



MEMORANDUM OF UNDERSTANDING  
FOR 2024-25 DISTRICT 7230 GRANTS

ROTARY/ROTARACT CLUB OF: White Plains

This Memorandum of Understanding (MoU) is an agreement between the above-named club and Rotary International District 7230, whereby the club acknowledges and agrees to ensure that the club will implement proper management of District Grant Funds.

All Rotary (and Rotaract) clubs and districts involved are responsible to the District 7230 Grants Sub-Committee and ultimately to The Rotary Foundation of Rotary International (TRF) for the conduct and management of the project and for reporting on it.

The signatures at the end of this document confirm that the club named above, and its officers understand and accept responsibility for all of its activities in projects funded by District Grants.

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

- Maintain a standard set of accounts which will include complete and accurate records of all receipts and disbursements of grant funds;
- Disburse Grants funds as represented in the budget of the project application;
- Ensure at least two written approvals from the club on every disbursement;
- Not to use Grant funds for any purpose other than the stated purpose set forth in the application;
- Establish and maintain appropriate recordkeeping systems to preserve original documentation regarding the grant, including a method of retention, for a minimum of five years, ensuring our successors have full access to these documents.
- Upload all financial records pertaining to the grant, including bank statements, to the Documents section of the project on [matchinggrants.org](http://matchinggrants.org) and upon request, make original records available to the District and/or TRF;
- Ensure all information contained in the grant application is true and accurate;
- Undertake the project as an activity of the club, and not part of a larger project of another entity;