

General Description

Describe the project and the problem or need it will address, including the intended beneficiaries and how the project will benefit the community in need. Provide the estimated length of time needed to complete the project. **Provide a Conflict of Interest Statement.**

Community Assessment & Impact

Describe how the benefiting community has been determined and what impact will be made by this project after grant funding has been fully expended.

Sustainability

Please explain the plan on how to maintain this project for a long period of time.

Cooperating Organizations

Explanation: Cooperating Organizations are any other groups or organizations (other than partnering Rotary clubs) that are working with the sponsoring club in either funding or implementing the project.

Implementation Plan

Describe specific activities of the sponsoring club and any partners in implementing the project. **What will the Rotarians who are members of the partner clubs do during the project? Please note that financial support is not considered active involvement. What is your publicity plan?**

Budget

Expected Expenses

Expected Income (Source of Funds)



Memorandum of Understanding

between

Rotary Club of () and

[Cooperating Organization], **“the Cooperating Organization”** and

[The Beneficiary], **“the Beneficiary”**

[insert names of parties]

1. Subject

District 5020 Community Grant, **“The Rotary Grant”**

2. Purpose

This document serves to establish a framework of cooperation and agreement between the aforementioned parties in order to implement a service project financed in part by a Rotary Foundation District Community Grant.

3. Shared Goals

The parties to this agreement will collaborate to achieve the following shared goals: [state desired outcomes of the project]

4. The Rotary Club [suggested activities - edit as necessary]

- a. Appoint a grant project management committee to manage the project
- b. Direct and coordinate local education and public relations
- c. Direct and coordinate local fund-raising efforts
- d. Provide Rotary Grant project administration and reporting
- e. Provide technical and professional services in support of the Rotary Grant project
- f. Provide volunteer training, mentoring, and financial review for the Rotary Grant project
- g. Seek other community support services with other resources in support of the project
- h. Perform other actions as necessary to ensure the success of the project

5. The Cooperating Organization will [suggested activities - edit as necessary]

- a. Maintain clear and separate accounting of any project-related expenses
- b. Maintain records and statistics sufficient to complete reports to The Rotary Foundation
- c. Report activities and results to the Rotary Club accurately and on a timely basis
- d. Replace any Rotary funds lost due to internal theft or poor internal control procedures

6. The Beneficiary agrees [suggested activities - edit as necessary]

- a. To grant permission for the projects execution
- b. That Rotary project responsibilities end with completion of the project
- c. To provide ongoing maintenance for the project

7. Understandings *[do not edit]*

- a. All parties acknowledge that the Rotary Grant, if approved, will be awarded to the Rotary Club and not to the Cooperating Organization.
- b. The Cooperating Organization must abide by The Rotary Foundation grant terms and conditions.
- c. The Cooperating Organization and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

8. Modification

Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, and approved by The Rotary Foundation prior to any changes being performed.

9. Conflict of Interest

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving on the board of directors or as staff of the Cooperating Organization.

10. Primary Contacts/Signatures

By signing below, the parties agree to the terms of this memorandum of understanding.

For the Rotary Club

Signature/Date	
Name	
Address	
Phone/email	
Position	

For the Cooperating Organization:

Signature/Date	
Name	
Address	
Phone/email	
Position	

For the Beneficiary:

Signature/Date	
Name	
Address	
Phone/email	
Position	