

Club Allocation of Rotary Foundation District Designated Funds (DDF)

Spending Plan for 2023-2024 Rotary Year and Club Qualification MOU

Club: _____ Allocation of DDF: \$ _____

(Note: Total of A and B below cannot exceed this amount. Please read instruction page before completing this form.)

A. Amount to be used for a Club Grant(s): \$ _____

Note 1: If 50% or more of the allocation is used for a global grant(s), then the club is guaranteed its club grant amount or amounts if more than one club grant is undertaken.

Note 2: Rotary Foundation funds used for a club grant must be matched by the club.

Note 3: A club that designates more than 50% of its allocation to a club grant may have that amount reduced if district total exceeds Rotary Foundation requirements. If that happens, the reduction will be allocated to the club for global grants. If club does not have a specific project in mind, it may list "Return to Grants Committee" in Section B.

B. Amount to be used for a Global Grant: \$ _____

Is it promised to a specific project? _____

In this project, are you the lead club? _____ or a partner club? _____

_____ Funds to be designated at a later date. Deadline set by Grants Committee.

_____ Funds returned to Grants Committee for distribution to global grants.

Note: A club may have additional funds returned to the club because of previous pledges to a global grant that did not go through. Those funds can only be used for a global grant or grants. They are not part of the 2023-2024 allocation process.

Club Qualification Memorandum of Understanding

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

The MOU has been explained in Part 3 of the Grants Qualification training modules. Following is a summary of the key elements in the seven parts of the MOU.

1. Club Qualification—To participate in Rotary Foundation district and global grants, the club must agree to implement the financial and stewardship requirements in this MOU and have at least three club members qualified through the district’s Grant Qualification process, including the president-elect. The club is responsible for the use of funds for club-sponsored grants, regardless of who controls the funds. The club agrees to cooperate with any financial, grant, or operational audits.
2. Club Officer Responsibilities—Club officers ensure that all Rotary Foundation grants adhere to stewardship measures and proper grant management practices and ensure that all individuals involved in a grant conduct their activities in a way that avoids any actual or perceived conflict of interest.
3. Financial Management Plan—The club must have a financial management plan to provide consistent administration of grant funds, including maintaining a standard set of accounts with a complete record of all receipts and disbursement of grant funds.
4. Bank Account Requirements—The club bank account must have a minimum of two Rotarian signatures from the club for disbursements and bank statements must be available to support receipt and use of Rotary Foundation grant funds.
5. Report on Use of Grant Funds—The club must adhere to all Rotary Foundation reporting requirements. Grant reporting is a key aspect of grant management and stewardship, as it informs the Rotary Foundation of the grant’s progress and how funds are spent.
6. Document Retention—The club must establish and maintain appropriate recordkeeping systems to preserve important documents related to Rotary Foundation grants.
7. Reporting Misuse of Grant Funds—The club must report any potential and real misuse or mismanagement of grant funds to the district.

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 2023-2024 and will notify District 5220 of any changes or revisions to club policies and procedures related to these requirements.

Club President

Club President-elect

Please return this form to District Grants Chair Judy Lovett by Friday, May 12, 2023 with club grant application. If this form is not turned in, the club will lose its allocation and it will be returned to the Grants Committee for distribution to potential global grants.

Mail to 5250 Claremont Ave. #226, Stockton CA 95207 or e-mail to judylovett5220@gmail.com

Directions for completing the Spending Plan for 2022-2023 Rotary Year

The club allocation of District Designated Funds provided to D5220 Rotary Clubs is based on the giving of that club to the Rotary Foundation Annual Fund over the past 2 ½ years.

The club can decide how to utilize the funding for either club grants or global grants. This is indicated on the two parts of the Spending Plan. Club grants can be used for humanitarian purposes either locally or internationally. They require the club to submit an application to the district for approval and to at least match the Rotary Foundation allocation. These grants become part of a single grant submitted by the district for approval at the Rotary Foundation level. Club grants have been utilized by clubs in our district for a number of years. Clubs will submit the Club Grant application(s) with the Club Spending Plan.

The Rotary Foundation places an overall limit of how much of the District Designated Funds can be utilized in club grants. Because of this requirement, clubs that commit 50% or more of their allocation on the attached form to a global grant or grants will be guaranteed their requested club grant amount. However, should the total of club grant requests exceed the Rotary Foundation requirement, those clubs that did not designate at least 50% of funds to global grants will have their club grant request reduced. Changes will be made on their club grant application and the club will be notified. If a club has its club grant request reduced, the amount reduced from the original request can then be used by the club in a global grant of the club's choosing or designated (on the Spending Plan) to the Grants Committee for dispersal to a district global grant.

Clubs can also utilize this funding for a Global Grant, either as a lead club or as a partner club. Global Grants can only be done internationally, have a number of detailed requirements, and are submitted directly to the Rotary Foundation for approval and matching of funds. Clubs pursuing a Global Grant will need to get Rotary Foundation allocations and/or cash contributions from D5220 clubs or individuals or clubs and individuals outside the district. Note that, at the time of submission of the Spending Plan, a club may not know what global grant it would like to support; this can be done at a later date but the club will risk losing the funding if not utilized.

The Rotary Foundation requires that clubs agree to the provisions of the Club Qualification Memorandum of Understanding. By signing at the bottom of the second page, the club president and president-elect state that their club will follow those provisions.