

District 7610 Addendum to Club Memorandum of Understanding 2016-17

District 7610 has determined that additional requirements are appropriate for a club to qualify to receive Rotary Foundation block District Grant funds.

1. Club Leadership Responsibilities
 2. Financial Management
 3. Use of Block District Grant Funds
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1. Club Leadership Responsibilities
 - a. The individual appointed to manage club qualification and to ensure that stewardship measures and proper grant management practices are implemented cannot be responsible for oversight of the grant.
 - b. To ensure that clubs are kept current on Foundation procedures, District 7610 requires that the club be represented annually at District 7610 Grant Management training.
 2. Financial Management
 - a. If a common bank account is used for project funding, appropriate accounting practices must ensure accountability of all grant funds.
 - b. No club separate bank account or bank fund will be required for District Grant funds.
 3. Use of Block District Grant Funds
 - a. The Club acknowledges that it is responsible for the proper disbursement of block District Grant Funds as specified in the District 7610 Club Grant Qualification Guidelines.
 - b. The Club acknowledges that it is responsible for promptly repaying to District 7610 any block District Grant Funds not properly disbursed or accounted for.
 - c. District Grant Funds cannot be used for any project undertaken prior to the approval of the Grant or for any purpose not permitted under TRF Code of Policies or outlined in TRF Restriction Guidelines.
 - d. Block District Grant Funds May Be Used for the Types of Projects or Programs Below:
 - 1) District Scholarships;
 - 2) Vocational Training Teams;
 - 3) Humanitarian District Grants:
 - i. District Grants are intended for smaller projects not qualifying for Global Grants;
 - ii. District Grants may be used for either local or international projects;
 - iii. Only one District Grant per club per year, regardless of whether the club is the lead club, or a partnering club in a grant involving more than one club;

- iv. District Grants require each club involved to contribute an additional amount of 10% of their portion of the requested grant;
- v. District Grants may not exceed \$2,500 for each club involved;
- vi. When clubs partner to leverage grant monies, the entire grant amount will be paid to the District 7610 club initiating the request (lead club) regardless of the number of other partnering District 7610 clubs involved. The lead club will be responsible for disbursing the proper amounts to their partners, and is responsible for obtaining and forwarding all reports of that grant;
- vii. District 7610 clubs will be held accountable for management of grant funds under the terms and conditions contained herein and as specified in the Club Memorandum of Understanding (MOU) and are responsible for providing required reports within the timeframes specified;
- viii. Failure to complete the grant within 12 months from date of receipt of grant funds, to provide final reports or documentation of expenditures, or misuse of grants funds will require the club to repay the full amount of the grant to District 7610.

Authorization and Agreement

We, being responsible for administering grant activities for the Rotary Club of _____, certify that the club adheres to the requirements listed in this Memorandum of Understanding and will notify Rotary International District 7610 of any changes or revisions to club policies and procedures related to these requirements.

President: _____	President-Elect: _____
Presidential Term: 2015-16	Presidential Term: 2016-17
Name: _____	Name: _____
e-mail: _____	e-mail: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

**RETURN THIS PAGE TO THE 2016-17 DISTRICT 7610 ROTARY FOUNDATION CHAIR:
 Juanita Cawley, drfc7610@cox.net, P. O. Box 1098, West Point, VA 23181**