



DISTRICT 7730 MEMORANDUM OF UNDERSTANDING 2021-22

DEI Grant Program

CLUB QUALIFICATION MEMORANDUM OF UNDERSTANDING

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3. Financial Management Plan
4. Bank Account Requirements
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#### Club Qualification

To participate in Rotary District 7730 Diversity, Equity and Inclusion grant program, the Club must agree to adopt the Rotary International policy (see attached statement) on DEI and Peace and are eligible to apply. The District may also establish additional requirements for Club qualification and/or require its Clubs to be qualified in order to participate in Rotary District DEI grants. By completing these requirements, the Club becomes qualified and eligible to participate in the DEI grant program.

- A. The Club is responsible for the use of funds for Club-sponsored grants, regardless of who controls the funds.
- B. 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.
- C. The Club must cooperate with any financial, grant, or operational audits.

#### Club Officer Responsibilities

The Club officers hold primary responsibility for Club qualification and the proper implementation of DEI District grants.

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Club officer responsibilities include:

- A. Appointing at least one club member to implement, manage, and maintain Club qualification.
- B. Ensuring that all DEI 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

Financial Management Plan

The Club must have a written financial management plan to provide consistent administration of grant funds.

The financial management plan must include procedures to

- A. Maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- B. Disburse grant funds, as appropriate
- C. Maintain segregation of duties for handling funds
- D. Establish an inventory system for equipment and other assets purchased with grant funds, and maintain records for items that are purchased, produced, or distributed through grant activities
- E. Ensure that all grant activities, including the conversion of funds, comply with local law

Report on Use of Grant Funds

The club must adhere to all DEI reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs DEI Taskforce of the grant's progress and how funds are spent.



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Document Retention

The Club must establish and maintain appropriate recordkeeping systems to preserve important documents related to qualification and DEI District grants. Retaining these documents supports transparency in grant management and assists in the preparation for audits or financial assessments.

- A. Documents that must be maintained include, but are not limited to:
 - 1. Bank information, including copies of past statements
 - 2. Club qualification documents including a copy of the signed club MOU.
 - 3. Documented plans and procedures, including:
 - a. Financial management plan
 - b. Procedure for storing documents and archives
 - c. Succession plan for bank account signatories and retention of information and documentation
 - 4. Information related to grants, including receipts and invoices for all purchases
- B. Club records must be accessible and available to Rotarians in the Club and at the request of the District.
- C. Documents must be maintained for a minimum of five years, or longer if required by local law.

Reporting Misuse of Grant Funds

The Club must report any potential and real misuse or mismanagement of grant funds to the District. This reporting fosters an environment in the Club that does not tolerate the misuse of grant funds.

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 Foundation 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 Club of _____, the undersigned agree to comply with all of the conditions and requirements of the MOU for Rotary year 2021-22 and will notify Rotary International District 7730 of any changes or revisions to Club policies and procedures related to these requirements.

Club President	
Term	2021-22
Name	
Signature	
Date	

DEI Grant Coordinator	
Term	2021-22
Name	
Signature	
Date	