This Addendum gives Rotary Clubs in District 5150 additional guidance, conditions and requirements above and beyond The Rotary Foundation Club Qualification Memorandum of Understanding. Clubs must comply with all provisions of both documents in order to participate in any TRF District or Global Grant program.

**REQUIRED BY DISTRICT**

1. **QUALIFICATION.** A Club must be qualified to receive a distribution of District Designated Funds (“DDF”) from The Rotary Foundation for a District or Global Grant. The District will allocate DDF to non-qualified Clubs for them to allocate to other Clubs or Districts, but the Clubs cannot use the DDF for their own project. Clubs may choose to allocate any of their DDF to The Rotary Foundation funds including PolioPlus, Peace Centers, World Fund, Endowment Fund, or Disaster Response Fund.

2. **TRAINING.** The Club President Elect (PE) and one other Club member are required to complete the District 5150 sponsored Grant Management training. If either the Club PE or the other Club member fail to attend the required training, a Club’s Qualification may be in jeopardy subject to an appeal to the District Governor Elect (DGE) who has the sole discretion to make an exception. Grant Management training will be offered in a hybrid environment (in person and via Zoom). Training must be completed by both individuals no later than March 15, 2023.

3. **MEMORANDUM OF UNDERSTANDING.** The signatures of the President Elect and President Nominee are required on the TRF MOU and District’s MOU Addendum. In the absence of a President Nominee, another Club member who has completed the District 5150 Grants Management Training or one of the following Club committee chairs may sign the District 5150 MOU: International Service, Community Service or Rotary Foundation. Only the President Nominee may sign the TRF form, so if one has not been appointed, temporarily appoint one of the other persons to that position until such time as the President Nominee has been selected. When the PN has been selected, they must sign the TRF MOU and District 5150 MOU Addendum. These two documents must be provided to the Stewardship Chair no later than March 15, 2023.

4. **ACCURACY AND REPORTING.** All information contained in any Grant Application must be true and accurate. The Club agrees to undertake each project as an activity of the Club. The Club will comply with the required Rotarian grant activities and reporting requirements established from time to time by Rotary International and District 5150 including TRF Terms and Conditions.

5. **DISBURSEMENT.** Grant funds will be disbursed as represented in the Application for the District Grant.
6. **BANK ACCOUNT.** A separate bank account should be opened for each club-sponsored grant, and the name of the account should clearly identify its use for grant funds. The Club shall maintain a separate bank account for each District Grant of $2,000 or more and for each Global Grant regardless of size.

7. **OVERDUE REPORTS.** District 5150 will not approve new grant applications from any grant sponsor that has an overdue report for any Foundation grant. Completing Grant requirements after the due date will make that Club ineligible to participate in a District Grant or Global Grant the following year.

8. **FINAL REPORTS.** District Grant Reports must be completed online at the District 5150 website. A Final Report for a completed project or an Interim Report for an uncompleted project must be submitted by the Club to the District by May 1st of the Rotary Year, and if the project is longer than a one-year project, a Final Report is due May 1st of the following Rotary Year.

9. **COMPLETION DEADLINE.** All the foregoing and following steps must be completed by May 1, 2023, for the 2023-2024 Rotary Year. Assistant Governors and the Grants Subcommittee are available to assist.

**AUTHORIZATION AND AGREEMENT**

On behalf of the Rotary Club of ______________________________, the undersigned agree to comply with all of the conditions and requirements of this Addendum to The Rotary Foundation Memorandum of Understanding (MOU) for Rotary year 2023-2024 and will notify Rotary International District 5150 of any changes or revisions to Club policies and procedures related to these requirements.

**Incoming Club President**

President Term: 2023-2024

Name ______________________________

Signature ______________________________

Date ______________________________

**Incoming Club President Elect**

President Elect Term: 2023-2024

President Term: 2024-2025

Name ______________________________

Signature ______________________________

Date ______________________________

Send the executed TRF MOU and this Addendum to the Stewardship Subcommittee Chair Richard Chinn no later than March 15, 2023.