPONSIBILITIES**

Describe the specific responsibilities of Organization 2. Organization 2 will:

- a.
- b.

#### **E. MUTUAL UNDERSTANDINGS**

All parties agree that:

- a. The Rotary Grant, if approved, will be awarded to the Host Sponsor and International Sponsor.
- b. The Host Sponsor and International Sponsor will control and manage the Rotary Grant.
- c. The Host Sponsor and International Sponsor will be involved in all stages of the project.
- d. The Host Sponsor and International Sponsor will each have a grant project management committee with at least three members, responsible for managing the project on their behalf.
- e. The Host Sponsor and International Sponsor and the Organizations will abide by the [Terms and Conditions for Rotary Foundation District Grants and Global Grants](#).
- f. The Host Sponsor and International Sponsor affirm that the Organizations are reputable and responsible and act within all laws of the project country.
- g. All grant funds will be received and managed by the Host Sponsor or the International Sponsor and will not be managed by the Organizations.
- h. Grant funds will remain in the designated Rotary Grant bank account until they are needed to pay a vendor or reimburse a purchase.
- i. All payments to vendors and reimbursements to Organizations will be supported by receipts, paid invoices, vouchers or written agreements.
- j. The Organizations may contribute funds toward the project, but The Rotary Foundation does not match these funds.
- k. The Organizations' project-related documentation may be subject to independent financial and operational review by The Rotary Foundation.
- l. In their separate club or district qualification memorandum of understanding, the Host Sponsor and International Sponsor have agreed to:
  - Ensure that all grant activities, including the conversion of funds from one currency to another, comply with local law
  - Ensure that the project adheres to The Rotary Foundation's stewardship measures and grant management practices
  - Ensure that all people involved in a grant conduct their activities in a way that avoids any

actual or perceived conflict of interest

- Report to the district any potential or real misuse or mismanagement of grant funds
- Cooperate with any financial, grant, or operational audits
- Maintain a standard set of accounts, which includes a general ledger and a complete record of all receipts and all disbursements of grant funds
- Disburse grant funds in accordance with the Terms and Conditions for Rotary Foundation District Grants and Global Grants
- Maintain records for items that are purchased, produced, or distributed through grant activities
- Maintain a dedicated bank account to be used only for receiving and disbursing grant funds
- Have a minimum of two Rotarian bank account signatories from the sponsoring clubs or districts for disbursements
- Maintain a separation of duties for handling funds so no one person is solely in control of them
- Maintain a written plan for transferring custody of bank accounts in the event of a change in signatories
- Retain bank statements to substantiate the receipt and use of grant funds
- Retain grant documents in a location known by and accessible to club and district officers
- Retain grant documents for a minimum of five years, or longer if required by local law

## **F. CONFLICTS OF INTEREST**

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, in compliance with The Rotary Foundation's Conflict of Interest Policy for Program Participants in the Terms and Conditions for Rotary Foundation District Grants and Global Grants. This includes any instances of Rotarians acting as vendors or serving as trustees, directors, officers, or staff of one of the Organizations. If in doubt, any potential conflict should be disclosed.

Identify any real or perceived conflicts here:

[Names, roles]

## **G. MODIFICATION**

Modifications to this document will be made by mutual consent of the parties. A written modification, signed and dated by all parties and approved by The Rotary Foundation, must be issued before acting on any changes.

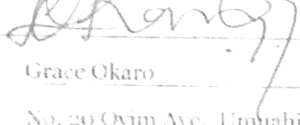
## **H. CONTACT INFORMATION**

Your privacy is important to Rotary International and The Rotary Foundation (collectively, "Rotary") and the personal data you share with Rotary will only be used for official Rotary business, such as in relation to the Rotary Grant. Personal data collected on this form is subject to Rotary's Privacy Policy.

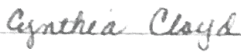
## I. AUTHORIZATIONS

By signing below, the parties agree to the terms of this memorandum of understanding.


Host Sponsor authorization:

Signature:  Date: Date 03 June, 2020  
Printed Name: Grace Okaro Title: PGA, Rotarian  
Postal Address: No. 20 Ovim Ave., Umuahia 44001, Abia State, Nigeria  
Phone: +234 803 308 9321 Email: chibbyo@gmail.com

International Sponsor authorization:

Signature:  Date: Date 6/3/2020  
Printed Name: Cynthia Cloyd Title: Rotarian  
Postal Address: 512 Sanddollar Ct., Ft. Collins, CO 80525  
Phone: 970-481-3703 Email: ccloyd@prodigy.net

Organization 1 authorization:

Signature:  Date: Date 03/6/2020  
Printed Name: Rev. Fr. Dr. Christian Anokwuru Title: Hospital Administrator  
Postal Address: P.O. Box 503, Umuahia North, Abia State, Nigeria  
Phone: +234 803 775 3667 Email: madonnahospitalumuahia@gmail.com

Organization 2 authorization:

Signature: \_\_\_\_\_ Date: Date  
Printed Name: Printed Name Title: Title  
Postal Address: Postal Address  
Phone: Phone Email: Email