



CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

THE ROTARY FOUNDATION

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

1. Club Qualification

To participate in Rotary Foundation 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 district grants. By completing these requirements, the club becomes qualified and eligible to participate in Rotary grants.

- 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.
- D. Qualification may be suspended or revoked for misuse or mismanagement of grant funds involving, but not limited to: fraud; forgery; membership falsification; gross negligence; endangerment of health, welfare, or safety of beneficiaries; ineligible contributions; use of funds for personal gain; undisclosed conflicts of interest; monopolization of grant funds by individuals; report falsification; overpricing; acceptance of payments from beneficiaries; illegal activities; use of grant funds for ineligible purposes.
- E. The club must cooperate with any financial, grant, or operational audits.

2. Club Officer Responsibilities

The club officers hold primary responsibility for club qualification and the proper implementation of TRF grants.

Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain club qualification
- B. Ensuring that all TRF grants adhere to stewardship measures and proper grant management practices
- C. Ensuring that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest

Additional District 5495 Requirements:

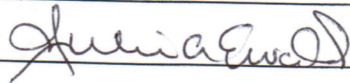
5495 has established requirements in addition to those established by The Rotary Foundation above. To be eligible to receive grant funding for any grant program, Rotary Clubs in District 5495 must:

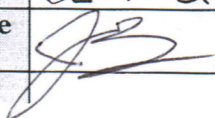
- a) Agree to implement and sign the Rotary Foundation Memorandum of Understanding for clubs. The MOU requires, among other things, that the club has established a financial management plan for administration of grant funds. Note: A club financial plan template is available on the District website which can adopted or adapted by the club.
- b) A separate bank account required for all Global Grant funds. A separated bank account is not required for District Grants. However, separate accounting of Rotary Foundation funds is mandatory in all cases.
- c) Appoint a Club Rotary Foundation Chair to a 3-year term.
- d) Have at least two members attend the District Foundation Grants Seminar annually. It is highly recommended that the President-Elect and Club Rotary Foundation Chair attend. Note: The Club can send as many participants as desired.
- e) Be current on its RI and District dues, and in good standing with the District, Rotary International, and The Rotary Foundation.
- f) Be current on all required tax returns for the Rotary Club and any associated Club Foundation.
- g) Have established and reported an Annual giving goal to the District Foundation Chair for the current year and for the next year – this is reported online through Rotary Club Central.
- h) Have contributed to the Rotary Foundation Annual Giving Fund in the previous year or the current year.
- i) Be current on all Rotary Foundation Grant reports.

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 TRF grant funds. By authorizing this document, the club agrees to comply with all of the conditions and requirements of the MOU.

On behalf of the Rotary/Rotaract Club of Four Peaks Fountain Hills, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2024-25 and will notify Rotary International District 5495 of any changes or revisions to club policies and procedures related to these requirements.

Club President	
Term	2023-24
Name	JULIE EWALD
Signature	
Date	

Club President-elect	
Term	2024-25
Name	JEFF STACK
Signature	
Date	