



ROTARY DISTRICT 7390 MEMORANDUM OF UNDERSTANDING FOR CLUB FOUNDATION GRANTS

This document is an official Memorandum of Understanding (MOU) between Rotary District 7390 and the Rotary Club applying for or participating in Club Foundation Grant (CFG) Funds.

The Rotary Club understands that:

1. The club will become a qualified Club per District 7390 requirements.
2. CFG Intent Form and CFG application Form are filed in a timely manner under CFG time schedule.
3. Three club members are appointed to be the CFG Project Committee.
 - a. One member, designated primary contact, **MUST** attend all CFG training sessions scheduled by District 7390.
 - b. All three members are urged to attend all CFG training sessions.
 - c. Rotary Club President and President-Elect are urged to attend all CFG training sessions.
4. The club **will not** receive CFG Funds until the CFG Project Final Report is approved by District Grant Committee.
5. The club must maintain a complete record of all receipts and expenditures related to a CFG Project. Records must be retained for 5 years.
6. The club cannot begin project or expend funds toward project until being notified by District Grant Committee that their CFG Project is approved.
7. The club must file a progress report (email) six (6) months following approval of project unless project is completed.
8. The club must file a Final Report, designated District 7390 Form, within sixty (60) days of completed project **BUT** no later than June 30.
9. Should the Final Report not be submitted in a timely manner the Rotary Club **will not** be reimbursed for project and may be in jeopardy of having further projects disapproved by the District Grant Committee
10. Each Rotary Club may have only one CFG Project ongoing at any one time. The Rotary Club may also participate with one other Rotary Club in another project but may not expend funds exceeding total funds allowed by District 7390 Grant Committee.

We being responsible for administration of Club Foundation Grants for our Rotary Club agree that the club will comply with all District 7390 requirements and certify that the club will adhere to and understand all requirements in the Memorandum of Understanding.

Club: _____

2017-18 Club President Name

2017-18 Club President Signature

Date

2018-19 Club President Name

2018-19 Club President Signature

Date