



# MEMORANDUM OF UNDERSTANDING

between

ROTARY CLUB OF KAMPALA NORTH, UGANDA

and

ROTARY CLUB OF CATARAQUI-KINGSTON ~~USA~~

and

LITERACY AID UGANDA, UGANDA

CANADA

## 1. SUBJECT

Global Grant #GG1745467 in SIRIBA, UGANDA

## 2. PURPOSE

A cooperating organization is any reputable non-Rotary organization or academic institution that provides expertise, infrastructure, advocacy, training, education or other support for the grant. Cooperating organizations must comply with all reporting and auditing activities required by the Rotary Foundation and provide receipts and proof of purchase as required. This document serves to establish a framework of cooperation and agreement between the aforementioned parties as it pertains to the implementation of a project financed by a Rotary Foundation Global Grant.

## 3. PRIMARY CONTACTS

	HOST PARTNER	INTERNATIONAL PARTNER	COOPERATING ORGANIZATION
Name	ROTARY CLUB OF KAMPALA NORTH, KAMPALA	ROTARY CLUB OF CATARAQUI-KINGSTON	LITERACY AID UGANDA, KAMPALA
Address	P.O.BOX 5362 KAMPALA, UGANDA	P.O.BOX 1964, KINGSTON, ON K7L 5J7, <del>USA</del> CANADA	PO.BOX 1947, KAMPALA UGANDA
Phone	+256 777 753 566	613-542-5371	+256-772-466-754
Email	Pennymbabazi14@gmail.com	billgrayrotary@gmail.com	literacyaiduganda@gmail.com

*William J. E. [Signature]*

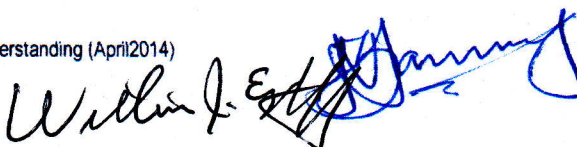
*[Signature]*

#### 4. UNDERSTANDINGS

- A. All parties affirm that Global Grant #GG1745467 is initiated, controlled, and managed by the Rotary clubs and/or districts involved in the project.
- B. ROTARY CLUB OF KAMPALA NORTH and ROTARY CLUB OF CATARAQUI-KINGSTON affirm that LITERACY AID UGANDA is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that Global Grant #GG1745467, if approved, will be awarded to ROTARY CLUB OF KAMPALA NORTH and ROTARY CLUB OF ~~CATARAQUI~~ and not to LITERACY AID UGANDA. *B CATARAQUI-KINGSTON B6*
- D. All project funds will be in the custody of the partner Rotarians and will not be managed by LITERACY AID UGANDA.
- E. LITERACY AID UGANDA must abide by The Rotary Foundation grant terms and conditions.
- F. LITERACY AID UGANDA and its involvement in this project may be subject to financial and operational review/audit by The Rotary Foundation.

#### 5. ROTARY CLUB OF KAMPALA NORTH SHALL:

- A. Undertake responsibility to manage the grant, line budgets and coordinate implementation of all planned activities to achieve set objectives and targets
- B. Set up and manage the grant account;
- C. Manage the grant funds in collaboration with the International Partner
- D. Maintain accurate and appropriate accounting records to support permissible expenditure charged to the grant funds;
- E. Provide timely narrative and financial reports to both RCKN administrative structures, the international partner, and the Rotary Foundation;
- F. Facilitate the formation and training of; Village Health Teams (VHTs), Village Health Volunteers (VHVs), Vocational Training Teams (VTTs) and Change Agents (CAs);
- G. Identify potential trainers for all the 6 thematic components of the project;
- H. Facilitate the Cooperating Organisation to meet their travel, accommodation, meals, and incidental expenses while undertaking their tasks;
- I. Undertake procurement of all required items and services during project implementation;
- J. Endeavour to raise contributions to meet their participation in the project in form of in-kind, service or volunteer depending on existing skills for individuals, community and cooperating organisations;
- K. Carry out M&E to inform strategy and tactical changes throughout the project;





- L. Publicise the project locally in the mass media; at the District Conference and Rotary Convention; and online;
- M. Lead in the preparation and submission of grant reports to TRF and other partners.

**6. ROTARY CLUB OF CATARAQUI-KINGSTON SHALL:**

- A. Work on line with the Local Partner in coordinating the project and giving "no objection" to key project management, implementation, and procurement decisions;
- B. Undertake to explore possibilities of other forms of cooperation, such as volunteer visits, conferences, training courses not necessarily planned for under the grant;
- C. Provide advice and counsel on the possible ways to effectively implement the grant based on past experiences and best practices;
- D. Publicise the project locally in the mass media; at the District Conference and International Convention; and online; and
- E. Work with Kampala North in submitting reports to TRF and other partners.

**7. LITERACY AID UGANDA SHALL:**

- A. Provide training in functional adult literacy in both local and english language;
- B. Prepare and submit training reports;
- C. Guide the Rotarians in aspects to focus on while providing general oversight;
- D. Join the Rotarians in the periodic monitoring visits as needed

[COOPERATING ORGANIZATION RESPONSIBILITY]

**8. MODIFICATION**

Modifications within the scope of this document 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.

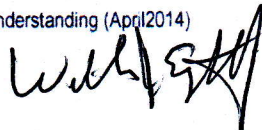
**9. CONFLICT OF INTEREST**

Any real or perceived conflicts of interest must be disclosed to The Rotary Foundation, including any Rotarians serving as paid staff or board of directors for the cooperating organization.

**10. SIGNATURES**

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

Cooperating Organization Memorandum of Understanding (April 2014)





  
ROTARY CLUB OF KAMPALA NORTH

  
ROTARY CLUB OF CATARAQUI-KINGSTON

LITERACY AID UGANDA

23/1/2017

DATE

Jan. 31, 2017

DATE

3<sup>rd</sup> January, 2014

DATE