

## **The District and Global Grant Implementing Procedures for The Rotary Club of Woodland and the Woodland Rotary Endowment**

Adopted by the Rotary Club of Woodland Board, on 28 Sept, 2015.

Adopted by The Woodland Rotary Endowment Board on 8 October, 2015.

Rotary District 5160 policies on District and Global grants requires an annual MOU for each year the Club has an active grant project. The MOU, signed by the President and the President Elect, commits the Club to certain specific requirements; non-compliance can result in the Club's qualification to participate in the grant program being revoked. These requirements are to be embodied in implementing procedures, proposed by the Club President and adopted by the Board. The Implementing Procedures will continue in effect until superseded. A copy of the Procedures, and any changes thereto, shall be forwarded to the District 5160 Stewardship Chair upon adoption. The Club Qualification MOU must be renewed each Rotary year for the life of each project (through financial completion/final report).

**Club Officer Responsibilities:** Unless otherwise formally designated, the Primary and the Secondary Contacts on the Grant application are the Grants Manager, and the Assistant Grants Manager respectively. They shall be responsible to the Club President for proper execution of the grant per the MOU terms (note, some specific requirements are listed there and not repeated here) and these Implementing Procedures. The Club President, assisted by the Board, shall be responsible for insuring club compliance with the MOU and the grant provisions.

### **A. Financial Management Plan:**

- a. An income/expense report will be maintained. The chart of accounts should include, as a minimum:
  - i. Income
    1. District Grant DDF funds received
    2. Global Grant DDF funds received
    3. Local Match Funds received, with donor designation
  - ii. Expenses
    1. Travel expenses
    2. Administrative expenses
    3. Expenses for parts, material
    4. Expenses for contracted services
    5. Contingency expenses
    6. Performance measurement expenses (Global Grants only)
    7. Project Management (Global Grants only)
- b. A separate bank account shall be maintained for each grant project, utilizing the Endowment Fund tax ID number, and all income, expenses, recorded through that account. A ledger of all income and expenses, showing relation to the budget, will be maintained. The bank account shall be closed upon closeout of the project. There shall be a minimum of two Club Members with authority to make payments (write checks), and to designate additional members to have such authority (for succession issues). Normally this shall be the Assistant Grants Manager and the Endowment Fund Treasurer. Upon turnover of one of those positions, the other shall insure the vacancy is filled, with appropriate bank account authority. If account signatories change, notify the District Stewardship Chair.

- c. Separation of procurement functions. There are three primary functions in the procurement cycle: (1) determination of need/ordering/receipt of material; (2) invoice approval/authorization for payment; and (3) payment (i.e., check writing). Maximum transparency is achieved when three people are involved in the cycle. Sometimes this is not feasible, but always at a minimum, the person writing checks should not be the person approving invoices/authorizing payment. The person ordering material/services shall document steps taken to insure competitive prices.
  - d. Potential conflicts of interest: Rotarians involved in the project that have a real or potential conflict of interest (i.e., potential supplier of goods or services for the project) shall disclose that issue in writing and get Grant Manager approval before proceeding. If unsure the matter will be referred to the Club President, and/or the District. In all cases, resolution of the matter will be made a part of the project record.
  - e. Significant changes to the approved budget are subject to prior approval of the District Stewardship Chair and should be requested by the Grant Manager when first identified.
- B. Records Management Plan
- a. All pertinent grant records/correspondence, bank statements covering the period of the grant, backup information for all procurement actions, the Club MOU, emails will be maintained by the Grant Manager, and upon completion of the project, turned over to the Club Secretary for retention for 5 years after project completion. Records shall be accessible and available to Club Rotarians and the District if requested. (The easiest way may be to make a pdf file of all records upon project closeout, and store both online and hard copy with the Club Secretary.)
  - b. A page will be established on the Club website (Members only section) containing:
    - i. the grant application as approved, with any changes
    - ii. The signed Club Qualification MOU, with any changes
    - iii. The Grant approval communication from the District
    - iv. The Board approved District and Global Grant Implementing Procedures
    - v. Bank account application, showing account number and persons designated to sign checks, appoint successors with check approval authority.
    - vi. Significant grant correspondence, including press releases, and notice of completion to the District.
    - vii. The final financial report.
    - viii. A statement that transparency in grant execution is important to the creditability of the program, and as such:
      - 1. Records are available to Club members for examination
      - 2. Club members are responsible for reporting any suspected misuse or mismanagement of grant funds to the Club President. The Club President is responsible for forwarding any reports of potential and real misuse or mismanagement to the District Stewardship Chair. The Club will cooperate fully with the District on a formal review and resolution of any allegations.
- C. Promulgation of Procedures. Within one month of approval of a District or Global Grant, these implementing procedures will be presented at a Club meeting, for information.

References:

1. Grant Application
2. District Approval
3. [2015-2016 Rotary District 5160 District Designated Funds District Grant and Global Grant Policy](#)
4. [Club Qualification Memorandum of Understanding](#) and [Club Qualification MOU Worksheet](#)
5. [Terms and Conditions for Rotary Foundation District and Global Grants](#)
6. [RI Grant Management Manual 1000-EN—\(313\)](#)