



MEMORANDUM OF UNDERSTANDING FOR LOCAL DISTRICT GRANTS

NAME OF ROTARY CLUB: _____

This memorandum of understanding (MOU) is an agreement between the above-named club and District 5320 whereby the club acknowledges and agrees to ensure that the club will implement proper management of District Grant Funds. All Rotary clubs and districts involved are responsible to the District 5320 Grants Committee and ultimately to The Rotary Foundation of Rotary International for the conduct of the project and for reporting on it. The signatures at the bottom of this page confirm that the club understands and accepts responsibility for all of its projects.

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

- The club will maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds.
- Grants funds will be disbursed as represented in the application.
- There will be at least two signatories from the club on every disbursement.
- Grant funds will not be used for any purpose other than the stated purpose set forth in the application.
- The club will establish and maintain appropriate recordkeeping systems to preserve documentation regarding the grant, including a method of retention, for a minimum of 5 years.
- All financial records pertaining to the grant, including bank statements, will be made available to the District upon request.
- All information contained in the grant application is true and accurate.
- The club agrees to undertake each project as an activity of the club.
- The club will comply with the required Rotarian activities and reporting requirements established from time to time by Rotary International and District 5320.
- The club agrees that if the project takes more than six months to complete, interim reports will be submitted every six months, and final reports will be provided no later than two months after the completion of the project.

On behalf of the above-named club, the undersigned agrees to comply with all the conditions and requirements of this MOU for Rotary year 2016-2017 and will promptly notify The Rotary Foundation and District 5320 of any changes or revisions to club policies and procedures that differ from those set forth in this MOU.

2018 - 2019 CLUB OFFICERS:

PRESIDENT _____ DATED _____

PROJECT CHAIR _____ DATED _____