

## Club Grant Steward Duties

- Responsible for implementing, managing, and maintaining club qualification for each grant
- Signs the Club Qualification MOU
- Ensures any actual or perceived conflicts of interest are disclosed
  - An actual or perceived conflict of interest, if properly disclosed, can be allowed
    - Example: Club plans to use grant funds to purchase items from a club-member-owned business because that business offers the best quality at the best price. The Rotarian business-owner is not on the project committee or a signer on the grant account. This would be documented/disclosed with bids/quotes from a variety of vendors.
    - Example: A club member is employed by or serving as an officer of a cooperating or benefitting organization. He/she/they do not serve on the project committee and do not sign on the grant account. This would be disclosed in Section 8 of the Cooperating Organization MOU.
- Ensures that proper grant management practices are implemented as outlined in the club's Financial Management Plan
- Consults with Club Project Committee on a regular basis
- Attends the District Grant Management Training in-person or online, and successfully completes the post-training quiz
- Cannot be a signer on the grant account or serve on the club's grant project committee
- Club Grant Steward can oversee more than one grant at a time
- Make sure you are identified as Club Grant Steward in DACdb (club positions)

## Financial Management Plan

- Club must have a written plan to provide consistent administration of grant funds
- Procedures to maintain a standard set of accounts, which includes a complete record of all receipts and disbursements of grant funds
- Ensures accountability of District Grant funds
- Ensures that signatories cannot be responsible for oversight of the project
- Ensures that bank account requirements are in place as per MOU

## District Grant Training Qualification

- At least two of the three Club Project Committee members (Club Signatures in DACdb) and the Club Grant Steward need to:
  - Attend the Annual D5080 Grant Management Seminar (in-person or online)
  - Pass the post-training quiz
- The Club Project Committee members and the Club Grant Steward need to be qualified before submitting the grant