

**COOPERATING ORGANIZATION MEMORANDUM OF UNDERSTANDING  
FOR DISTRICT GRANTS**

between

**[Insert name of D5080 Rotary Club here]**

(hereinafter referred to as "The Primary Sponsor")

and

**[Insert name of Cooperating Organization here]**

(hereinafter referred to as "The Cooperating Organization")

**1. Subject**

District Grant [**Local** or **International** Project] for [**Purpose**] in [**Community**], [**Country**]

**2. Purpose**

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 District Grant [for either Local or International Projects].

**3. Contacts**

	The Primary Sponsor	The Cooperating Organization
NAME		
ADDRESS		
PHONE		
E-MAIL		

**4. Understandings**

- A. All parties affirm that the District Grant is initiated, controlled, and managed by The Primary Sponsor identified above.
- B. The Primary Sponsor affirms that The Cooperating Organization is reputable and responsible and acts within all governing laws of the project country.
- C. All parties acknowledge that the District Grant, if approved, will be awarded to The Primary Sponsor and not to The Cooperating Organization.
- D. All project funds will be in the custody of the Primary Sponsor and will not be managed by The Cooperating Organization.
- E. The Primary Sponsor and The Cooperating Organization will abide by the Terms and Conditions for Rotary Foundation District Grants.
- F. The Cooperating Organization and its involvement in this project may be subject to financial and operational review/audit by Rotary District 5080 and/or The Rotary Foundation.

5. The Primary Sponsor shall:

- A. **[list responsibilities]**
- B.
- C.
- D.
- E.

6. The Cooperating Organization shall:

- A. **[list responsibilities]**
- B.
- C.
- D.
- E.

7. Modification

Modifications to Sections 5, 6 and/or 8 may be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties. The modification will be uploaded to the grant application Documents folder in DACdb.

8. Conflict of Interest

Any real or perceived conflicts of interest must be disclosed to Rotary District 5080 and The Rotary Foundation, including any Rotarians employed by or serving as an officer of the cooperating organization. Rotarians identified in this section are not eligible to serve on the project committee or to sign on the grant bank account. The following Rotarian(s) are employed by or are serving as an officer of the cooperating organization: **[LIST NAMES]**.

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9. Signatures

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

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[PRIMARY SPONSOR, TITLE]

DATE

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[COOPERATING ORGANIZATION, TITLE]

DATE