

Addendum to the Club Qualification Memorandum of Understanding (MOU) for District 7720 2018-2019

The Memorandum of Understanding stipulations apply to all Global Grants. This Addendum applies to District Grants (DG.)

1. The bank account requirements in Number 4 in the MOU are amended to allow DG funds to be held in a club account.
 - A. When a club is utilizing a club "fund raised" account the DG funds should be deposited and managed from that account.
 - B. If a small club has only one bank account, the DG funds can be deposited to and managed from that account.
 - C. In both cases a detailed accounting of all transactions involving deposit and disbursement of funds must be kept and made part of the document retention process described in Number 6 of the MOU: Document Retention.
2. It is very important that all clubs follow the deadlines for District Grant applications and final reports.
 - A. Applications must be filed by the requested time. Late applications could result in a club losing its grant eligibility.
 - B. Late reports could result in a club having to return the grant amount for the year, and possibly forfeiting its eligibility for the coming year.
3. District Grant reports include the club name, project title, and whether this is a progress or final report. The report also needs to contain the following information.
 - A. Project name, project number and project description; as well as:
 - i. What was done, when, and where project activities took place. If this is a progress report, describe what remains to be done.
 - ii. The number of people benefiting from the project.
 - iii. Who were the beneficiaries; how were they impacted by this project; and what humanitarian need was met.
 - iv. Number of Rotarians participating in the project.
 - v. What did they do; give at least two examples, not including financial support provided to the project.
 - vi. If a cooperating organization was involved, describe its role.
 - B. A financial report to include:
 - i. Listing of project sources of income including the District Grant, money contributed by the club, and money from project partners.
 - ii. Listing of project expenditures including a listing of items purchased and the suppliers.
 - iii. All expenditures supported by receipts and cancelled checks.
 - iv. A certifying signature by a club officer, including club name, position, and date.
4. Clubs must be current on district and international dues as well as all grant reporting.
5. Clubs are encouraged to have their District Grant project aligned with the Six Areas of Focus.
6. Clubs are required to qualify and sign the MOU for both District and Global Grant eligibility.
7. Clubs must be represented at both the Grants Management Seminar and Foundation Seminar.
8. This Addendum is to also be signed and submitted electronically with the Rotary Foundation's MOU by Feb. 1, 2018.

Club President _____ Date _____

Club President-elect OR Club Representative _____ Date _____

Send electronically the signed form to DRFC & PDG Lee Martin Adams at leeadams85@suddenlink.net and also to District Grant Chair, Chad Hinton at hinton_chad@yahoo.com.